

WEST GIPPSLAND HEALTHCARE GROUP
ENROLLED NURSE GRADUATE PROGRAM
2021



FREQUENTLY ASKED QUESTIONS

1. How do I apply for an Enrolled Nurse Graduate position at West Gippsland Healthcare Group (WGHG)?

ANSWER: Visit the WGHG Mercury, create a login (if you don't already have one) and follow the prompts wghg.mercury.com.au

2. Who can I use as referees?

ANSWER: A minimum of two Clinical referees, from within the last 12 months (preferred option). However, if you are attending placement around the time of your application, it is acceptable to advise that 'further referees will be made available upon interview'. This will allow you time to gather another referee.

3. Do I need to respond to the key selection criteria and how do I go about this?

ANSWER: Yes, this can be addressed in your cover letter or a separate document.

4. What do I need to include in my WGHG application?

ANSWER:

- Cover letter (approximately 1 page)
- Up to date resume/CV (maximum of 2 - 3 pages and include referees)
- Response to Key Selection Criteria
- Most recent academic transcript with legend
- A copy of two/three of your most recent acute Clinical Appraisals. Attendance records are not required
- A minimum of two nursing related referees (can be clinical educators, preceptors, nurse manager)

5. I am having trouble uploading all of my documents online.

ANSWER: Please contact the West Gippsland Hospital HR department on PH. 03 5623 6485 who will be able to assist you with this.

6. Can I indicate my preferred work area of interest?

ANSWER: Yes you can, Please indicate your preferred work area of interest within your cover letter.

7. How will the interview be structured?

ANSWER: Interview structure – Round robin /Speed dating interview structure and a Group interview

- Based on Monash Medical and LRH models of group interviewing.
- 12 candidates will be interviewed per session.
- Mixture of group activity, individual scenarios and medication calculation questions.

8. When are interviews likely to take place?

ANSWER: It is expected the interviews will take place during the middle of May 2021.

9. What happens if I don't hear anything during the above time frame?

ANSWER: Applicants will remain in our system and may be invited for an interview at an alternative date. Unsuccessful applicants will be notified of their outcome towards the end of July 2021.

10. Does it matter if I haven't done placement at West Gippsland Healthcare Group in the past?

ANSWER: No

Application tips sheet

- Include your name on each page of your CV and related documents (in footer)
- PDF all documents
- Address your application to the recruitment officer with the correct spelling
- Please check your document for wording to ensure all wording is reflective of the hospital you are applying to.

What to include in documentation

- Include 2 to 3 referees from within the last 12 months.
- Include 2 to 3 of your most recent clinical appraisals
- Include a legend of your Education Provider results.
- Ensure the Ward/Unit and the type of placement on your clinical Appraisal - e.g. Ward 2 - Surgical unit.
- Attach a suitable photo on your resume.
- Respond to Key Selection Criteria –either in the cover letter or on a separate document.
- Ensure your certifier does not stamp over clinical appraisal comments.
- Choose a referee that has an accessible email & phone.
- Ensure the details of your referees are current and correct.