

# JMO Recruitment Applicant User Guide

NSW HEALTH  
JUNIOR MEDICAL OFFICER  
RECRUITMENT CAMPAIGN



HealthShare

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## The Annual Junior Medical Officer (JMO) Recruitment Campaign

NSW Health co-ordinates an Annual Junior Medical Officer (JMO) Recruitment Campaign where most vocational and non-vocational positions are advertised for commencement in the following clinical year. Most applicants who are recruited into a JMO position in the NSW public health system apply via the campaign. This recruitment is conducted online through the [NSW Health ROB system](#).

### Colleges

All specialties listed by the Medical Board of Australia can advertise positions via the annual campaign. Although the colleges are involved with the recruitment of their positions, NSW Health as the employer makes the final decision on the suitability and appointment of doctors for the NSW public hospital system. Whilst the colleges partake in the annual recruitment campaign, there is a separate process for trainees where the college is responsible for the allocation of trainees. The college allocation process applied to the following groups of trainees:

- Cardio-thoracic surgery
- General Surgery
- Neurosurgery
- Orthopaedic surgery
- Otolaryngology – head and neck surgery
- Oral and maxillofacial surgery
- Paediatric surgery
- Plastic surgery
- Urology
- Vascular surgery
- Hand surgery
- Dermatology

Please refer to the specific colleges for more information about applying as trainee.

### Advertising

Positions for the following clinical year are advertised around July to September annually. The only time a position would be advertised outside the campaign is when there is an immediate need to fill a role during the current clinical year (these are referred to as ad hoc positions).

Please refer to the [campaign dates page](#) for further information.

### Second Round Advertising

Some positions will be re-advertised if vacancies remain after the first round of recruitment. If you wish to apply for a second round position, please review the [JMO Career Portal](#) regularly and apply promptly as interviewing for these positions will occur over a shorter period of time than the first round.

## Preferences and preference matching

Due to the large volume of roles advertised within the NSW Health JMO Campaign, certain specialties use a process where applicants are asked to provide a preferred location or network. The process of preference matching reduces multiple job offers for applicants and allows NSW Health to offer the successful applicants their most preferred location/network for that role and specialty. Currently, preference matching is used for:

- Basic Physician Trainees
- Surgical Skills Unaccredited Trainees
- Surgical Skills SRMOs
- Rural Preferential Recruitment (Intern - Prevocational Training Network)
- Geriatric Medicine Advanced Trainees

When advertising closes for these positions, an email is sent all applicants that provides information about this process and instructions on the next steps of the process.

## Application process

### Information required

When applying for a position, you will be asked to provide the following information:

- Contact details
- Evidence of working rights within Australia and residency status
- AHPRA registration number and details
- Updated resume
- Responses to selection criteria or other questions in the application
- MBBS or equivalent (mandatory)
- Additional specialty training certification/ exam results (optional)
- Fellowship certificates (mandatory if applying for a Senior Registrar position)
- Other documentation that is requested in the job advertisement

### Selection criteria

As part of the application process, you will be asked to respond to the selection criteria for that position. The selection criteria are a set of measurable standards that assists the selection panel in determining whether you have the right mix of skills, knowledge, qualifications and experience required for the position.

### Viewing or editing applications

You can view and edit your application until applications close via the JMO Career Portal. Once applications have closed, you will no longer have access to your application. If you need to update your contact information or referee details after applications close, you can contact the [JMO HelpDesk](#).

## Late applications

If you would like to request to submit a late application, you need to contact the Convenor for the position. Late applications are only accepted under exceptional circumstances and this decision is made at the discretion of the Convenor. Late applications cannot be considered once interviews have commenced for the position.

## Withdrawing applications

Applications can be withdrawn via the “My Applications” tile on the [JMO Career Portal](#).

If you wish to withdraw from a position and have an interview scheduled or have already been for an interview, please contact the job owner directly.

## Interviews

If you are asked to attend an interview you will be contacted by phone or email. Dependent on the interview process, you may be asked to select a date and time online, or this may be allocated for you.

Interviews are conducted either in person or online. If you are unable to attend an interview in person due to personal circumstances, you may request an online or phone interview by contacting the person listed on the interview invitation.

## Declarations and pre-employment screening checks

The application process requires you to complete declarations and provide consent to pre-employment screening checks.

Pre-employment checks are initiated in accordance with the current NSW Health Employment Screening policies. Checks include, but are not limited to:

- National Police Check (NPC)
- Working with Children Check (WWCC)
- Service check register
- Medical Board of Australia registration
- Immunisation status.

Where required by the position, and not already conducted, a relevant health assessment of the preferred applicant may also be undertaken.

## Referees and Reference Checking

You are required to nominate at least **two** referees including a current supervisor. If you do not have a current supervisor or you haven't worked for that person for very long, you can provide your previous (most recent supervisor).

If you wish to provide a third referee to support your applications across different roles / specialties, you may do so, but no more than three referees should be provided.

You will be invited to provide referee details via email when you are invited to interview for the first time in the recruitment campaign (or earlier in the process if the Job Owner requires it earlier). Once you enter your referee details, your referees will be emailed asking them to complete the reference check online.

You should always speak with your referee prior to providing their details to confirm they are happy to provide a reference. It is also a good idea to ask your referee to confirm the email address they wish to be contacted on, as this can avoid delays in the recruitment process.

## Offers of employment

### Preliminary offers

Once interviews and reference checks are complete, the panel will make recommendations as to who should receive an offer. Preliminary offers are then sent out via email. A preliminary offer is a binding offer that will provide key information about the position but will not include a letter of appointment.

### Letter of Offer

Once you accept your preliminary offer, pre-employment checks are conducted and upon successful completion of all checks a letter of offer is prepared and sent via email. The email will provide information on how to accept the offer.

### Accepting Offers

When you receive an offer, you will have **48 hours** from the time and date of the email to accept or decline the position. If you wish to discuss the option of delaying your decision, you must contact the Convenor for advice. Failure to accept/decline the position or obtain approval to delay your decision may result in your job offer being withdrawn.

### Multiple Offers

If you receive more than one offer, you need to accept one and decline all others (unless you are accepting two part-time roles, or roles where the dates don't overlap). You should contact the Convenor if you wish to discuss your offer.

If you have already accepted a position but subsequently become eligible for a more desirable position, you will need to notify the Convenor of the other to inform them of your decision.

### Eligibility Lists

If you attend an interview and are not offered a position, you may be placed on an eligibility list (you will be advised via email). An eligibility list may be accessed for up to 18 months and allows facilities to fill vacancies without the need for further interviews.

Offers of employment to individuals on an eligibility list are made in the order in which the names appear on the list held by the employer.