



EMPLOYMENT AT WESTERN HEALTH

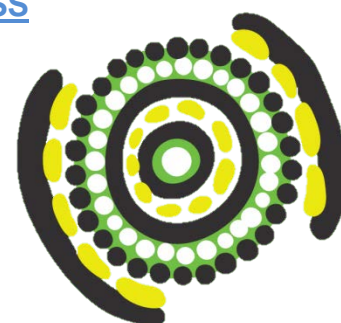
Tips for Aboriginal and Torres Strait Islander applicants

Throughout the following document, the term “Aboriginal” is used to refer to all Australian Aboriginal and Torres Strait Islander people. It is inclusive of people in Victoria who identify as Indigenous Australians, Koori and Koorie.

Western Health is committed to providing employment opportunities and career pathways for Aboriginal and Torres Strait Islander people. This document is written to assist applicants with applying for jobs and preparing for the interview.

APPLYING FOR JOBS AT WESTERN HEALTH – THE PROCESS

1. Jobs are advertised on the Western Health Careers Page
2. Applicants submit their application
3. Short listing of applicants
4. Interview
5. Pre-employment check
6. Notification of outcome



SEARCHING FOR JOBS

- Jobs are advertised on the Western Health careers page. On the careers page there is a link to our online recruitment program, called eRecruit. Alternatively, you can access eRecruit by entering <https://westernhealth.mercury.com.au/> in your internet browser.
- By creating an account on eRecruit, you can sign up to receive email alerts when the types of jobs you are interested in become available at Western Health. This means, as jobs are advertised they will be emailed to you.
- If there is a job you might be interested in, download the position description. The position description will give you more information about the job, key duties/accountabilities and the selection criteria.
- Questions about advertised jobs should be directed to the contact person. The contact person’s details are usually located at the bottom of the advertisement.

HOW TO APPLY & CREATING AN eRECRUIT ACCOUNT

- Before you apply for a job at Western Health, you will need to create an account by signing up on eRecruit. This can be done by entering <https://westernhealth.mercury.com.au/> in your internet browser.
- Once you have decided you would like to apply, you will need to complete an online application form for the advertised job. Some jobs may require you to answer additional questions as part of the application online.
- Once you have submitted your application you will receive an acknowledgement email informing you that your application has been received.



TIPS - PREPARING YOUR APPLICATION

- Adapt your application to the role you are applying for. 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 Western Health.
- The Western Health website www.westernhealth.org.au provides information about us, our sites, services, education, research and much more.
- If you have any questions you should contact the nominated person in the advertisement. This allows you the opportunity to introduce yourself and find out more about the role/department before you submit your application.
- 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 job. Many jobs attract lots of interest, so a well-developed application which shows your interest, and experience you can include by addressing the selection criteria, will help you to create a good first impression.
- Always keep a copy of your application, the advertisement and position description, as these will assist you in the next stages. These documents will not be available once the advertisement has closed.

COVERING LETTER

- A well-written cover letter is one that is clear and concise and generally, up to two pages in length (depending on the position). The cover letter should explain why you are interested in the job, show you have the skills required and include your experience to the selection criteria.

Your covering letter should include:

- The job title and reference number of the job you are applying for;
- Your full name, residential address and contact details;
- Statement of your experience addressing the selection criteria (essential and/or desirable) set out in the position description. The position description also contains information about what experience, knowledge, skills and qualifications the ideal applicant will have.

RESUME

- Format your resume so that it is easy to read and structure the information clearly so that it is not cluttered. You may like to use headings and bullet points.

Your resume should include:

- Your contact details (including phone and email).
- Relevant work and related experience (including role, organisation, dates, a brief summary of your responsibilities and achievements).
- Education and training achievements (including dates, qualification and institution). You should also include any education currently being undertaken and professional memberships held.

- Names and contact numbers of three current referees (at least one should be a current/recent manager or supervisor and your referees must have knowledge of your work experience).
- Any other information that you feel is relevant to your application.

SHORT LISTING

- The selection committee (made up of two or more people) will assess all applications against the selection criteria and shortlist the applicants for interview who best meet that criteria.
- Those applicants who have successfully addressed and met the selection criteria will be contacted and invited for an interview.

INTERVIEW

- If you are selected for an interview you will be contacted within 21 days of the advertisement closing date. The person will provide you with the interview details including; the date, time and venue once you have accepted to attend the interview.
- During the interview you will be asked questions relating to your application (cover letter and resume), skills, experience, duties relating to the position advertised and selection criteria. Be prepared to provide examples. Your examples can be from work/life and should relate to the advertised role, your skills and experiences.

TIPS - PREPARING FOR AN INTERVIEW

- Well done! You have made it to the interview stage.
- Attending the interview: be prepared, well presented and on time.
- Preparing for the interview is important. The interview will provide you with the opportunity to demonstrate your interest in the job to the interviewers.
- Be prepared to answer questions and provide examples. Review your application, the position description and selection criteria before the interview. You may like to practice and prepare possible responses before the interview.
- The interview will also provide you with the opportunity to ask questions of the interview panel. You may like to prepare some questions prior to the interview (for example; questions about the role, the team, the organisation, or any other questions you may have). Asking questions can be useful, as it will assist you in deciding whether the role is what you imagined and whether Western Health is where you would like to work.

PRE-EMPLOYMENT CHECK

Following the interview, Western Health will then conduct pre-employment checks. Pre-employment checks may include some or all of the following (depending on the position you have applied for);

- Copy of Government issued Photo Identification
- Sighting and/or copy of qualifications
- Working with Children Check
- A Police Check
- A medical assessment
- Reference checks
- Assessment tests
- Australian Work Eligibility check





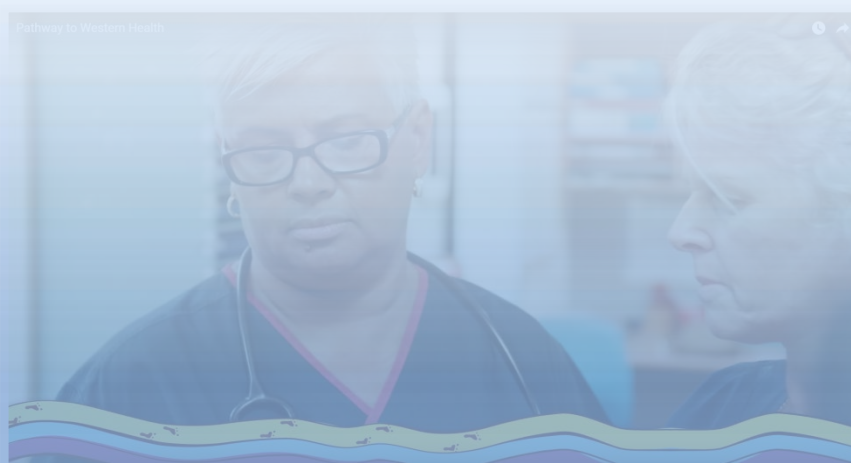
NOTIFICATION

- Once a decision has been made, you will receive notification about your application. The successful applicant will be offered the job verbally. Once the successful applicant has accepted the offer, they will receive a written contract. The other applicants which were interviewed will be notified of the outcome via telephone. Unsuccessful applicants will be notified via email.
- If you are unsuccessful you may ask for feedback by contacting the nominated person. The feedback relating to your application, the interview and/or suitability for the job is available upon request.
- It is important to remain positive and that you continue to practice putting together applications and interviewing, as practicing these skills will help you with applications in the future.

We wish you every success in your application!

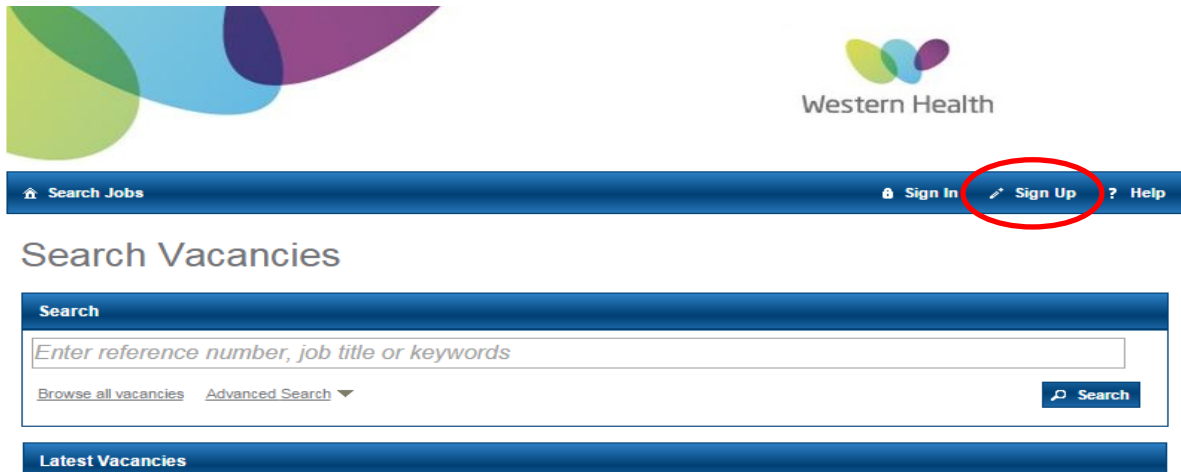
We welcome your feedback about your experience. If you would like to provide feedback or have any queries, please contact Western Health People and Culture on 8345 6689 or email westernhealthhr@wh.org.au.

Please visit <http://www.westernhealth.org.au/Careers/Pages/default.aspx> to hear from our Aboriginal staff about their experience of working at Western Health.



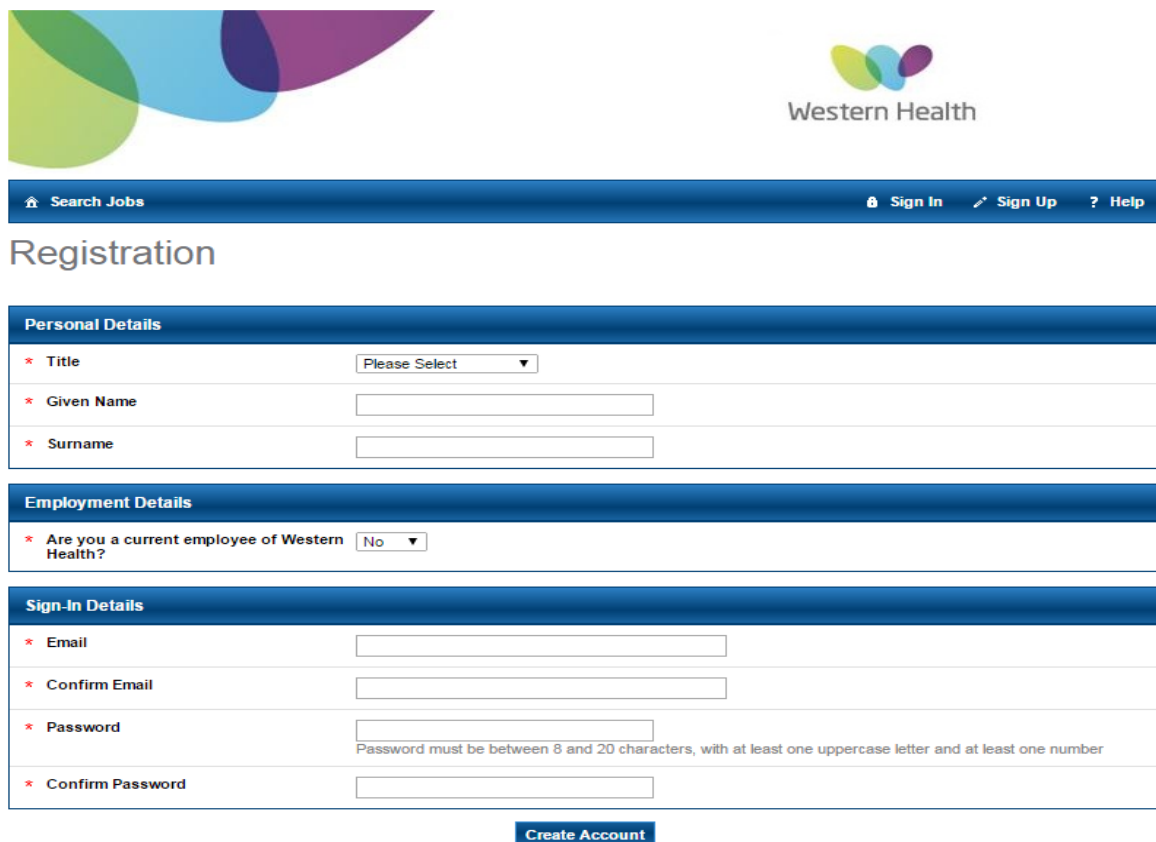
HOW TO REGISTER WITH eRECRUIT AT WESTERN HEALTH

1. Go to <http://westernhealth.mercury.com.au>
2. Register by clicking on *Sign Up* (top right hand of site).



The screenshot shows the top navigation bar of the Western Health website. The 'Sign Up' link is circled in red. Below the navigation bar is a search bar with the placeholder text 'Enter reference number, job title or keywords' and a 'Search' button. Below the search bar is a section titled 'Latest Vacancies'.

3. Complete the empty fields with your personal details.



The screenshot shows the registration form on the Western Health website. The form is divided into three sections: Personal Details, Employment Details, and Sign-In Details. The 'Sign Up' button is circled in red.

Personal Details

- * Title: Please Select
- * Given Name: [Text Input]
- * Surname: [Text Input]

Employment Details

- * Are you a current employee of Western Health? No

Sign-In Details

- * Email: [Text Input]
- * Confirm Email: [Text Input]
- * Password: [Text Input]
Password must be between 8 and 20 characters, with at least one uppercase letter and at least one number
- * Confirm Password: [Text Input]

Create Account

4. Once you have completed your personal details, click 'Create Account' (at the bottom of the page).

Western Health

Search Jobs Sign In Sign Up Help

Registration

Please complete all required details to continue

Personal Details

* Title

* Given Name

* Surname

Employment Details

* Are you a current employee of Western Health?

Sign-In Details

* Email

* Confirm Email

* Password
Password must be between 8 and 20 characters, with at least one uppercase letter and at least one number

* Confirm Password

Create Account

5. Your registration is now complete. An email will be sent to your nominated email address for you to activate this account.

Western Health

Search Jobs Sign In Sign Up Help

Registration

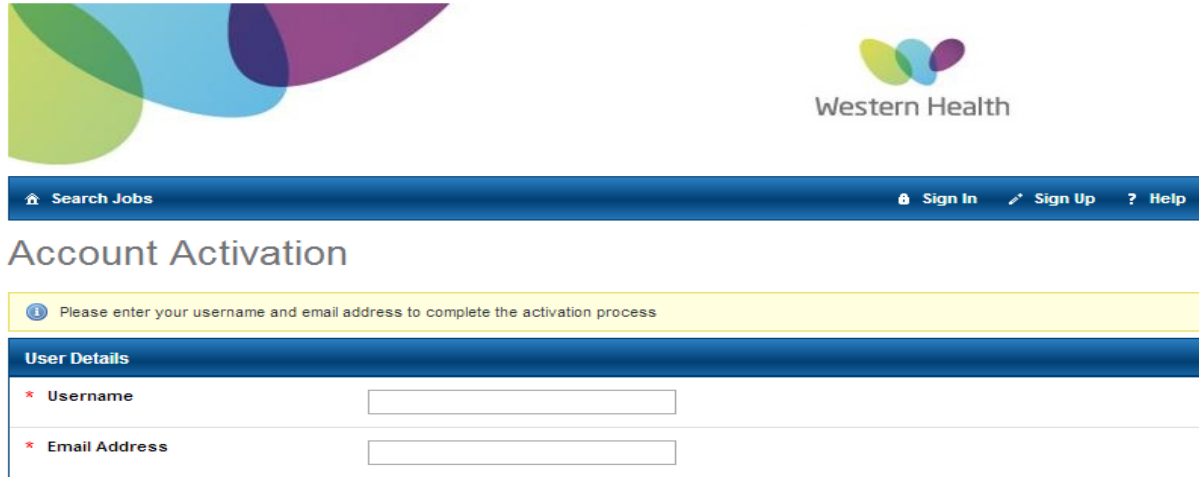
Thank-you for registering.
An activation email has been sent to the email address you supplied.
Please note: For security reasons, your registration will not be active until you respond to the activation email.
Please check your email to activate your account.

6. Please log into your email account and open the email from no-reply@erecruit.com.au to view the instructions on how to activate your account.

To John,
Thank you for registering with Western Health online recruitment system.
The username registered for this email address is: johnsmith@johnsmith.com.au
To activate your account, please click on the link below, or copy and paste the full link into your browser's address bar.
<http://westernhealth.mercury.com.au/ActivateMember>
Kind regards,
People and Culture

ACCOUNT ACTIVATION & NOTIFICATION OF POSITIONS AT WESTERN HEALTH

1. Enter your user name and email address.



Please enter your username and email address to complete the activation process

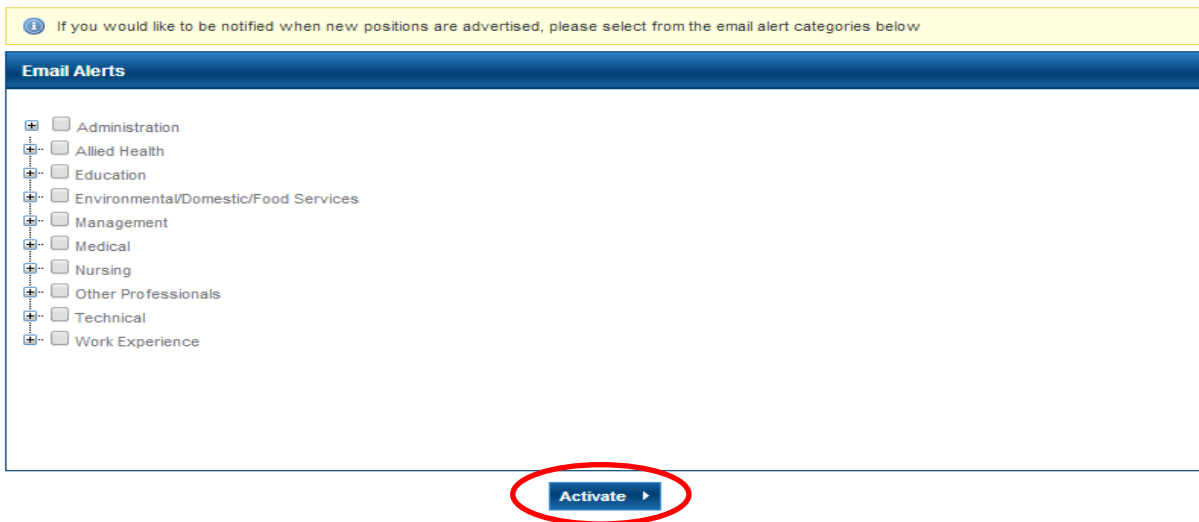
User Details

* Username

* Email Address

2. If you would like to be notified when new positions are advertised, select from the available categories.

Once you have selected from the available categories, click 'Activate' (at the bottom of the page).



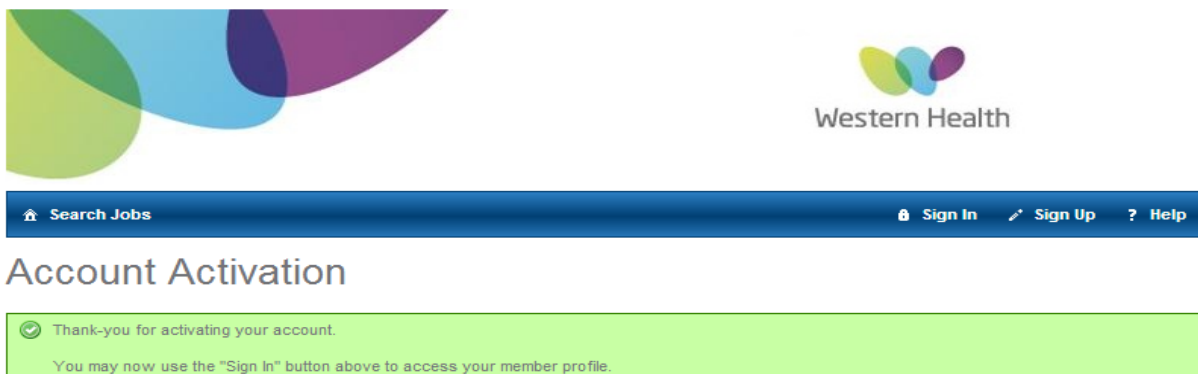
If you would like to be notified when new positions are advertised, please select from the email alert categories below

Email Alerts

- Administration
- Allied Health
- Education
- Environmental/Domestic/Food Services
- Management
- Medical
- Nursing
- Other Professionals
- Technical
- Work Experience

Activate

3. Your account with Western Health has now been activated.



Thank-you for activating your account.

You may now use the "Sign In" button above to access your member profile.