

Mercy Health – Health Services

Recruitment Guide for Aboriginal and Torres Strait Islander Applicants

This guide was created with the intention of supporting Aboriginal and Torres Strait Islander applicants to apply for positions with Mercy Health. It includes guidance on the application and interview process and what to expect at each stage of recruitment.

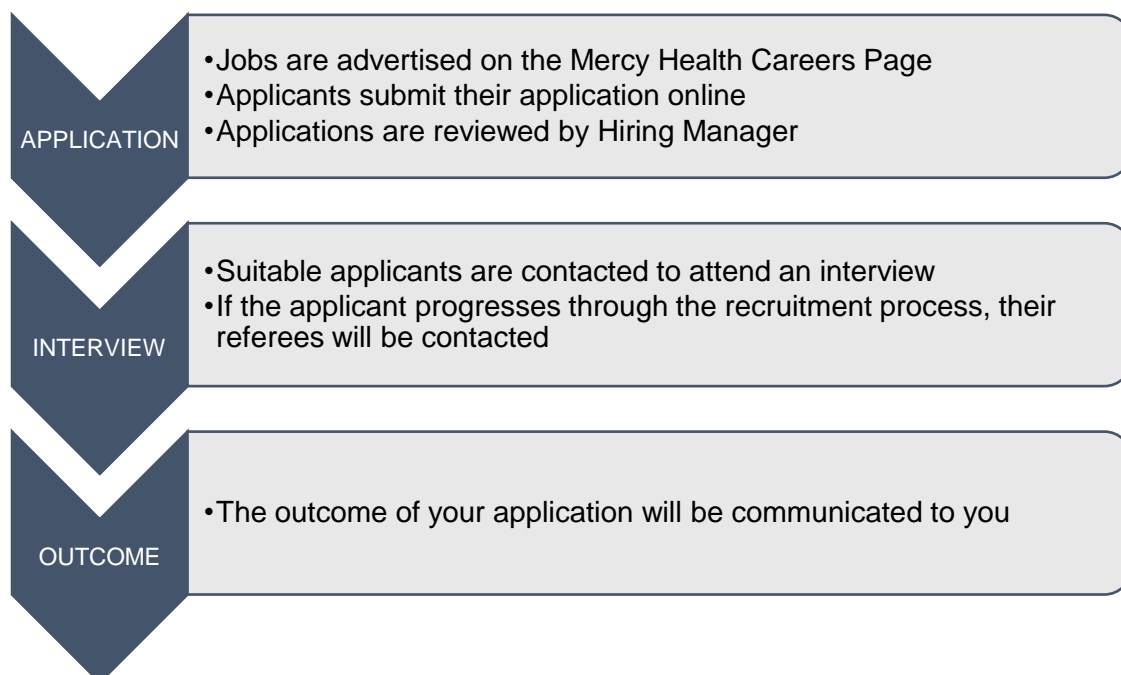
Through our Aboriginal Employment Plan, Mercy Health is committed to improving and promoting employment and career opportunities for Aboriginal people.

Mercy Health will welcome and integrate Aboriginal employees into its wider health services team in any roles for which they are qualified and selected through the organisation's normal process. Their roles will not be limited to specific 'Aboriginal' roles. This will ensure that Aboriginal employees are fully integrated and valued members of the Mercy Health team.

At Mercy Health we pride ourselves on embracing diversity and fostering an inclusive culture where individual differences are respected and celebrated. We encourage applications from people of all ages, abilities and cultural backgrounds including Aboriginal and/or Torres Strait Islander Peoples.

Applicants will be given the option to identify as Aboriginal and/or Torres Strait Islander during the online application process. This information is requested voluntarily, however if you choose to identify, there are a range of services available to support you throughout the process.

Applying for Jobs at Mercy Health – The Process



Searching and Applying for Positions

Jobs are advertised on the Mercy Health careers page (eRecruit) via the internet at <https://mercyhealth.mercury.com.au>

We refer you to the external candidate application guide for specific instructions on searching and applying for a position with Mercy Health. This document can be accessed via our Careers Site at <https://mercyhealth.mercury.com.au/>

If you can't find the job you're looking for, consider creating an account on our careers page. You will then receive email notifications alerting you to any vacancies that might interest you.

If there is a role that interests you, we encourage you to read the job advertisement, in particular the sections labelled "About the Role" and "About You," which will outline the requirements of the role and the essential criteria for applicants.

The position description is available for download at the bottom of the job advertisement. The position description will provide more detailed information on:

- The duties and tasks the position will be responsible for
- The qualifications and/or skills and experience the role requires
- What team the position will be part of and the reporting line

If you have any questions about the role, we encourage you to call or email the contact person listed on the bottom of the job advertisement. This provides the opportunity to introduce yourself and find out more about the role/department before you submit your application.

Preparing your Application

In preparing your application, ensure you meet the minimum requirements as listed in the job advertisement and position description.

Tailor your application to the role you are applying for, in particular, addressing the key criteria and requirements of the position. Before you start to put together your application, you may like to do some research to find out more about the role, the department or Mercy Health.

The Mercy Health website www.mercyhealth.com.au provides information about our services, sites and values.

- Download the position description, as this document will assist you to develop your application
- The application (including cover letter and resume) is your opportunity to demonstrate your interest in and suitability for the position
- We recommend keeping a copy of the advertisement and position description as these documents will not be available on our careers page once the advertisement has closed

Cover Letter

A cover letter should accompany your application, in addition to a resume (CV). A well-written cover letter should be clear and concise and be presented on less than one page. Make sure formatting is well structured and that you correct any grammar and spelling mistakes.

Your cover letter should:

- Be addressed to the correct contact person as listed in the job advertisement
- Include the job title and reference number of the job you are applying for
- Include your full name and contact details
- State why you are interested in the job, be sure to tailor your cover letter to the organisation and the position you are applying for
- Show you have the skills and experience required
- Address the key criteria as listed on the job advertisement and position description

Resume (Curriculum Vitae or CV)

Format your CV so that it is easy to read and structures the information clearly. Ensure you do a spell check or have someone read over your CV to correct any errors. Ensure that your CV is accurate and up to date, reflecting any current positions you may hold. You may wish to use a CV template, which can be accessed via Microsoft Word templates or you can download a basic template from the internet. Alternatively you can use headings and bullet points to keep the format easy to follow.

- Your CV should include:
 - Your contact details (including phone and email).
 - Relevant work and related experience (including role, organisation, dates, and a brief summary of your responsibilities and achievements)
 - Employment history should be listed in chronological order from most recent position/s held
 - Education and training achievements (including dates, qualification and institution). You should also include any education currently being undertaken and professional memberships held
 - Any other information that you feel is relevant to your application

Once you've applied, you will receive an email acknowledgement of your application, confirming it has been received.

The hiring manager (the manager responsible for this recruitment) will assess all applications against the key criteria in the weeks following.

You will be contacted if you are being offered an interview and the relevant details will be provided to you, including the date, time and location and who will be on the interview panel.

There is an option for an Aboriginal and/or Torres Strait person to be on the interview panel should you choose. Please request this when your interview is scheduled.

Preparing for an Interview

The following details will help you prepare for your interview and assist you with what to expect through the process:

- Allow plenty of time to get to the interview and keep the details handy in case you need to contact the interviewer
- Neat and smart dress attire/business clothing is recommended
- We recommend doing some research on our organisation. Our website is <https://www.mercyhealth.com.au/>
- Ensure you are familiar with the job advertisement and position description before the interview, you may like to bring a copy of these documents with you

- You may like to practice and prepare possible responses before the interview. You could do this with a friend or family member
- If you would like support preparing for an interview, contact our Recruitment Advisor, Jonelle Mais via jmais@mercy.com.au or phone 8458 4313

What to expect at Interview

- Interviews usually consist of 2 to 3 people and take between 45 minutes and 1 hour
- This is a great opportunity for you to demonstrate your interest and suitability, and also to find out whether the organisation and role is the right fit for you
- The questions may include why you are interested in this particular role, what do you know about or why are you interested in working with Mercy Health, and a general overview of your skills and experience
- There will be a focus on questions relating to the key selection criteria outlined in the position description and job advertisement
- You will be asked to provide specific examples from previous experience, (this can be from work or life) related to aspects of the role i.e. “Can you tell us about a time when you have....”
- If you do not understand a question it is fine to ask for the question to be repeated or a moment to consider your answers
- You will also have the opportunity to ask questions about the role. It is good to have some prepared in advance. You may like to ask about the team you would be joining, the structure of the department etc.
- At the end of the interview you will be advised of the process that may follow including the process around reference checking and what employment checks may be necessary if you are a successful candidate i.e. Working with Children Check, Police Checks, Orientation etc.
- You will also be advised on the timeline of when you are likely to hear an outcome of your application

Next Steps

Reference Checking

- If you progress through the recruitment process, you will need to provide details of referees that can be contacted
- The Manager will discuss with you who might be appropriate referees
- You also need to speak with your referees before you provide their details, to ensure they are happy to give a reference and are not surprised when they are contacted

Outcome of application

- Successful applicants will be contacted and offered the role verbally prior to receiving a written employment offer
- If you have not been successful you will be contacted and advised of this, you may wish to ask for feedback that may assist you with future applications