GradStart Handbook 2022

Applying for a Graduate Nursing and Midwifery position in NSW Health
Welcome

A very warm welcome to the 2022 edition of the GradStart Handbook.

It is an exciting and dynamic time to be entering the nursing and midwifery workforce. The COVID-19 pandemic has presented NSW Health with extraordinary challenges but also incredible opportunities- and nurses and midwives have been at the very heart of it, caring for people in our hospitals, at home and in our communities.

NSW Health’s Nursing and Midwifery Office coordinates GradStart. This is the annual state-wide process to recruit graduate nursing and midwifery positions. The GradStart Handbook is filled with useful information designed to help you navigate the application process.

Nursing and midwifery can take you anywhere in location and health care settings. 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 & remote locations. My suggestion is to keep your mind open to the opportunities available to you.

Congratulations on your decision to enter into these very rewarding careers. Your commitment and compassion as nurses and midwives will make a huge difference and contribute to the health and wellbeing of the people of NSW.

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

Late March 2021
> Information about the 2022 GradStart Application process available on the Nursing and Midwifery Office website

April - May 2021
> Students intending to graduate should attend University and Employer information days
> Research your employment choices
> Apply for a NSW Working With Children Check for paid work

June - July 2021
> Applications Open: 9am Wednesday 23 June
> Applications Close: 4pm Wednesday 7 July
> Employers send interview invitations to applicants on: Thursday 29 July

August - Sept 2021
> Applicants must accept/decline their interview invitation as outlined in the interview email: by Thursday 5 August
> Interviews held state-wide: Monday 9 August - Friday 17 September

November 2021
> All applicants notified of recruitment outcome: Tuesday 2 November
> Successful applicants must respond to position offers via the online link provided in the employment offer email by: Monday 8 November
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 graduates with initial registration as a nurse or a midwife. 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 2022.

Important points

The recruitment processes described in this handbook are for the NSW Health 2022 GradStart process.

Remember to download and read the 2022 GradStart Handbook before applications open. It is also recommended that you revisit NSW Health Nursing and Midwifery GradStart web site on a regular basis to check for notices and updates during the campaign period.


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 2022? You must be able to answer “yes” to these questions:

1. Are you completing your nursing or midwifery degree between 1 June 2021 and 31 May 2022?

Note: completion means final result received that leads 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?

Note: Students completing postgraduate studies in Midwifery are not eligible to apply to GradStart.

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:

Are you thinking about studying Honours in 2022?

If you are considering studying Honours in 2022 you are welcome to apply to GradStart. To study full-time, withdraw from GradStart prior to interview to remain eligible for GradStart 2023.

To combine part-time study as an Honours student with part-time employment in a new graduate program, discuss your options with the GradStart Coordinator at the interviewing facility.

Are you expecting to initially register as both a nurse and midwife in 2022?

Dual registrant RN/RM new graduate positions are not offered in NSW public hospitals. If you are a dual registrant graduate and wish to apply to both Nursing and Midwifery within GradStart, please contact a team member at Nursing and Midwifery Office in advance of applications opening, via email: MOH-GradStart@health.nsw.gov.au

We can organise this with you.
Recruitment Requirements

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

**Curriculum Vitae**
- Outlining your educational qualifications and work experience.
- To be uploaded in your online application.
- A cover letter is not required.

**Academic Transcript**
- Upload your academic transcript (unofficial version is acceptable).
- This document will be reviewed to verify expected completion of studies.

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

**Working With Children Check**
- NSW Working With Children Check (WWCC) clearance number for paid work.
- Enter your WWCC clearance number or, at a minimum, application number for a WWCC, into the online application. You must bring a WWCC clearance number to interview for verification. See FAQs on page 18 for further information.
- Volunteer checks and clearance checks from interstate will not be accepted.

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

**Referees - identify two referees**
- The names and contact details of your two referees are to be entered with pre-employment check information upon invitation to interview. You will be sent a link to provide names and contact details of your referees.
- 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.
- You can update your referee information at time of interview.

Preparation is key

Gather all the information you need in preparation for applying to GradStart and in advance of applications opening on 23 June 2021. There are a number of resources to assist you. These are listed below:

**NSW Working With Children Check:**
www.kidsguardian.nsw.gov.au

**NSW Health Policy Working With Children Checks and Other Police Checks:**

**NSW Health Occupational Assessment, Screening and Vaccination Against Specific Infectious Diseases:**

**NSW Health Nursing and Midwifery GradStart web site:**

**GradStart nursing and midwifery employer links and contacts:**
Employment Preferences

Research Your Options
Applicants are required to select a minimum of six and a maximum of eight employment preferences in the online application. We suggest you research your options in advance by visiting individual employers’ careers pages. Links to these careers pages can be found on the NSW Nursing and Midwifery GradStart website: www.health.nsw.gov.au/nursing/employment/Pages/recruit.aspx Go to ‘Contacts and Links’.

A vast range of employment options are available across more than 130 facilities in metropolitan, regional, rural and remote settings. Working in rural and remote communities can provide a broad range of clinical experiences not always available in larger metropolitan areas.

Pay special attention to where, in NSW, individual facilities are located and whether you would be prepared to live and work there. Consider the types of positions offered, clinical specialties, full-time or part-time employment opportunities and the time frames for new graduate intakes. This last point is important to consider if you are completing your degree mid-year.

Starting employment depends on the completion of your degree and ability to gain registration. If you complete your course before December 2021 and gain AHPRA registration in January 2022, you are available to start employment from February 2022. If you complete your course by April 2022, you are available to start employment from mid-year 2022.

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.

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.

Choosing your employment preferences

Only choose preferences you are prepared to accept. If you decline your position offer, no further offers will be made.

Try to enter all eight preferences. You may enter the same preference more than once, however, this does not increase your chances of gaining a position with this employer.

Changing Your Employment Preferences
You may change your preferences in your online application any time up until applications close by logging back into your application via the ROB Career Portal.

Note: a small number of applicants may have already applied to GradStart and withdrawn in the previous year. In this instance, employment preferences chosen last time may have pre-populated into this year’s application. You must delete these preferences and choose again from the current list.
Selection Criteria

As part of your online application you will be required to address each of the six (6) criteria, demonstrating your ability to meet each one. Address each selection criterion in 150 words or less. While ROB allows space to provide a greater word limit, the GradStart Campaign limits responses to 150 words only.

During recruitment your responses will be reviewed as part of the selection process. It is important that you give each selection criteria thoughtful consideration.

Your online application will time out after 30 minutes. 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. Demonstrated understanding of the professional, ethical and legal requirements of the role.
5. Demonstrated understanding of the role in applying continuous improvement to quality and safety.
6. 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 2022 GradStart program will be open from 9am Wednesday 23 June and close at 4pm Wednesday 7 July 2021.

Late applications will not be accepted.

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

> Click on Apply for Job. Review and accept the Privacy Agreement.

> On the Log in page you will be presented with instructions depending on whether you are a current NSW Health employee, a previous NSW Health employee, or an external applicant (either with an existing account or as a new user). Follow the instructions carefully.

> Only new users will need to set up an account. Do not register a new account if you already have one. If you have forgotten your username or password, use the links below the Password field to re-set.

> 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.

> To return to a saved, incomplete application or update an application (prior to close date), log back into the Career Portal and click on My Applications.

Attention to detail is important

Check that you are applying to the right job. If you are completing your studies and expect to register as a nurse, apply to the new graduate nurse positions. If you apply to the wrong job by mistake, withdraw your application, even if it is incomplete, before applying to the other job.

If you are a dual registrant and wish to apply to both jobs, please go to page 5 for more information about applying.

Ensure you enter your personal details correctly. This includes the first and last name you are known by. This information is used for employment screening purposes.

Existing NSW Health employees can change personal information through StaffLink. External applicants can do so by updating your general profile on the ROB Career Portal.

Check the information you have supplied in the application carefully. Providing incorrect information could prevent your application from being considered.
Providing a valid email address

Email is the primary communication employers will use to contact you during 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.

Employers may continue to contact you via email throughout 2021 and into 2022. If you supply your university email address, check that it will remain valid during this time.

All communication sent via the NSW Health Recruitment system is sent to your personal email account provided in the application. It is important that you check your in-box regularly during key times of the campaign.

On day of invitation to interview and, later, notification of recruitment outcome, check your email account for correspondence from the interviewing facility (your nominated first employment preference). It is your responsibility to contact the Coordinator at the interviewing facility if you did not receive correspondence as outlined in ‘Key Recruitment Dates’ on page 2.

For candidates successful for a conditional offer: existing NSW Health employees who supplied a valid @health (corporate) email account will receive a conditional offer to their @health email address in the first instance. Otherwise, candidates will receive a conditional offer to their personal email address supplied in their application.

Submitting your application

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.

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 Wednesday 7 July 2021.

To edit your application, log into ‘My Applications’ from the Career Portal where you first applied to GradStart.

Once applications close, you will be able to view your application but no longer able to edit.
Interviews

Interviews will be held between **Monday 9 August - Friday 17 September 2021.**

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

- Applicants are interviewed once only. Applicants are interviewed by the employer the applicant nominated as their first employment preference in their application.

- Employers send invitation to interview via email to eligible applicants on **Thursday 29 July 2021.**

- If you do not receive an email inviting you to interview, please contact the Coordinator at the interviewing facility (your first employment preference) as soon as possible.

- Applicants must accept or decline their interview attendance by **Thursday 5 August 2021.**

- 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 cannot attend the scheduled interview, contact the Coordinator as soon as possible to reschedule.

If you do not respond to the invitation to interview, your application will be withdrawn.

If you do not attend the interview as scheduled, your application will be withdrawn.

Interviews are routinely attended in person. However, if you would like to attend the interview in another capacity, such as phone or video conference, please contact the coordinator to organise.
**Interview Preparation**

Most of us find interviews nerve-racking and stressful, even people with many years 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 [www.nursingmidwiferyboard.gov.au/codes-guidelines-statements.aspx](http://www.nursingmidwiferyboard.gov.au/codes-guidelines-statements.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.

- Use examples from your own clinical experiences to support your responses to the interview questions.


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**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.
- 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:

### Priority 1

<table>
<thead>
<tr>
<th>Selection</th>
<th>Details</th>
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<tbody>
<tr>
<td>a)</td>
<td>Applicants who are Australian Citizens/Australian Permanent Residents/New Zealand Citizens and are undertaking their studies at a NSW/ACT University campus*</td>
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<tr>
<td>OR</td>
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<td>b)</td>
<td>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></td>
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<tr>
<td>c)</td>
<td>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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</table>

### Priority 2

Applicants who are Australian Citizens/Australian Permanent Residents/New Zealand Citizens and are undertaking their studies at an interstate or New Zealand University campus.

### Priority 3

Any applicant who does not hold Australian Citizenship/Australian Permanent Residency/New Zealand Citizenship.

*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 **Tuesday 2 November 2021**.

**There are two 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 available** – placed on Eligible Applicants’ Bank.

**Successful Applicants**

On **Wednesday 3 November 2021** successful applicants will receive an email containing a link to accept or decline their offer which must be completed by **Monday 8 November 2021**.

**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 **Monday 15 November 2021** 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 2022** or until all positions are filled, whichever occurs first.

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 have been placed on the Eligible Applicants’ Bank, 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 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.

**Accepting or declining your offer**

You must accept the offer by the due date. The only way to accept the offer is to do so online in the ROB system.

**Important: Acceptance of offer, verbal or written, to the employer is not valid and cannot be processed.**

If you nominated a valid @health (corporate) email address in your application, a link to accept or decline your offer will be sent to this account. Otherwise, the link will be forwarded to your personal email account nominated in your application.


Go to ‘My Applications’, entering your username and password to access your job profile. Click on the Tasks tab to open the offer.

If you decline an offer you will be ineligible for any further campaign offers.

If you neither accept or decline the offer, it will be assumed that you are declining the offer and will be ineligible for future campaign offers.

If you are concerned about completing your studies in time to commence employment, contact the Coordinator for advice.
Withdrawal from GradStart

Prior to Interview

If you wish to withdraw from the 2022 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.

If you had previously received or accepted an invitation to interview, please contact the Coordinator to let them know you have withdrawn your application.

After Interview

If you wish to withdraw your application after you have been interviewed please contact the GradStart Coordinator 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.

The Coordinator will document reasons for your withdrawal at this stage of the campaign to be considered for eligibility to next year’s GradStart campaign.

“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
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: 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 between 2 - 8 weeks to process.

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 2021. 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 employment, your job offer may be withdrawn.

If your registration with AHPRA is delayed, contact your employer immediately to discuss.
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>How can I check if I am eligible for GradStart 2022?</td>
<td>Go to the following link to check your eligibility to apply to GradStart <a href="http://www.surveymonkey.com/r/GradStart2022">www.surveymonkey.com/r/GradStart2022</a>. For more information, refer to the GradStart Handbook, page 4</td>
</tr>
<tr>
<td>Can I start preparing my application before GradStart applications officially open?</td>
<td>Yes. Applications open online <strong>Wednesday 23 June 2021</strong>. 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 21 of the GradStart Handbook for guidance.</td>
</tr>
<tr>
<td>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?</td>
<td>Yes. You can apply to both nursing and midwifery within GradStart if you expect to register both as a nurse and midwife with AHPRA. You will need to contact the Nursing and Midwifery Office via email <a href="mailto:MOH-GradStart@health.nsw.gov.au">MOH-GradStart@health.nsw.gov.au</a> to organise submission of separate applications.</td>
</tr>
<tr>
<td>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?</td>
<td>Yes. For assistance using the Career Portal for your 2022 GradStart Application please access the candidate application video, go to <a href="http://www.jobs.health.nsw.gov.au/namo-ex">www.jobs.health.nsw.gov.au/namo-ex</a></td>
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<td>How can I check that I meet English language requirements for registration?</td>
<td>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 <a href="http://www.nursingmidwiferyboard.gov.au/Registration-Standards/English-language-skills.aspx">www.nursingmidwiferyboard.gov.au/Registration-Standards/English-language-skills.aspx</a></td>
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</table>
Frequently asked Questions

I have a Working With Children Check (WWCC) clearance number for volunteer employment. Can I use this when applying for 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 [www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check](http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check). Go to Renew your WWC number and select Update My Details.

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 [www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check](http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check).

What type of documentation do I need to provide evidence in my application that I comply with NSW Health immunisation requirements?

**Answer:** For more information about complying with NSW Health immunisation requirements as a registered nurse or midwife, go to [www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2020_017.pdf](http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2020_017.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 [www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register](http://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register).

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 Wednesday 7 July 2021**. Late applications will not be received.
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 with the employing facility.

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.

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

**Answer:** Applicants must nominate at least six employment preferences.

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 285 533. 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.

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:** You can update personal information, including your email address, by logging into ROB and accessing ‘My Profile’. If your email address is no longer valid and is needed to reset a password, the Customer Experience Team can assist by contacting them on 1300 679 367. Also advise your GradStart Coordinator that your contact details have been updated.

I received a letter 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:** If you did not receive the email, you can accept or decline your offer by navigating to the NSW Heath Career Portal. For NSW Health Employees, visit [www.jobs.health.nsw.gov.au/internal](http://www.jobs.health.nsw.gov.au/internal). For candidates external to NSW Health, visit [www.jobs.health.nsw.gov.au](http://www.jobs.health.nsw.gov.au) Go to ‘My Applications’, entering your username and password to access your job profile. Click on the Tasks tab to open the offer.
### Frequently asked Questions

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<td>If I decline an offer during first round, will I be made another offer?</td>
<td><em>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.</em></td>
</tr>
<tr>
<td>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?</td>
<td><em>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 <strong>Monday 15 November 2021</strong> to fill vacancies. These vacancies can occur because other applicants decline position offers or withdraw from the recruitment. Vacancies can be filled until end <strong>May 2022</strong>. Local Health Districts/Specialty networks will contact candidates directly.</em></td>
</tr>
<tr>
<td>I have been placed on the Eligible Applicants’ Bank. How long will I remain there?</td>
<td><em>The Eligible Applicants’ Bank will remain open until the end of <strong>May 2022</strong> or until all positions are filled, whichever occurs first. Your name will remain on the Eligible Applicants’ Bank unless you decline an offer from one of your eight preferences, or if you decline two offers from facilities which are not included in your preferences.</em></td>
</tr>
<tr>
<td>Can I apply to GradStart again?</td>
<td><em>To be eligible to apply to GradStart, candidates must have completed their degree within 12 months of commencing in a new graduate position. If you are completing your nursing or midwifery degree between <strong>1 June 2021</strong> and <strong>31 May 2022</strong> you are eligible for <strong>2022 GradStart</strong>.</em></td>
</tr>
<tr>
<td>Can I take unplanned leave or defer my GradStart program?</td>
<td><em>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 facility.</em></td>
</tr>
<tr>
<td>Task</td>
<td></td>
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<tr>
<td>---------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Download and read GradStart Handbook.</td>
<td></td>
</tr>
<tr>
<td>Am I eligible to apply to GradStart 2022?</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.surveymonkey.com/r/GradStart2022">www.surveymonkey.com/r/GradStart2022</a></td>
<td></td>
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<tr>
<td>Mark all key dates in my diary.</td>
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<tr>
<td>Research participating health services and hospitals offering new</td>
<td></td>
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<tr>
<td>graduate positions</td>
<td></td>
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<tr>
<td>I meet English Language Registration Standard with NMBA</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.nursingmidwiferyboard.gov.au/Registration-Standards/">www.nursingmidwiferyboard.gov.au/Registration-Standards/</a></td>
<td></td>
</tr>
<tr>
<td>English-language-skills.aspx</td>
<td></td>
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<tr>
<td>Update my Curriculum Vitae.</td>
<td></td>
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<tr>
<td>I have a valid NSW Health Working With Children Check (WWCC) for</td>
<td></td>
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<tr>
<td>I am compliant with NSW Health Immunisation requirements</td>
<td></td>
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<tr>
<td>I have appropriate evidence of identification</td>
<td></td>
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<tr>
<td>Seek permission from my two referees to provide contact details in</td>
<td></td>
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<tr>
<td>my application. One referee must be a clinical reference</td>
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</tr>
<tr>
<td>Read and familiarise myself with the six selection criteria (p.8 in</td>
<td></td>
</tr>
<tr>
<td>handbook).</td>
<td></td>
</tr>
<tr>
<td>Check my supplied email address is not Hotmail or @live.com.au</td>
<td></td>
</tr>
</tbody>
</table>
Applicant Checklist

When Applications Open:

Go to the NSW Health website and apply online to GradStart recruitment from 9am Wednesday 23 June 2021. For assistance using the Career Portal please access the candidate application video www.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 Wednesday 7 July 2021.

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 9 August - Friday 17 September 2021

If successful in gaining an interview:

Confirm my attendance at interview by Thursday 5 August 2021.

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 Monday 8 November 2021
Working as a Registered Nurse or Registered Midwife offers many and varied employment opportunities and experiences. This is just the beginning. Good Luck!