



Graduate Recruitment – FAQ's

BEFORE MAKING YOUR APPLICATION?

You should gather all of the information you need to make an informed decision about your application and hospital choice. Please visit the facility website you are interested in to read specific information regarding the Graduate program and the key intake dates.

It is very important that you do your research before you submit your application online. If you have any questions regarding the program or what rotations are available at each hospital, please contact the Clinical Nurse Educator contacts located in the Application Guide located under Related Documents.

HOW DO I APPLY?

You will be able to lodge your application online via our e-recruit system www.unitingcarehealth.com.au/careers/current-vacancies. You will need to provide an email address to complete your application and ensure we are able to communicate with you regarding your applications progression.

You can view and update your details or withdraw your application up until the closing date via our e-recruit system, 'View Application History'. You will need your username and password to re-access your member profile.

WHEN IS THE CLOSING DATE?

Closing dates for applications can be found on our careers website www.unitingcarehealth.com.au/careers/graduates-and-students, under 'Key Dates'.

WHAT ARE THE SELECTION CRITERIA FOR EMPLOYMENT?

As a Registered Nurse or Enrolled Nurse applicant you will need to have:

- Successfully graduated your study and be eligible to register with the Australian Health Practitioners Regulatory Agency (AHPRA) prior to commencement of the program;
- Be able to undertake up to 12 months full-time or part-time employment (6 to 9 months for Enrolled Nurses may be offered dependant upon the hospital – please check the website, www.unitingcarehealth.com.au/careers/graduates-and-students, for further information on program durations);
- Be a current Australian Citizen or Permanent Resident, or, New Zealand Citizen. There will be no sponsorships available for student visa holders;



- Display effective interpersonal skills and be able to build rapport with a diverse range of people;
- Demonstrate commitment to ongoing professional development;
- Be willing to embrace the values of UnitingCare Health.

WHAT IS THE RECRUITMENT PROCESS?

The recruitment process will include the following steps:

- **Application** – which includes your CV and Cover Letter & Selection Criteria responses
- **Shortlisting Tasks**
- **Assessment Day**
- **Pre-employment Screening**
- **Offer of employment**

Application

- After submitting your "online application", there will be a confirmation email sent to you. You will only receive email confirmation of successful lodgement if you provide a valid email address.
- Your application will be forwarded to your first preference hospital. Your first preference hospital will then review all applications and you will be informed if you have been successful in progressing to the shortlisting tasks (please see the website for key dates).

Shortlisting Tasks

Candidates who meet our selection criteria will be asked to complete the following shortlisting tasks (please note not all shortlisting tasks may be completed for all facilities):

- Verbal Reasoning Task (Stage 1) – Candidates must meet a minimum requirement to be progressed
- Logical Reasoning Task (Stage 2) – Candidates must meet a minimum requirement to be progressed



Assessment Day

During the Graduate Selection Day you may participate in a number of activities designed to assess your competence, job fit and organisational fit for the role (please note, not all activities listed may be completed for all facilities assessment days).

Activities you may participate in on the day include:

- **Welcome Session**
- **Clinical Knowledge Assessment** - In order to work effectively and successfully as a Nurse with UnitingCare Health, a certain level of clinical competence (knowledge and skills) is required. Your clinical competence will be evaluated in a short written assessment. This assessment is timed.
- **Group Exercise** - During this activity, you will meet with a group of your 'colleagues' to problem solve a required set of criteria which must be achieved. You will be provided with all the information and materials you need on the day to participate in this activity. You will be assessed on your contribution to the activity so it is important you actively participate. You will also be assessed on your preparation and self reflection on the day, it is important that you provide a well thought through response. The group exercise will assess your capability to build relationships, work as part of a team and achieve objectives.
- **Behavioural / Motivational Interview** - You will meet with two interviewers who will ask questions that focus on the following selection criteria:
 - **Motivational Fit**
 - **Career Fit**
 - **Customer / Patient Focus**

It will be important for you to think about the types of things that motivate and demotivate you at work. You should also think about your career or development goals and how they fit with the program.

You will also be asked questions regarding your focus on patient/customer needs and your ability to offer excellent customer service. It is important to think of some examples where you have provided excellent service - what was the situation, what did you do, what was the outcome.



Preparing for the Selection Day

Preparation is the first essential step towards a successful Selection Day.

- Interviewers are continually amazed by the number of applicants who attend Interviews without any apparent preparation and only the vaguest idea of what they are going to say.
- If you are not familiar with the organisation or facility, do some research on the Internet or other media to glean more about our culture, values, the vision and mission of the facility and UnitingCare Health.
- If you are an internal candidate, it is important you participate in the activities and answer interview questions as if the interviewer/assessor does not know you – you should give as much information as possible.

What to bring to the Selection Day

Below is a checklist of everything you will need to bring to the Selection Day:

- Pre-employment documentation attached in your Selection Day invite. (Please note this information will be emailed to you with your Selection Day invite and will be destroyed if your application is unsuccessful)
- Certified copies of 100 points of identification (passport, drivers licence, 18+ card, Birth Certificate)
- Your three (3) areas of clinical interest/preference
- Reading glasses if required
- A watch is recommended so you can keep track of time during the activities

Pre-employment Screening

UnitingCare Health is focussed on creating a *Towards Zero Harm* environment for all employees. As part of this strategy, preferred candidates are required to participate in the pre-employment health assessment, immunisation screening and criminal record check process. Please note the cost of the National Police History Check is the responsibility of all new employees and will be recuperated in your first pay period. As part of the pre-employment screening process you will be required to complete the following:



- **Health Screening Questionnaire**
- **Immunisation Screening Questionnaire** - UnitingCare Health endeavours to ensure workplace health and safety requirements are met in order to protect workers and our patients from exposure to vaccine preventable diseases. As part of this duty of care, UnitingCare Health needs to ensure that the infectious disease risk to staff and patients are managed. Accordingly, UnitingCare Health requires job applicants to participate in a pre-employment Immunisation Health Assessment. On completion of the Immunisation Screening Questionnaire Form, the pre-employment questionnaire and evidence will be sent to the Staff Infection Control Coordinator, at the relevant facility, who will review the Immunisation Screening Questionnaire Form to determine whether an applicant is required to undergo further screening / vaccinations prior to commencement.
- **National Police History Check** - (Please note UnitingCare Health will not accept National Police History Checks previously completed by candidates)
- **Functional Capacity Assessment** - assesses whether a person is capable of performing the inherent requirements of the stated position for which an applicant is applying.

Offer of Employment

You will be advised of the result of your application after the recruitment process is completed. You will be advised in writing via email one of the following outcomes:

- You have been successful.
- You have been placed on a second round offers list for any offers which may become available.
- You have been unsuccessful.

If you are offered a position you will have 48 hours from receipt of your contract in which to accept the offer.

Allocation of Positions

Positions will be allocated on a merit basis where the best applicants for the positions are selected following a competitive process. This means that the applicants considered to be the most capable of performing the duties of the position are selected.



Second Round Offer List

For applicants who are deemed suitable for employment but are not allocated a position because of the number of positions available, a second round offer list for employment will be created. You will be notified via email if your application has been held for second round offers.

Interview Feedback

Due to the number of applications feedback will only be offered, upon request, to candidates who have attended the Selection Day.

In accordance with privacy laws applications can only be discussed with the applicant.

WHAT DOCUMENTS DO I NEED TO PROVE I AM AN AUSTRALIAN CITIZEN OR PERMANENT RESIDENT, OR NZ CITIZEN?

Examples of evidence are a copy of an Australian passport, Australian Birth Certificate, Permanent Residency visa or an Australian Citizenship Certificate.

Examples of evidence for New Zealand citizens is a copy of an NZ passport.

If the name on any of your documents is different from your application form, you must also provide evidence of name change, e.g. Marriage, Divorce or Change of Name Certificate.

Please do not assume that we will know you are an Australian citizen. Evidence must be provided upon request.

HOW LONG DO I HAVE TO CONFIRM MY OFFER OF EMPLOYMENT?

If you are offered a position you will have 48 hours from receipt of your contract in which to accept the offer.

WHAT HAPPENS AFTER I HAVE ACCEPTED MY OFFER OF EMPLOYMENT?

Your contract and employment paperwork will be sent to you via email from our centralised recruitment team. You will need to return this written contract and employment paperwork within 48 hours of receiving the contract. Once returned you will be provided with an employee number required for ordering of uniforms, etc.

The Clinical Education team from your hospital will also remain in contact with you regarding hospital specific information, key dates, etc.

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