

End of Year 2017 Student Timeline		
Detail	Date End of Year 2017	Timeline
Pre-application Preparation		
Employers post estimated vacancy numbers on their individual websites	By Tuesday 15th August 5:00pm	Employers post their estimated vacancies for each practice setting specialty on their website by 5pm the day before applications open
ACE presentations to employers and Nursing Schools	May 2017 - August 2017	
End of Year 2017 Intake Opens		
Applications Open	Wednesday 16th August 9:00am	ACE application portal automatically opens at 9am to allow students to start submitting applications. ACE recommends registering on the ACE site on Wednesday 16th August and sending reference requests, therefore giving referees a full 4 weeks to complete and submit their reference reports
Applications Close	Tuesday 12th September 5:00pm	ACE application portal automatically closes at 5pm. Students will only be able to log into their profile and update their contact information after this time. Should an applicant wish to amend their employer preferences they should contact ACE via email (nursing@acenz.net.nz)
ACE assesses and scores all "completed" applications and compiles employer spreadsheets of applicants	Wednesday 13th September - Friday 22nd September	ACE has 1 week to assess and score all "complete" applications against the national criteria and create spreadsheets for each employer of only those applicants who have nominated them as one of their 3 preferred employers
Employers begin short-listing and interviewing (6 weeks to do this). Note that ACE is not involved in this part of the process	Monday 25th September to Friday 2nd November	Employers have 6 weeks to screen, interview and assess applicants before making their selections to hire and ranking their applicants in preference order. It is also at this stage that employers determine the number of vacancies they intend to fill
Final opportunity for students to change employer preferences if they wish	Monday 6th November 9:00am	Applicants have until 9am Monday 6th November to change their employer preferences, if their change of preferences are not submitted prior to this time they will not be changed. Applicants are unable to change employer preferences once the application portal closes on Tuesday 12th of September, instead they must email the ACE consultant before 9am
Match and Audit Conducted	Monday 6th November to Friday 10th November	ACE has 1 week to conduct the electronic match, audit match results and compile matched candidate spreadsheets for each employer
Nursing ACE match results sent to employers	Friday 10th November	ACE sends matched candidate lists (NETP and NESP separately) to employers
Employers allocate their "matched candidates" to available vacancies	Monday 13th November to Wednesday 22nd November 1:00pm	Employers have 8 working days to allocate their actual new-hires to their available vacancies and practice setting areas
Employers with vacancies outstanding inform ACE of any further applicants they wish to be 'manually matched' to	By Thursday 16th November 5:00pm	Employers going through the Early Talent Pool process have 2 working days to confirm if there are any further applicants on their Early TP that they wish to employ
ACE manually matches any further applicants to employers with vacancies outstanding and resends updated Matched spreadsheets to those employers	Friday 17th November 5:00pm	ACE has three working days to manually match additional applicants to employers. ACE performs the manual match strictly following the ACE algorithm rules. (i.e.. where the same applicant has been subsequently ranked by more than one employer, the applicants employer preference order will determine
Nursing State Exam		
Tuesday 21st November		
ACE emails all applicants letting them know if successful or not	Wednesday 22nd November 9:00am	On the morning of Wednesday 22nd November ACE notifies all applicants via email whether they have been successful or not. If you do not have this email by 2pm on the 22nd of November please check your SPAM and JUNK inboxes before calling the ACE centre
Employers send offer letters to successfully matched applicants	Wednesday 22nd November after 1:00pm	Employers send offer letters to successfully matched applicants in the afternoon
End of Year 2017 Intake Closes		
ACE compiles and sends Talent Pool of remaining applicants to employers	Thursday 23rd November	ACE compiles and sends Talent Pool to employers. The talent pool is a single spreadsheet of all remaining applicants who have not yet been matched. This is sent to all employers participating in this ACE intake, not just the employers each applicant had ranked in their applicant. employers use this list to fill any remaining or subsequent NETP/NESP positions
Successfully matched graduates must respond to the employer, accepting or declining their offer within 1 week	Wednesday 29th November 5:00pm	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
Nursing graduates successfully matched or subsequently employed from the Talent Pool will start work with that employer	January 2018 - February 2018	
End of Year 2017 Talent Pool Closes Friday 29th June 2018		