

## End of Year 2022 Employer Timeline

### Pre-application Preparation

Monday 20 June	<b>ACE Advertising Begins:</b> Updated Website goes live in preparation for End of Year 2022 intake. Applicant, Employer, External Provider and Tertiary Guides are sent.
Tuesday 19 July	<b>July State Exam 2022</b>
Monday 1 August	<b>Employer Information Sheets Issued:</b> Due one week before applications open
Tuesday 2 August	<b>ACE Emails Previous Applicants:</b> ACE emails all candidates who remain on the national talent pool or who remain unhired from the 2020 and 2021 intakes inviting them to reapply for the upcoming intake
Tuesday 9 August	<b>Employers Post Estimated Vacancy Numbers on Employer Websites:</b> Estimated vacancies for each practice setting specialty are posted on DHB career websites or NETP webpages by COB the day before applications open.

### End of Year 2022 Intake Opens

Wednesday 10 August, 9am	<b>Applications Open on the ACE Website:</b> The ACE application portal automatically opens at 9am to allow students to start submitting applications
Tuesday 6 September, 12pm (noon)	<b>Applications Close:</b> 4 (or 5) weeks for applications to be completed on the ACE Nursing website
Wednesday 7 September - Friday 16 September	<b>ACE Application Assessments:</b> ACE has 8 (or 5) working days to assess all completed applications against the national framework criteria and create spreadsheets for each employer of those applicants who have nominated them as one of their 3 preferred employers.
Friday 16 September	<b>End of Year 2022 Employer Passwords &amp; Logins Issued</b>
Monday 19 September	<b>DHB Spreadsheets Sent:</b> ACE sends individual employer spreadsheets so they can view candidate application information and documentation. These spreadsheets list the applicants in order of highest score to lowest.
Monday 19 September to Friday 28 October	<b>Employer Interviews and Assessments:</b> Employers determine the number of vacancies they want to fill and have 6 weeks to screen and interview applicants and make their selections to hire, ranking their applicants in preference order. Employers should interview more applicants than places available to ensure their vacancies are filled. However, it is recommended that employers do not rank an applicant they do not wish to hire
Friday 21 October, 5pm	<b>Mid-Year 2022 Talent Pool Closes:</b> Employers must inform ACE of any additional applicants to be hired from the Mid-Year talent pool. This allows ACE time to withdraw those applicants from the system before employers submit their rankings, thus preventing employers from ranking and offering an applicant that is in fact no longer available.
Friday 28 October	<b>Employers Submit Final Vacancy Numbers and Applicant Ranking Lists:</b> Employers must log-in to ACE and input their selection of applicants in order of preference and their final number of NETP and NESP vacancies
Monday 31 October, 9am	<b>Applicant Edits and Updates Close:</b> Applicants have until Monday 9am (or Friday 4pm the week prior) to change their employer preferences, if their change of preferences are not submitted prior to this time they will not be changed
Monday 31 October to Friday 4 November	<b>Electronic Match and Audit Conducted:</b> ACE has 1 week to conduct the electronic match, audit match results and compile matched candidate spreadsheets for each employer.
Friday 4 November	<b>Electronic Match Results Distributed:</b> ACE sends matched candidate lists to employers.
Monday 7 November to 4pm, Wednesday 9 November	<b>Early Talent Pool:</b> Employers going through the Early Talent Pool process have 3 working days to confirm if there are any further people on their Early TP that they wish to employ. Employers are required to email ACE by 4pm Wednesday with any further applicant names.
Friday 11 November, 5pm	<b>Early Talent Pool Results Distributed:</b> ACE manually matches any further applicants to employers with vacancies outstanding and resends updated Matched spreadsheets to those employers. ACE performs the manual match strictly following the ACE algorithm rules. (ie. where the same applicant has been subsequently ranked by more than one employer, the applicants employer preference order will determine which employer they are matched to).
Friday 11 November, 5pm	<b>Official Match Results/ DHB Spreadsheets Distributed:</b> ACE Emails all DHB participants with the full list of electronically and manually matched candidates.
Tuesday 15 November	<b>November State Exam 2022</b>
Wednesday 16 November, 9am	<b>Notification of Match Result Emails:</b> ACE emails all applicants letting them know if successful or not. ACE notifies ALL applicants simultaneously via email whether they have been successful or not.
Wednesday 16 November, 1pm	<b>Employers Offer Letters:</b> Employers send offer letters directly to successfully matched applicants formally offering them their position. These must be sent between 1pm and 5pm.
Thursday 17 November	<b>End of Year Talent Pool Opens:</b> ACE compiles and opens the national talent pool for employers. ACE also sends excel copy of spreadsheet to employers manually as this excel spreadsheet includes the ACE scores while the live TP spreadsheet doesn't. This involves compiling a single spreadsheet of all remaining applicants who have not yet been matched and sending this to all employers. Employers use this list to fill any remaining or subsequent NETP/NESP positions.
Wednesday 23 November, 5pm	<b>Candidates Accept or Decline Employer Offers:</b> Successfully matched graduates have 1 week to accept or reject offers and respond to the employer. If they have not responded by this time they are assumed to be rejecting the offer and the position will be offered to another applicant. The applicant who did not respond will then also be removed from this intake altogether as per the rules following rejection of an offer
Thursday 24 November, 5pm	<b>Employers Report Offers Declined:</b> Employers must confirm candidates who decline offers and advise if there are any vacancies left unfilled. To fill further positions, employers will utilise the Mid-Year Talent Pool.
Friday 25 November, 5pm	<b>Employers Report Offers Accepted:</b> Employers must confirm the Practice Settings each candidate has been allocated to.
Friday 16 December	<b>**November State Exam Results Released by NCNZ</b>
From 3 January 2023	Successfully matched nursing graduates begin work with employers, starting dates will vary