

## Frequently Asked Questions for the Junior Medical Officer (JMO) Recruitment Campaign 2010

### ***Help Desk contact information***

If you require assistance in respect to the online system, please contact the **Health Support Services HELP DESK** via email at: [jmo.helpdesk@hss.health.nsw.gov.au](mailto:jmo.helpdesk@hss.health.nsw.gov.au). The Help Desk will be operating during the application period at the times highlighted below:

Application period: 16th July – 17th August

Monday – Friday      8:30am – 9:00pm

Saturday – Sunday      8:30am – 5:00pm

Peak Interview Time: 31st August – 11th September

Monday – Friday      8:30am – 9:00pm

All other times:

Monday – Friday      8:30am – 5:00pm

If you contact the HSS JMO Recruitment Help Desk outside of these hours, your enquiry will be answered the following morning.

### ***1. Applications***

#### ***1.1 When can I apply?***

The annual JMO Recruitment campaign commences at 9am on 16 July 2009. It is open for just over 4 weeks with applications closing at 5pm (AEST) on Monday 17 August 2009.

#### ***1.2 How do I apply for a position?***

To view all advertised position, you will need to visit the NSW Department of Health's JMO Recruitment website at <http://www.health.nsw.gov.au/jobs/recruitment/jmo.asp>. Once on that site, you will be able to view a list of all positions that are available. Each position will have a copy of a position description, the selection criteria for the position and details of a contact person for further enquiries.

Applicants will need to create a profile on the website to be able to apply for a position. This includes providing contact details, residency status, medical registration status and other important details that are required as part of the recruitment process. Once your profile is completed, you will able to submit applications to any of the positions advertised.

When applying for a position you will need to answer the selection criteria for that position as part of the application process. It's in response to these criteria that your application will be assessed against other applicants. Please ensure you prepare adequately for each criteria response, because if you don't respond adequately to these criteria, you may be culled prior to the interview stage.

Remember to log yourself out from the system once you have finished your application/s, even if you intend to make further applications at a later time. This is important for the security of your application/s.

### **1.3 Why are applications made in this way?**

NSW Health is committed to a merit selection process. The aim is to have the fairest possible system for the advertising of and appointment to positions across the system.

### **1.4 What is the importance of an email address?**

It is extremely important that you provide a reliable email address as all correspondence from NSW Health will be sent to you via the email address you provide. This will include emails regarding:

- The receipt of your applications;
- Acknowledgement that your application/s has been edited or withdrawn;
- Interview times;
- Preliminary job offers;
- Unsuccessful notifications;
- Eligibility list notifications.

Sometimes your system may identify these emails as being potential spam and direct them to your "Junk box". If this occurs please change your setting to accept these emails.

### **1.5 Can I apply for more than one position?**

You are welcome to apply for more than one position; however you should only apply for positions that you are prepared to work in.

### **1.6 When does my application have to be submitted?**

Applications must be submitted by 5pm (AEST) on Monday 17 August 2009. Late applications (more than 24 hours after applications have closed) may be accepted at the discretion of the convenor of the selection panel, in keeping with NSW Health policy.

### **1.7 How will I know my application has been received?**

You will receive an email that your application has been successfully lodged on the system. You will also receive a notification in the **My History** section of the website. A separate email will be sent for each application to a position that has been successfully lodged.

### **1.8 Referees – who is an appropriate referee?**

At least one referee must be a current supervisor or has been a current supervisor within the last 12 months. The identity of the referee, position title and relationship to the applicant will be confirmed with the referee. Where such information is unable to be confirmed, the application will not be considered further.

### **1.9 What are Preference matched positions and how do I rank my preferences?**

Some positions that you apply for may use a preference matching model. Preference matching can occur when there are multiple positions available across various facilities within the NSW public health system and as a consequence, applicants are asked to preference the facilities they wish to work by ranking their most desirable facility first, their second most desirable facility second and so forth. As a consequence of preference matching, successful applicants will only receive one offer of employment. Therefore you should preference all facilities available for the position you wish to apply, as this will maximise your chances of being placed.

You are able to edit your preferences until midnight of the day when the last interview for that position is held. The preference match system will then calculate the best offer for you in accordance with your preferences and the employer's preferences. The preferences of both the applicant and selection panel are kept confidential.

### **1.10 What if I change my mind about my applications?**

You can withdraw applications for positions you no longer wish to be considered on the online system.

### **1.11 Can I edit my application once I have applied?**

Applicants will be able to edit their applications up until 5pm on Monday 17 August 2009. Applicants can also edit their profile details, such as contact numbers, at any stage during the recruitment period. To amend your profile details, after you login click on **My Registration**.

### **1.12 Is there a second chance to apply?**

Some positions will be readvertised online during mid September if vacancies remain after the first round of recruitment. You should review the website regularly during the recruitment period if you are seeking a second chance to apply. If you wish to apply for any of these positions, you will need to apply promptly, as interviewing for these positions will occur over a shorter period than the first round.

## **2. Interviews**

### **2.1 When will interviews take place?**

Interviews will occur from 21 August 2009 and run through most of September 2009. Please refer to the website for further information.

### **2.2 What if I am away during the interview period?**

If you know that you will be on leave during the interview period and unable to attend an interview in person, an interview by telephone can be arranged. During the recruitment period, especially during the period of interviews and offers, you should check your email and your **My History** screen regularly. This is especially important if you are on leave or are overseas during this time.

### **2.3 How will I be notified if I have an interview?**

You will either be called by telephone or sent an email, dependant on the position applied for. If you are sent an email, you will be requested to go online and select an interview time from a list of available times. In these circumstances, you should do so promptly as the timeslots will fill up on a first in, first choice basis.

### **2.4 What do I need to bring to the interview?**

You must bring the following documentation to the interview:

- Appropriate original documents to satisfy the 100 point ID check requirements. Further information regarding the 100 point ID check requirement can be downloaded from the NSW Health website.
- Any original qualifications listed as selection criteria for verification (if not practicable, original certified copies may be acceptable);
- Proof of registration as a medical practitioner;
- Signed pre-employment checks forms (e.g. Working with Children Check and Prohibited Employment forms). The applicant will have completed the pre-employment check forms as part of their online application. Once completed online, the applicant should have printed and signed the forms and present them at the interview;
- Where applicable, visa documents / proof of permanent residency (current passport ID page or evidence of residency status);
- Where applicable, current NSW Medical Board Registration; and
- Where applicable, certified copies of Specialist qualifications or evidence of completion of vocational training requirements.

### **2.5 Can I withdraw my application after an interview?**

Yes, you can go online and withdraw your application after interview. Please also advise the convenor of the interviews that you have withdrawn your application.

## **3. Offers of Positions**

### **3.1 How will I know if I am being offered a position?**

All position offers will be made electronically by email to the email address you have provided in your application. You will also be able to view offers online within the **My History** section. Offers will be made after interviews for the position have concluded and reference checks completed. It is important that you check your email and **My History** section regularly during September 2009 for interview and position offers. A full timetable for position offers including networked positions will be available online during recruitment.

### **3.2 How and when do I have to reply to position offers?**

You accept or decline a position online. You have two working days from the date of the email offer to accept or reject a position. This means by the close of business (1700 AEST) on the second working calendar day. If the applicant wishes to discuss the option of delaying their decision they must contact the convenor to discuss.

### **3.3 What if I receive more than one offer?**

If you receive more than one offer, you will need to accept one and decline all others. If you wish to discuss or clarify an offer to aid decision-making, you may initiate verbal discussions with the convenor.

### **3.4 What if I have already accepted a position but receive a College specialist training position?**

If you have already accepted a position but subsequently become eligible for a College specialist training position which you want to accept, you will need to notify the employer of the original position as soon as practicable to inform them that you will be accepting another position and you are therefore withdrawing from that position.

## **4. Paperwork**

### **4.1 When will I receive my letter of appointment and accompanying paperwork for a position that I have been offered and I have accepted?**

Letters of appointment and accompanying paperwork will be sent out from 2 October 2009 to the postal address you provided on your application. It is imperative that you send back the requested paperwork, including pre-employment check documentation, as soon as possible otherwise it may delay your commencement date, access to the facility or your employee record being created on the payroll system.

## **5. General**

### **5.1 Privacy Statement**

Your personal details and the details you provide in each application are only used for the purposes of facilitating the application process for positions you apply for during the JMO Recruitment period and if successful, information will be placed on your personnel file. It is not used for any other purposes.

### **5.2 Eligibility lists**

The eligibility list is current for up to 12 months and allows facilities to fill vacancies without the need for further interviews. You will be advised via email if you have been placed on an eligibility list.

### **5.3 Overseas Applications**

Applicants without Australian citizenship or permanent residency status who hold visas allowing them to work in Australia may be employed on a temporary basis for the duration of their work permit, but only where there are no eligible applicants who are Australian citizens or permanent residents, and where there is no overriding state or federal agreements.

The appointment of an applicant without Australian citizenship or permanent residency status is for a specific period of time only, dependant on the contract of employment. Employment is not guaranteed beyond the date of the contract offered, notwithstanding the fact that an applicant's working visa may be for a longer time period.

**5.4 *I am an International Medical Graduate. What do the changes introduced in 2008 regarding registration mean for me?***

In 2008, new registration pathways for International Medical Graduates were introduced. There are currently three pathways to registration – the Competent Authority, Standard and Specialist Pathways. Please refer to the NSW Medical Board website at [www.nswmb.org.au](http://www.nswmb.org.au) or the Australian Medical Council (AMC) website at [www.amc.org.au](http://www.amc.org.au) for further information on Medical Registration in NSW.

**5.5 *Managing your application and job offers***

You can view your applications and any notifications, such as interview times and job offers, online via the **My History** section. Also please check your emails to ensure that you haven't received any further correspondence.

**5.6 *I am having problems with my application how can I obtain assistance?***

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**5.7 *What are Pre-employment Screening Checks?***

Pre employment Checks are initiated in accordance with the current NSW Health Employment Screening policies. These include but are not limited to the Working with Children Check, Service Check Register and confirmation of NSW Medical Board Registration. Where required by the position, and not already conducted, a relevant health assessment of the preferred applicant is also to be undertaken.

While letters of appointment may be issued prior to all pre employment checks being conducted, the appointment is subject to satisfactory clearances of these checks. Under no

circumstances may junior medical officers commence employment until all pre employment checks have been undertaken.

**5.8     *What is the importance of Medical Board Registration?***

You are required to obtain or maintain your professional medical registration in New South Wales with the NSW Medical Board. Your continued appointment is conditional upon you maintaining this registration and having evidence of your registration by way of a certified copy of a current Practising Certificate issued by the NSW Medical Board.