

INTERVIEWING CHECKLIST – 4 Key Steps (Specialist and Alternate Settings)

My Career Insights (Morrisby)



1. Planning	<ul style="list-style-type: none"> □ Ensure all students considered suited and aged 15+ have completed one of the three available profiles - Profiling matrix □ Note: students that registered /profiled in past years are not eligible for a Morrisby profile unpacking interview in a subsequent year □ Check number of eligible students expected to attend interviews using Morrisby Advisor Access -> Morrisby Manager □ Liaise with MCI Program Coordinator to confirm interview dates, interview numbers and delivery (F2F / Self-Delivery / Remote via Webex) □ Check your school calendar for any new events that could impact on the availability of students or supervising staff (eg. athletics, swimming, assemblies, excursions etc.)
1. Preparation for Interviews with external consultant	<ul style="list-style-type: none"> □ Complete 'visitors information' document & return to MCI Program Coordinator Click HERE for form □ Organise supervising staff for all interview dates inc. key contact person for liaison with MCI Program Coordinator □ Book interview rooms in a clean, comfortable, quiet location that enables supervision, has tables / seating, and access to laptop power / internet <p>Remote Webex Interviews</p> <ul style="list-style-type: none"> □ Organise the required number of laptops, and where possible provide headphones with a microphone □ Test Consultant Webex links (on schedule) <p>Prepare Students</p> <ul style="list-style-type: none"> □ Schedule/deliver a class to prepare/familiarise students with the interview format. (eg. Prepare / discuss some starter questions and provide these for students and Consultants to refer to, discuss how to communicate with an unfamiliar person, consider use of props to support verbal communications and ease any anxiety)
2. Scheduling Students	<ul style="list-style-type: none"> □ Interview schedule received from Program Coordinator □ Allocate students to interview times / days □ Advise interview times / dates / Webex links (if relevant) to students, parents and any learning support staff assisting with interviews □ Organise someone to help locate students ensuring they arrive 5-10 minutes early □ Remind students / key staff of the importance of attending interviews 1-2 days before scheduled
3. Interview Day/s	<ul style="list-style-type: none"> □ Online profile reports will be unlocked one business day before interviews commence. Print short reports (optional) □ Key contact must be readily available by phone throughout the day □ Check student absences in the morning and have a backfill list of students (eg. Replace / bring forward a student interview time / day) <p>Onsite (F2F) Interviews:</p> <ul style="list-style-type: none"> □ Meet Career Consultants at reception, show where amenities are located and escort to their interview room <p>Remote (Webex) Interviews:</p> <ul style="list-style-type: none"> □ Setup / Open Consultants' meeting rooms prior to first interview □ Ask Program Coordinator for specific instructions to use Webex not familiar
4. Remaining Interviews and Follow-Up	<ul style="list-style-type: none"> □ Discuss possibility of 'mop up' interview dates with MCI Program Coordinator for any remaining students □ Encourage students to complete student feedback survey MCI Student Survey flyer □ Encourage students to share and refer to their profile in conversations with family, teachers, friends □ Encourage students to revisit their online profile in subsequent years. Click HERE for Y10+ resources and eworkbook

Helpful Resources: (Ctrl+Click to open all links in blue)

[Morrisby Manager Adviser Access Guide](#)

[MCI Website](#) (inc. orange Specialist button at bottom of page)

MCI Key Contacts during Interviews

Program Coordinator (issues inc. Consultants, Schedule changes / disruptions, Wellbeing concerns)

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[General & Tech support](#) / (03) 9433-8033 (issues inc. Webex setup / Technical / Audio)