

Application Guide

Thank you for your interest in working with Grampians Health!

All applications must be submitted via our online Mercury Recruitment System, bhs.mercury.com.au (eRecruit) as the process includes mandatory declarations that are required to be completed.

How to Register

External First-time Users Only (non-employees)

- Register online via [eRecruit](#) by clicking on the 'Register' button.
- Once you have registered, an activation email will be sent to you.
- Click on the link in the email and complete the steps to activate your account.

Grampians Health Employees Only

- Self-registration is not required. Grampians Health has completed registration on behalf of all current employees.

Login and complete an application on eRecruit

External Users Only (non-employees)

- Login to eRecruit by entering your Username (nominated registered email account) and password.
- Complete online application by clicking the 'All-Vacancies' button and selecting the job you wish to apply for.
- Once the position details are on the screen, select the 'Apply Now' button at the bottom of the page.

Grampians Health Employees Only

- Login to eRecruit by entering your Username (employee ID) and password.
- Complete your online application by clicking the 'All-Vacancies' button and selecting the job you wish to apply for.
- Once the position details are on the screen, select the 'Apply Now' button at the bottom of the page.

Things to consider when you register as a first-time user and apply for a position:

- For security purposes, your registration will not be active until you activate your account via email.
- If you are a first-time external user, you can apply for a position and the system will register a user account for you. Alternatively, you can register an account and apply for a position at a later date using your account details.
- If you can't find an email sent from eRecruit, please check your junk mail.

Things to consider as a Grampians Health employee:

- Employees can view all advertised positions via eRecruit by clicking on 'Jobs' at the login page, then 'All Vacancies'.
- To apply for a position, click on the job title and at the bottom of the screen click 'Apply Now' and enter your registered email address in eRecruit.
- An Employees username (Excluding managers) will be the email address you receive your payslip to (it could be your personal or work email). Managers' username will be their work email address.
- To access and apply for internal positions, employees must be logged into eRecruit.

Password Information:

- Passwords must contain at least 3 of the following and have a minimum of 10 characters:
 - At least 1 upper case letter
 - At least 1 lower case letter
 - At least 1 number
 - At least 1 non-alphanumeric character
- The system will allow you 3 attempts to login, on the third unsuccessful attempt the system will lock your account.

One Registered Account allowed per User (non-employees & employees)

- All users must only have one registered account in eRecruit. Note, multiple registered accounts under different email addresses are not allowed and duplicate accounts will be deactivated.

Application Inclusions

1. What to provide with your application:

A covering letter which should include:

- The position title and eRecruit reference number.
- Your full name, address, phone number and email address.
- A statement addressing the requirements set out in the Position Description and Key Selection Criteria.

Your resume which should include:

- Relevant work experience (including a brief summary of achievements and responsibilities).
- Your education, training achievements and professional memberships held.
- Names and contact numbers of two professional referees. *The referees must be someone you directly reported to.*
- Any other information that you believe is relevant to your application.

2. Submitting your application:

- Before starting the online application, have your resume and cover letter ready to upload in PDF format.

3. Pre-Employment checks may include:

- Reference checks.
- Health and Capacity Declaration.
- Functional Assessment (medical/physical).
- Pre-employment Immunisation Questionnaire. *You may be required to undergo a blood test and/or vaccinations prior to commencement.*
- Australian Criminal History Check.
- Working with Children Check (Employee) or NDIS Check.
- Visa Entitlement Checks.
- Sighting and copying of 100 points of Identification.
- Sighting and copying Qualifications/Registration.
- Credentialing (Medical and Allied Health staff only).
- Assessment tests (Psychometric Testing).

4. Shortlisting:

A selection panel assesses all applications against the Key Selection Criteria and will shortlist applicants for interview.

5. Interview:

If you are selected for an interview, you will be contacted within 7 - 14 business days of the position closing. The Manager will contact you to advise the date, time and venue along with any documents you will need to provide.

Note:

- Interviews for bulk recruitment (such as graduate programs) may have different timeframes for notification of interviews.
- Please regularly check your junk mail for an interview invite.

6. Documentation to prepare for interview:

- Any relevant qualification, certificates/transcripts and professional registration (if required for the position).
- 2 Professional referee details; including name, position title, organisational name and contact details.

7. Notification:

- The successful applicant will be verbally offered the position, followed by a written offer.
- All unsuccessful applications will be notified.

Further questions:

Please contact the person listed on the advertisement or contact People and Culture on 03 5320 4445.

We wish you all the best with your application!

Interview Tips

Thank you for your interest in gaining employment at Grampians Health. If you're successful in progressing to an interview here are some tips to help you prepare.

To begin your preparation, it is essential to develop well-crafted responses to common interview questions that you may be asked on the day. These questions could include:

- Briefly introduce yourself and explain what motivated you to apply.
- What do you know about the role?
- What do you know about our organisation?
- What are your strengths and areas for improvement?
- How much notice do you need to give your current employer?

At Grampians Health, we follow a behavioural interview format. These questions are designed based on the belief that past behaviour is the best indicator of future behaviour, which is why employers frequently ask them during interviews.

Competency-based interview questions often begin with the phrase "Tell me about a time when...". The key to successfully answering behavioural interview questions is not only to understand the skills and expertise you bring to a role but, more importantly, to provide real examples from your previous experience.

The STAR technique (Situation/Task, Action, Result) is key when responding to behavioural interview questions.

- **Situation/Task:** Describe a situation/task from your work/school experience that demonstrates the skill we're asking about.
- **Action:** Describe the specific actions you took in this situation/task. Outline your steps and rationale, using "I" instead of "we" to emphasise your individual contribution.
- **Result:** Provide details about the outcome of your actions within this situation/task.

Here is an example:

Question: Tell me about a time when you had an issue communicating instructions to a new staff member. How did you ensure they understood your instructions?

Situation/Task: When I was at work a new staff member started and had never used a floor buffer before. I explained the process multiple times however the employee continued to use the machine incorrectly.

Action: I approached the new staff member and asked if I could demonstrate how to use this machine instead of just verbally explaining.

Result: The new staff member understood and was able to use the floor buffer successfully without damaging the floors or injuring themselves. My manager praised me for my initiative and contributing to a safe work environment.

Tip: Take the time to review the job advertisement and position description thoroughly prior to your interview. This will help guide you through the key selection criteria and anticipate the types of questions you may be asked during the interview.

We wish you the best of luck.

Grampians Health Talent Acquisition Team