

FAQs Centralised Recruitment



Advertisement

What do I need to do to generate a recruitment request?

When you identify an EFT vacancy that needs filling, complete an e-recruit request as per usual process but with the following changes

- 'no advertising' noted
- 'recruit NMWU' as co-owner
- Send through for approval to Operations Manager and Divisional Director.

The NMWU recruitment team will then add your vacancy information to the relevant centralised advertisement.

Shortlisting

Who reviews the applications and shortlists for interview?

The NMWU recruitment team will review all applications and shortlist according to the specific agreed selection criteria for your area. If your criteria has not been confirmed previously, you will be contacted when your advertisement is opened to ensure the criteria being utilised meets your needs.

Interview Scheduling

How do I know if interview has been scheduled?

You will have received a calendar invitation from NMWU that includes the program for the group interview.

Do I have to be involved in group interviews? What if I cannot attend?

It is expected UMs will attend and participate in the group interviews. If you are unavailable for the scheduled interview session you will need to nominate an appropriate proxy (i.e. ANUM) and advise NMWU as soon as possible. All Panel Members are required to undergo training prior to their first group interview.

Who make the final decision on who is employed in my unit?

The NMWU will make the decision in determining the application outcome of the interviewed candidates. The decision will be based on merit including the application, interview outcome and reference checks. Where there are multiple suitable candidates, the Unit Manager will be involved in the final decision.

Can I find out who the NMWU team has shortlisted prior to interview?

Yes. The NMWU recruitment team will share the shortlisted interview list with Unit Managers prior to the interview session.

FAQs Centralised Recruitment

Group Interview Format

What type of interviews will occur?

The preferred method of interviews are group interviews.

Why is group interviewing the preferred method?

Research into recruitment methods has demonstrated efficiencies when utilising a group interview method approach. The aim of group interviewing is to:

1. Reduce time and resources required compared to one to one interview processes
2. Increase efficiency of recruitment and selection for nurses/midwives across the organisation, including facilitating identification of suitable employees who meet criteria for working at Western Health
3. Improve the candidate assessment process based on our Best Care framework and clinical risks, as well as reduce unconscious bias and exhaustion experienced when performing multiple single interviews.
4. Candidates may appreciate interviewing less frequently for their first role at Western Health.

The group activities used at interview (clinical scenarios and team activity) have been chosen to assess the following criteria (often assessed more than once in the process):

- Communication – listening, assertiveness
- Enthusiasm
- Rapid assessment
- Escalation
- Critical thinking
- Compassion, Accountability, Respect
- Knowledge of resources available
- Delegation
- Problem solving
- Risk taking
- Conflict resolution
- Team work
- Coaching

Who facilitates the interviews?

The NMWU will facilitate and coordinate interviews and provide relevant documentation.

Where will the interview be held?

The NMWU will notify respective parties of the location of the interview as needed. This will be determined by room availability in any campus.

Who are we recruiting through the new centralised process?

All Registered Nurse (Grade 2), Registered Midwife (Grade 2) and Enrolled Nurse positions.

Two processes will be used.

1. External and/or Internal Recruitment - All external candidates and internal candidates applying for positions in different units / wards
2. Internal only Recruitment – for internal applicants who have already worked within the unit are applying for permanent positions or increasing hours i.e. current ward staff, pool or bank

What happens when I only have two applicants?

With the central process, there will be multiple vacancies being advertised at the same time – so you may only have a small number of applicants however in combination with other positions being advertised a group will be formed.

FAQs Centralised Recruitment



What will I need to do to prepare for interviews?

When external candidates and/or staff from Western Health have applied, you will need to attend the scheduled interview sessions as the panel lead.

The NMWU recruitment team will organise the scheduling of applicants, interview venue, interview paperwork and interview panel scheduling. Interviews are generally scheduled every second Thursday from 1000-1230 hours. If you are unable to attend, you can nominate someone else to attend in your place e.g. another Unit Manager or AN/MUM. Please notify the NMWU team when this occurs so we can ensure there is Unit Manager presence at each interview session.

At the completion of interviews, you will make the decision on your preferred candidates as well as recommending applicants who may be suitable for Western Health Bank or Pool roles.

Occasionally you may be asked to participate on a panel to assist another hiring manager select their candidates.

For internal candidates increasing hours or moving to and from bank / pool:

- No formal interview required when there is no competition for the hours. Confirmation of suitability for the role will be based on current performance with a reference check completed by current Unit Manager.
- If there are more candidates than available hours, an interview process will need to occur

I have never participated in a group interview panel before - how do they work?

Fortnightly education sessions on the group interview process will be provided outlining what is required, role of the Unit Manager and the scoring processes. It is expected that all Unit Managers will attend an education session prior to needing to participate in the group interview process.

Successful Candidates

Who pays for the Police Check?

The receiving unit will pay for the police check.

Who pays for the Working with Children check?

The candidate will pay for their own WWCC as this is transferable from employer to employer.

Who pays for the serology for immunisation/health clearance?

The candidate is required to cover any costs related to obtaining serology results.

What if my employee does not have immunisation/health clearance?

Your employee will not be able to commence without an immunisation health clearance issued from Staff Clinic. The NMWU team will ensure the employee has clearance when you have received the email from Staff Clinic.

How do I know if the employee has returned all documentation?

You will receive an employee number upon the return of all documentation and clearances.

NB: An employee number is not essential to provide the new staff member access, please see Setting Up a New Employee Access for more details or please contact the recruitment team for further information.

Who will perform the reference checks?

Our electronic reference check template will be sent to referees via email by the NMWU recruitment team after the interview concludes. All candidates will be reminded by the NMWU recruitment team to contact their referees at the end of the interview and request they complete the reference tool within 2

FAQs Centralised Recruitment



days. In the case where a response is delayed, the NMWU recruitment team will email the referee again, if a further 2 days lapses the NMWU recruitment team will phone the referee.

How can I be involved in reference checks?

NMWU will be responsible for obtaining the electronic reference checks. Please discuss further with NMWU if you would like to customise the reference check questions for your unit.

Who makes the final decision on who is employed in my unit?

Unit Managers will continue to make the final decision. However, the Unit Manager and NMWU will work collaboratively to ensure the successful candidate meets the Unit's needs. Where there are multiple suitable candidates, the Unit Manager will make the final decision.

Who completes all the recruitment paperwork?

The NMWU recruitment team will now be responsible for completing all of the paperwork. The team will ensure all the required paperwork and documentation is completed including reference checking. At the end of the reference checking there may be a number of suitable candidates left and in this instance, the NMWU team will request that as the Unit Manager you make the final decision. The NMWU team will notify you again when the offer has been made and SAD is complete. Some Unit Managers make prefer to make the offer of employment themselves which the NMWU team are happy to accommodate. The Unit Manager remains responsible for approving the contract and organising specific onboarding requirements.

Contract Generation & On Boarding

How will I know the successful candidate SAD has been commenced? The NMWU recruitment team will move the successful candidate into your initial recruitment request for your ward and complete the SAD – you will be able to see the progress of this by logging in and viewing this request. The NMWU recruitment team will also notify you via phone or email.

How do I know if the employee has been issued a contract? If you have approved contract on eRecruit, the PC&S team will send the contract via email to the candidate within 2 business days. If you are unsure please contact the recruitment team.

Setting Up a New Employee Access

Who gives employee their roster and tells them where to go on first day?

As the UM, you will inform your new employee of their roster and where they should go on their first day. This includes ensuring they have completed the ward induction.

Who creates the variation for Higher Qualification Allowance?

The UM will create the variation for all higher qualification allowances. If the certified copy of the qualification is provided to NMWU or the recruitment team this will be sent to the UM for processing. Further assistance

What happens if I have a question that is not on this FAQ?

Contact the NMWU recruitment team on 8345 4040 or Lisa Gatzonis, Director, Nursing and Midwifery Workforce on 0466 943 769 to discuss any questions or concerns you have.