Welcome

A warm welcome to the 2021 edition of the GradStart Handbook. Now that you are in your final year of study it is time to consider your options in entering your chosen careers. This is especially significant this year as we celebrate the International Year of the Nurse and Midwife.

NSW Health’s Nursing and Midwifery Office coordinates GradStart. This is the state-wide process to recruit graduate nursing and midwifery positions. The GradStart Handbook helps you to navigate the application process.

Nursing and midwifery can take you anywhere in location and health care setting. These include positions in community health, mental health and rural and remote areas. Our Metro-Rural Exchange Program provides graduates with nursing and midwifery experience across metropolitan and rural and remote locations. My suggestion is to keep your mind open to the opportunities available to you.

Congratulations on your decision to enter into these especially rewarding careers. Your kindness and compassion as nurses and midwives will remain with those you care for always. This is just the beginning and I wish you well for the exciting future that awaits you.

Jacqui Cross
Chief Nursing and Midwifery Officer
# Key Recruitment Dates

<table>
<thead>
<tr>
<th>Month</th>
<th>Important Dates/Actions</th>
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</thead>
<tbody>
<tr>
<td><strong>Late March 2020</strong></td>
<td>&gt; Information about the 2021 GradStart Application process available on the Nursing and Midwifery Office website</td>
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<tr>
<td><strong>April - May 2020</strong></td>
<td>&gt; Students intending to graduate should attend University and Employer information days &lt;br&gt; &gt; Research your employment choices &lt;br&gt; &gt; Apply for a NSW Working With Children Check for paid work</td>
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<tr>
<td><strong>June - July 2020</strong></td>
<td>&gt; Applications Open: 9am Wednesday 24 June &lt;br&gt; &gt; Applications Close: 4pm Monday 13 July &lt;br&gt; &gt; Employers send interview invitations to applicants on: Thursday 30 July</td>
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<tr>
<td><strong>August - October 2020</strong></td>
<td>&gt; Applicants must accept/decline their interview invitation as outlined in the interview email: by Thursday 6 August &lt;br&gt; &gt; Interviews held state-wide: Monday 10 August – Friday 16 October</td>
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<tr>
<td><strong>November 2020</strong></td>
<td>&gt; All applicants notified of recruitment outcome: Thursday 19 November &lt;br&gt; &gt; Successful applicants must respond to position offers via the online link provided in the employment offer email by: 12 midday Thursday 26 November</td>
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Introduction

NSW Health Nursing and Midwifery Office coordinates recruitment for graduate nurses and midwives. NSW Health Local Health Districts and Specialty Networks (LHD/SN) recruit to their health facilities through the GradStart process.

GradStart offers employment to support graduates in nursing and midwifery transition to practice. GradStart is competitive and more people will apply than there are positions available. It is important to be well prepared and organised. This handbook will assist you to apply for employment as a graduate registered nurse or midwife in NSW Health in 2021.

Important Points

The recruitment processes described in this handbook are for the NSW Health 2021 GradStart process.

It is recommended that you also research non-government organisations, private health care providers and aged care providers for employment opportunities.
Eligibility

Are you eligible to apply for graduate employment in NSW Health in 2021? You must be able to answer “yes” to these questions:

1. Are you completing your nursing or midwifery degree between 1 June 2020 and 31 May 2021?
   
   Note: completion means final result received that lead to initial registration as a Registered Nurse (RN) or Registered Midwife (RM)

   AND

2. Will you meet all the requirements to be registered as a RN or RM with the Nursing and Midwifery Board of Australia (NMBA) prior to the agreed date of your employment commencing?

   AND

3. Are you an Australian Citizen or hold a visa that allows ongoing full-time employment in Australia?

Meeting English Language Requirements

> The English language skills registration standard (2019) applies to all nurses and midwives applying for initial registration.

> All applicants should check the level of evidence required to apply for initial registration as a nurse and/or midwife well in advance of applying to AHPRA.

> If you are required to undertake an English language test in order to gain registration, you are encouraged to investigate this as soon as possible.

> Immediately check that you meet English language requirements for registration with the NMBA by visiting https://www.nursingmidwiferyboard.gov.au/Registration-Standards/English-language-skills.aspx

Important Points

> Applicants who have completed their nursing or midwifery degree prior to 1 June 2020 are not eligible to apply.

> Applicants who are completing their degree after 31 May 2021 are not eligible for 2021 GradStart recruitment and should wait for the 2022 GradStart recruitment.

> Priority is given to Australian Citizens, Australian Permanent Residents and New Zealand Citizens. Please refer to page 14 for information.

Check your eligibility to apply for a GradStart position by completing the following survey https://www.surveymonkey.com/r/GradStart2021
Preparing for Application

When preparing your application there are several considerations. These include recruitment requirements, employment preferences and addressing the selection criteria.

**Recruitment Requirements**

As part of the NSW Health recruitment process you are required to provide:

**Curriculum Vitae**

- Outlining your educational qualifications and work experience.

**Identification**

- Evidence of identification and permanent residency, such as passport, Australian birth certificate, and citizenship certificate and visa information.

**Working With Children Check**


- Enter your WWCC application or clearance number into the online application portal. You must bring a WWCC clearance number to interview for verification. See FAQs on page 19 for further information.

**Immunisation**

- Evidence of current immunisation in accordance with NSW Health policy.

**Referees**

Identify two referees in your application:

- One referee must be a clinical referee.

- The second referee is to be either an employer (paid or unpaid work) or another clinical referee.

- A clinical referee must be a person working in a clinical supervisor role, such as a NUM/MUM, CNC/CMC, CNE/CME or clinical facilitator.

- The names and contact details of your two referees are to be entered with pre-employment check information prior to interview.

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**Important Points**

Applicants must provide a paid employee NSW WWCC clearance number. Volunteer checks and clearance checks from interstate will not be accepted.

In accordance with NSW Health policy, a number of employment screening checks are required for applicants seeking employment within NSW Health facilities including:


Preparing for Application

Employment Preferences
Applicants are required to select a minimum of six and a maximum of eight employment preferences in their online application. A vast range of employment options are available across more than 130 facilities in metropolitan, regional, rural and remote settings. Give consideration to the availability and types of positions offered, clinical specialties, and full-time and part-time employment opportunities.

To see all available facilities for GradStart 2021 across NSW visit website https://www.health.nsw.gov.au/nursing/employment/Pages/recruit.aspx

Information about working in specific hospitals can be found at each Local Health District/Network (LHD/SN) website. A link to each LHD/SN is available under the Employer Information Section on the GradStart website.

A small number of facilities offer mid-year intakes. It is important to research these opportunities if completing your degree mid-year.

Working in rural and remote communities can provide a broad range of clinical experiences not always available in larger metropolitan areas.

The Metro-Rural Exchange Program allows applicants to gain valuable nursing or midwifery experience in two very different clinical environments by working in both a rural facility and a metropolitan facility throughout the new graduate year.

Exchange Programs
Some hospitals offer aged care and/or mental health nursing exchanges. These exchanges provide six months clinical practice in an aged care or mental health setting and six months clinical practice within a general nursing setting. The opportunity to rotate within these specialty areas will allow for broad development of skills and knowledge.

I was given the experience through doing a metro rural exchange. I have always wanted to experience working in a rural environment but also wanted to work in a metropolitan hospital as well.

What surprised me the most about working in a small rural hospital was the opportunities I saw and the ability to learn and grow, and take responsibility for not only myself but for my patients. This was a lot more than I expected and what I experienced when working in a metro hospital. I loved both experiences but decided that rural nursing was my calling.

New Graduate Nurse
Selection Criteria

As part of your online application you will be required to address each of the six (6) criteria (maximum 150 words per criterion), demonstrating your ability to meet each one. During recruitment your responses will be reviewed as part of the selection process. It is important that you give each selection criteria thoughtful consideration. We recommend you prepare your responses in advance using a word document, then copy and paste these into the online application.

The Selection Criteria are:

1. Demonstrated high level interpersonal, verbal and written communication skills.
2. Demonstrated clinical knowledge and clinical problem solving abilities.
3. Demonstrated ability to work within a team.
4. An understanding of the professional, ethical and legal requirements of the Registered Nurse or Midwife.
5. A demonstrated understanding of the role of the Registered Nurse or Midwife in applying continuous improvement and quality and safety.
6. A demonstrated understanding of NSW Health’s CORE Values, Collaboration, Openness, Respect and Empowerment.
Applying for a GradStart Position

Applying Online

Applications for the NSW Health 2021 GradStart program will be open from 9am Wednesday 24 June and close at 4pm Monday 13 July 2020.

Before you apply

> To access the job application please go to the NSW Health Nursing and Midwifery webpage: www.health.nsw.gov.au/nursing/employment/Pages/Recruit.aspx

and go to Apply Online.

> If you are a current employee of NSW Health, log in using your NSW Health StaffLink ID then go to Apply Now within the job advertisement.

> If you are not an employee of NSW Health, go to Apply Now within the job advertisement. You will then be asked to select New User to register in the system. Go to Returning user to return to incomplete application.

In the application form itself you will be required to enter the NSW Health StaffLink ID you have been allocated as a student. If you are applying as a NSW Health employee, the StaffLink ID will be pre-populated in your application form. Late applications will not be accepted.
Key points to Remember

1. Attention to detail is important
   > Ensure you enter your personal details correctly which includes the first and last name you are known by. This information is used for employment screening purposes.
   > Interview invitation and recruitment outcome letters will be sent to applicants by email. It is your responsibility to contact your first preference LHD/SN if you do not receive any correspondence by the dates listed on page 3.

2. Addressing the Selection Criteria
   Each selection criteria has a maximum 150 word limit. The online application may time out before you have an opportunity to save your work. It is recommended that you prepare your responses in advance using a word document, then copy and paste these into the online application.

3. Curriculum Vitae (CV)
   You will be required to upload your Curriculum Vitae (CV) in the online application.

4. You will need a valid email address.
   Email is the primary communication in which employers will contact you throughout the recruitment process. Hotmail and @live.com.au email addresses are blocked by some employers. It is strongly recommended that you supply an alternative email address.

5. Application Submission
   Your online application must be submitted to be considered. Ensure you complete each section of the application as prompted and submit the completed application prior to recruitment closing. Following the submission of your application, you will receive an email confirmation of your completed application.

6. Editing your Application
   You have the opportunity to edit your online application after submission as many times as you like until applications close at 4pm Monday 13 July 2020. Once applications close, you will no longer have access to your application.
Preferences

1. Employment Preferences
When selecting your employment preferences, enter at least six (6) and as many as eight (8) preferences. Entering the same preference more than once does not increase your chances of gaining the position. When offered any position it is assumed that you will accept so choose your preferences carefully. If you decline your position offer, no further offers will be made. Only select preferences that you are prepared to accept.

2. Availability to commence employment
Starting employment depends on the completion of your degree and ability to gain registration. If you complete your course before December 2020 and gain AHPRA registration in January 2021, you are available to start employment from February 2021. If you complete your course by April 2021, you are available to start employment from mid-year 2021.

Find out more about mid-year intakes by visiting the LHD/SN links on the nursing and midwifery webpage to seek out participating sites.

Dual registrant RN/RM new graduate positions are not offered in NSW public hospitals. If you are a dual registrant graduate, you can apply to both Nursing and Midwifery within GradStart. You will need to complete a separate application for each and notify the Nursing and Midwifery Office of your intentions via email MOH-GradStart@health.nsw.gov.au.
Interviews

Interviews will be held between **Monday 10 August – Friday 16 October 2020.**

**Note:** Specific interviews dates and times vary between sites.

- Employers send invitation to interview via email eligible applicants on **Thursday 30 July 2020.**
- Applicants must accept or decline their interview attendance by **Thursday 6 August 2020.**
- Applicants will receive a separate email titled ‘**Pre-Employment Checks**’. Please click on the link within the email to complete this information.

Applicants must be available during the state-wide interview period. Interview schedules will vary between sites. If you do not attend your scheduled interview, your application will be withdrawn.

Interviews are routinely attended in person. With the current COVID-19 situation, mode of interviews may vary between Local Health Districts/interviewing facilities. You will be notified in your invitation to interview of the approach used to undertake your interview. Please direct any enquiries or concerns back to the interviewing facility.

Your application will be withdrawn if you do not attend your interview.

Your application will be withdrawn if you do not accept an offer by the deadline.
Interview Preparation

Most of us find interviews nerve-racking and stressful, even people with many years of experience. Being confident at interview comes with practice.

Below are some tips that can help you practise and prepare for interview.

- Interview questions are based around the selection criteria and follow the Standards for Practice for Registered Nurses and Registered Midwives [https://www.nursingmidwiferyboard.gov.au/codes-guidelines-statements/codes-guidelines.aspx](https://www.nursingmidwiferyboard.gov.au/codes-guidelines-statements/codes-guidelines.aspx)
- Interviews are also about building a relationship with your potential employer. Consider what your employer might want in a graduate nurse or midwife, such as:
  ✓ Being interested in patients’ care and welfare
  ✓ Being person-centred
  ✓ An ability to reflect on your clinical placements during your undergraduate program
  ✓ Knowing when and where to seek guidance at work
  ✓ Displaying professionalism
  ✓ Being a safe practitioner
  ✓ Demonstrated enthusiasm for the profession of nursing or midwifery
  ✓ Indicating a commitment to life-long learning
- You can practise interviews by creating your own questions and answers. It is important that you can articulate your knowledge and understanding as well as demonstrate your skills and attributes.

What to bring to Interview

Your interview invitation letter will advise you to bring a number of documents with you to the interview.

- This will include your identification and residency documentation.
- Your WWCC clearance number.
- Immunisation documentation.

The list of documents included in your invitation letter are essential requirements for recruitment. If you are unable to provide these at the requested time, you may not be invited to proceed to interview.
Priority Selection

Selection of Applicants
Applicants will be considered on a merit basis in the following order:

<table>
<thead>
<tr>
<th>Priority 1 Selection</th>
<th>a) Applicants who are Australian Citizens/Australian Permanent Residents/New Zealand Citizens and are undertaking their studies at a NSW/ACT University campus*</th>
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<tr>
<td>OR</td>
<td>b) Applicants who are Australian Citizens/Australian Permanent Residents/New Zealand Citizens, are currently permanently employed (full-time/ part-time) in the NSW Public Health System and are undertaking studies at an interstate University campus</td>
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<tr>
<td>OR</td>
<td>c) Applicants who are Australian Citizens/Australian Permanent Residents/New Zealand Citizens and have completed secondary education in NSW and are undertaking their studies at an interstate University campus.</td>
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<tr>
<td>Priority 2 Selection</td>
<td>Applicants who are Australian Citizens/Australian Permanent Residents/New Zealand Citizens and are undertaking their studies at an interstate or New Zealand University campus.</td>
</tr>
<tr>
<td>Priority 3 Selection</td>
<td>Any applicant who does not hold Australian Citizenship/Australian Permanent Residency/New Zealand Citizenship.</td>
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*Defined as a campus situated within NSW or ACT or within 5km of the NSW state border.
Recruitment Outcomes

Applicants will be advised of their recruitment outcome by email on Thursday 19 November 2020.

There are three recruitment outcomes:

1. **Successful** – offered a position from one of the preferences in your application and receive a ‘Conditional Offer’ subject to screening checks

2. **Eligible but no position offer** – placed on Eligible Applicants’ Bank.

3. **Unsuccessful** – no further opportunities in the NSW Health GradStart process.

1. **Successful Applicants**

   On **Friday 20 November 2020** successful applicants will receive an email containing a link to accept or decline their offer which must be attended by **12 midday, Thursday 26 November 2020**.

2. **Eligible Applicants’ Bank**

   NSW Health employers use the Eligible Applicants’ Bank to fill vacant positions. This may be due to other applicants declining position offers or withdrawing from the recruitment process during first round selections.

   The Eligible Applicants’ Bank is available to LHD/SNs from **Thursday 3 December 2020** to fill any remaining vacancies.

   Your name will remain on the Eligible Applicants’ Bank unless

   > You decline an offer from one of your eight preferences OR

   > You decline two offers from facilities which are not included in your preferences.

   The Eligible Applicants’ Bank will remain open until the **end of May 2021** or until all positions are filled, whichever occurs first.

**Note:**

If you decline an offer or fail to respond by 26 November you will be withdrawn and ineligible for any further offers.
3. Unsuccessful Applicants

Nurses and midwives work across a range of sectors in their careers including the public health sector, the private sector, aged care and disability facilities in NSW and interstate. If you are unsuccessful in the GradStart recruitment process you are encouraged to seek interview feedback and to apply to other organisations such as private hospitals/health care facilities, aged care and disability care facilities, as well as interstate.

Nurses and midwives who work in these sectors often work in NSW Health across their careers.

Seeking Interview Feedback

All applicants are encouraged to seek feedback. If you were placed on the Eligible Applicants Bank or were unsuccessful in this recruitment process, we encourage you to seek feedback on your interview performance from your interviewing facility. Contact details will be included in your recruitment outcome letter. Remember, recruitment is highly competitive so seeking feedback will assist you to improve your performance in the future.

Withdrawal Prior to Interview

If you wish to withdraw from the 2021 GradStart program prior to interview you may do so by logging in to your application and selecting ‘Withdraw’ next to the role you have applied for. Please be aware that your application cannot be reinstated after you have withdrawn.

Withdraw After Interview

If you wish to withdraw your application after you have been interviewed please contact the GradStart Co-Ordinator at the LHD/SN or facility at which you were interviewed. Their contact details can be found on the email you received inviting you to interview.
Planning for Employment

Registration

You must be registered with the Nursing and Midwifery Board of Australia (NMBA) before commencing employment as an RN or RM with NSW Health. This registration is completed through the Australian Health Practitioner Regulation Agency (AHPRA).

You can start your application for registration 4-6 weeks before completing your studies by visiting: https://www.ahpra.gov.au/Registration/Graduate-Applications.aspx

The majority of GradStart positions commence in February each year. It is important not to delay your application for registration. The registration process can take weeks or months even if the NMBA has all your documentation.

Your registration will not be complete until you have successfully completed your course requirements and the NMBA have received all documentation.

Employment Contracts

Following satisfactory employment screening of successful applicants, employers will send employment contracts by end of December 2020.

The employment contract will contain relevant information about your start date, specific location and terms and conditions of employment.

If you need to change your agreed start date due to unforeseen circumstances, or you need to discuss any component of your employment, please contact the relevant person detailed in your employment contract as soon as possible.

Note:

If you are unable to supply evidence of your registration within the required timeframe specified by your employer, and prior to commencement of work, your job offer may be withdrawn.

If your registration with AHPRA is delayed, contact your employer immediately to discuss.
Frequently asked Questions

1) How can I check if I am eligible for GradStart 2021?

Answer: Go to the following link to check your eligibility to apply to GradStart https://www.surveymonkey.com/r/GradStart2021. For more information, refer to the GradStart Handbook, page 5.

2) Can I start preparing my application before GradStart applications officially open on Wednesday 24 June 2020?

Answer: Yes. Applications open online 24 June 2020. All applicants should prepare their application in advance of this date. When preparing your application there are a number of things to consider including recruitment requirements, employment preferences, and addressing the selection criteria. See the Applicants’ Checklist on page 23 of the GradStart Handbook for guidance.

3) I am completing a dual degree and I am not sure if I want to complete GradStart in Nursing or Midwifery. Can I apply to both?

Answer: Yes. You can apply to both Nursing and Midwifery within GradStart. You will need to complete a separate application for both GradStart Nursing and GradStart Midwifery. For eligible candidates who are applying to both GradStart Nursing and GradStrat Midwifery please advise the Nursing and Midwifery Office via email MOH-GradStart@health.nsw.gov.au.

4) This is the first time I have used the NSW Health Recruitment and Onboarding (ROB) Portal for a job application. Is there a resource to assist me to use this system?

Answer: Yes. For assistance using the Career Portal for your 2021 Gradstart Application please access the candidate application video, go to https://jobs.health.nsw.gov.au/namo-ex
5) How can I check that I meet English language requirements for registration?

**Answer:** The English language skills registration standard (2019) applies to all nurses and midwives applying for initial registration, regardless of whether they qualified in Australia or overseas. If you do not meet the standard you may not be able to register with AHPRA, impacting on your employment opportunities. All applicants should check the level of evidence required to apply for initial registration as a nurse and/or midwife well in advance of applying to AHPRA. For more information, go to [https://www.nursingmidwiferyboard.gov.au/Registration-Standards/English-language-skills.aspx](https://www.nursingmidwiferyboard.gov.au/Registration-Standards/English-language-skills.aspx)

6) I have a Working With Children Check (WWCC) clearance number for volunteer employment. Can I use this when applying to GradStart?

**Answer:** GradStart recruits new graduate nurses and midwives into paid employment. A volunteer check is not valid for paid work. You will need to enter a WWCC clearance number (or, at a minimum, application number for a WWCC) into the online application. All applicants are to provide a WWCC clearance number at interview for verification. To update your volunteer WWCC clearance for paid employment, go to [https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check](https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check) Go to Renew your WWC number and select Update My Details.

7) I already have a Working With Children Check (WWCC) clearance number for paid employment. Can I use this in my GradStart application?

**Answer:** A NSW WWCC clearance number is valid for five years. The expiry date of your Check is included in the email notification you received when your WWCC clearance number was issued. Your WWCC must be renewed before it expires to remain valid. For more information and to renew your WWCC, go to [https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check](https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check)
8) What type of documentation do I need to provide evidence in my application that I comply with NSW Health immunisation requirements?

For more information about complying with NSW Health immunisation requirements as a registered nurse or midwife, go to https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2018_009.pdf

It is recommended that you take the relevant sections of this policy directive (including the checklist in Attachment 4) to your immunisation provider and discuss your screening and vaccination requirements.

The most preferred form of documentation as proof of immunisation compliance is signed records by your immunisation provider, for example, your doctor or nurse immuniser. If you are enrolled in Medicare, you can also apply for an immunisation history statement by contacting the Australian Immunisation Register. For more information, go to https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register

9) I have missed the application closing date. Can I still apply?

Answer: No. GradStart is a once yearly state-wide application and recruitment process. Applications close 4pm Monday 13 July 2020. Late applications will not be received.

10) Can I request to be employed on reduced hours?

Answer: Requests to be employed at reduced hours must be discussed with your local GradStart Coordinator and prior to interview. Once a candidate is employed any position changes or requests are managed on an individual basis at the employing Local Health District.

11) Can I enter the same preference more than once?

Answer: Yes. The online application portal will not prevent you from entering the same preference more than once. Entering the same preference more than once does not increase your chances of gaining employment with that preference.

12) Do I need to nominate all eight preferences for employment in my application?

Answer: Applicants must nominate at least six employment preferences.
13) I have forgotten my password. How can I gain access to the system to complete my application?

Answer: If you are a paid employee or paid contractor with NSW Health, your password can be re-set by contacting the Statewide service desk on 1300 28 55 33. If you are not a paid employee or paid contractor with NSW Health, your password can be re-set either via the “forgot your password” link at login or, by contacting the Customer Experience Team on 1300 679 367.

14) I can no longer access my email account to receive emails – I am worried I will no longer receive emails from GradStart/ROB. How can I update my email account?

Answer: Please contact the Customer Experience Team on 1300 679 367 to request for an update to your email address. Also advise your GradStart Coordinator that your contact details have been updated.

15) I received a letter on Thursday 19 November 2020 from the Local Health District advising I am successful for a position in their GradStart program. The letter stated I would receive an email the following day from ROB with a link to accept my position – but I did not receive this email. What can I do?

Answer: The email with acceptance link is automatically sent to the email address supplied in your application. If you supplied more than one email address please check each email account, including your junk and deleted folders. If you are still unable to locate this email log in to the Career Portal, click on the Tasks bar and click on the link to accept your offer.

16) If I decline an offer during first round, will I be made another offer?

Answer: No. If you decline a position offer made from one of your eight employment preferences, no further offers will be made. When offered a position it is assumed you will accept. Choose your preferences carefully and only nominate preferences that you are prepared to accept.
17) I have received a letter from the Local Health District stating that I have been placed on the Eligible Applicants’ Bank. What does this mean?

**Answer:** Being placed on the Eligible Applicants’ Bank means that you are eligible for employment but were not allocated a position during first round selections. The Eligible Applicants’ Bank is open to employers from Thursday 3 December 2020 to fill vacancies. These vacancies can occur because other applicants decline position offers or withdraw from the recruitment. Vacancies can be filled until end May 2021. Local Health Districts/Speciality networks will contact candidates directly.

18) I have been placed on the Eligible Applicants’ Bank. How long will I remain there?

**Answer:** The Eligible Applicants’ Bank will remain open until the end of May 2021 or until all positions are filled, whichever occurs first. Your name will remain on the Eligible Applicants’ Bank unless you decline a formal offer from one of your eight preferences, or if you decline two formal offers from facilities which are not included in your preferences.

19) I was not successful in gaining a GradStart position. Can I apply again next year?

**Answer:** No. To be eligible to apply to GradStart candidates must have completed their degree within 12 months immediately preceding commencing in a new graduate position. Applicants are encouraged to seek feedback from their interview.

New Graduate programs are also offered in both the private health sector and aged care sectors.

20) Can I take unplanned leave or defer my GradStart program?

**Answer:** Discuss any unplanned leave or deferral from the GradStart program with your local GradStart Coordinator. Once a candidate is employed any position changes or requests are managed on an individual basis at the employing Local Health District.
# Applicant Checklist

**Prior to Applications Opening:**

- Download and read GradStart Handbook.

- Am I eligible to apply to GradStart 2021? [https://www.surveymonkey.com/r/GradStart2021](https://www.surveymonkey.com/r/GradStart2021)

- Mark all key dates in my diary.


- Update my Curriculum Vitae.

- I have a valid NSW Health Working With Children Check (WWCC) for paid work [https://www.kidsguardian.nsw.gov.au/](https://www.kidsguardian.nsw.gov.au/)


- Seek permission from my two referees to provide contact details in my application. One referee must be a clinical reference.

- Read and familiarise myself with the six selection criteria (p.8 in handbook).

- Check my supplied email address is not Hotmail or @live.com.au
Applicant Checklist

When Applications Open:

Go to the NSW Health website and apply online to GradStart recruitment from 9am Wednesday 24 June 2020. For assistance using the Career Portal please access the candidate application video https://jobs.health.nsw.gov.au/namo-ex

Have my documents available for reference to complete application.

Save my incomplete application so that I can return to it later.

Submit my completed application by 4pm Monday 13 July 2020.

I have received an auto-generated email from NSW Health recruitment system, confirming successful submission of my application.

I am available to attend interview at my preferred location (preference 1) between Monday 10 August – Friday 16th October 2020.

If successful in gaining an interview:

Confirm my attendance at interview by Thursday 6 August 2020.

Review the selection criteria and prepare for interview.

Gather employment screening documents, evidence of identification and other supporting documents ready to take along to interview.

On offer of Employment:

Accept or decline offer of employment online by 12 midday on Thursday 26 November 2020.
Working as a Registered Nurse or Registered Midwife offers many and varied employment opportunities and experiences. This is just the beginning. Good Luck!