



Independent Contractor Guide for Onsite & Remote Interviews – Preparation and Unpacking

My Career Insights:
A Program for Year 9 Students in
Government Schools and 15+ in
specialist and alternative settings

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INTERVIEW PREPARATION

Prior to Arrival (F2F)

- **Check MIMS** - Ensure you have the correct address, and your trip planned so you arrive ahead of time. You should aim to arrive around 30 minutes before the first interview. Instructions and critical information will be contained in the **school notes** section of MIMS and via the booking email.
- Contact your Program Coordinator if there are any **issues or questions** you need clarified. Contact details are in the school notes in MIMS.
- Check whether there are any special considerations that might be required for any of the students. This includes whether there will be **parents or support people** attending.
- Ensure your mobile phone and laptop meet **tech requirements** to handle Morrisby Manager and hot-spotting. Ensure they are charged, and power supply is with you (*consider bringing an extension cord for onsite interviews*).
- Check the school notes to see if Guest **Wifi** will be available – otherwise hotspot to mobile phone. Consider your backup plan for poor internet connection eg. a dongle.

INTERVIEW PREP: **ONSITE (F2F)**

Face-to-Face – **Arrival & Setting Up**

Please **arrive** at the school with enough time to set up and sign in through security. We suggest allowing up to 30 minutes for this. You will need to head to the school administration office on arrival.

Please wear the **security**/name badges or visitor passes as provided by the school front desk.

Meet with the school key contact person and locate the designated space to conduct the interviews.

Students may bring in their own **device** to view profiles and/or the school may provide a device for this. If so, check if there is internet available for use of students during interviews.

Arrange a **comfortable** table setting, and set up equipment inc. your laptop, hotspot or guest WIFI internet access if available.

Confirm the **schedule** for the day from the school key contact person if you do not already have this. You will also need to confirm if any parents, carers or Education Support will be present at interviews.

The key contact person may provide you with a **printed report** for each student. Pass this onto the student.

To assist with broad careers conversations around the personal profile, it may be useful for you to check whether the **school offers** VET programs and/or school-based apprenticeships, and the opportunity for work experience. This can also usually be found on the School's website.

INTERVIEW PREP: **ONSITE (F2F)**

Face-to-Face - Interviewing

Open your **Morrisby Manager** and ensure that you have selected the relevant school. Close all other applications and pages, turn off irrelevant notifications.

Once you have established communication, and introduced yourself, **verify** the student's identity by asking their full name and DOB. Match these with a candidate in Morrisby Manager. DO NOT share or show the **school candidate list** with the student. **Note:** Interviews cannot take place with a parent if the student is not present.

After verifying the student, **assign** them in your Morrisby Manager and advise the student that you will now **share** your screen and begin demonstrating and discussing their profile.

At the end of the interview, **stop sharing** your screen.

Inform the student that they will be emailed a short **survey** shortly after the interview, and farewell the student.

If you experience internet instability, notify the school contact to ask for **tech support**. For technical issues that you cannot fix, contact **MCI Support** (03) 9433 8033.

You are not permitted to record interviews.

INTERVIEW PREP: **REMOTE (Webex)**

Remote – Prior to Interviews

Check your **Webex room** a few days before to check that it is working. If not please contact MCI Support.

Check **MIMS** – Instructions and critical information will be contained in the School Notes section of MIMS and via the booking email. Note down mobile number of the school contact for the day, and your Program Coordinator.

Contact your **Program Coordinator** if there are any issues or questions you need clarified. Contact details are in the school notes in MIMS.

Ensure you are seated in a private, comfortable, quiet **location** with access to power and internet.

Enter your Webex meeting room **15 minutes** prior to the first interview.

Set your **virtual background** by either blurring or choosing an appropriate image.

Ensure your Webex room is set to **'locked'**.

Open your **Morrisby Manager** and ensure that you have selected the relevant school. Close all other applications and pages.

Check whether there are any **special considerations** that might be required for any of the students. This includes whether there will be parents or support people attending.

INTERVIEW PREP: **REMOTE (Webex)**

Remote – Your Webex Meeting Room

At the scheduled time, the student will enter the **lobby** in your Webex meeting room. **Admit** the student to your meeting room

You are not permitted to record remote interviews, and students may choose to have video turned off. **Note:** interviews cannot take place with a parent if the student is not present or engaged.

If you experience internet instability it may help to request video be turned off by the student and/or you. If necessary, use the **chat box** to communicate with the student/school IT person. For technical issues that you cannot fix, contact **MCI Support** (03) 9433 8033

If there is disruptive background **noise**, ask the student to turn their mic off while you are talking and on if they wish to talk

Once you have admitted the student, established communication and introduced yourself, **verify** the student's identity by asking their full name and DOB. Match these with a candidate in **Morrisby Manager**

After verifying the student, **assign** them in your Morrisby Manager and advise the student that you will now **share** your screen and begin demonstrating and discussing their profile.

At the end of the interview, **stop sharing** your screen, Inform the student that they will be emailed a short **survey** shortly after the interview, and farewell the student. You can **exit** the student from the meeting room or switch your video, audio and microphone off while you complete your interview notes

The next student will either appear in the lobby of your meeting room, or join the already open meeting

INTERVIEW SCHEDULES

Schedules and Attendance

The actual **number of interviews** per day is not guaranteed and may vary due to school schedules, curriculum changes, absences or tech delays.

If there is **no student** in your meeting room/face-to-face within **10 minutes** of the appointment time, please get in touch with the **key school contact** immediately to follow up the student. (Key contact details can be found in the 'Contact Details' tab on **MIMs**). If school contact is not available contact the Program Coordinator.

Ability to back-fill students and follow up on students will vary. There may be some missed interviews. Please do not lodge any **complaints** with the school about missed students. This feedback should only go to the appropriate Program Coordinator.

School Contact details on your appointment schedule must remain **confidential** and are only for the purpose of communications regarding issues or concerns relating to student interviews

Student **online profiles** will be released one business day before interviews commence, and students may have not yet seen their online or printed Morrisby profile

Ideally each session will be **45 minutes**, including 30 minutes discussion about the online profile with each student and 15 minutes record keeping. Time to complete interview notes is usually allocated throughout the day.

MORRISBY PROFILE EXPLORATION

Rapport & Student Focus

Introductions

When a student arrives in the counselling area **or** your Webex room, provide a **brief overview** about the purpose of completing a Morrisby profile and the purpose of the session – to interpret the student's results and discuss how these can be used to aid making decisions around subjects, courses, careers and pathways.

For **onsite** interviews, the school may provide you with a **printed copy** of the student's report which you can hand to the student and use as a prompt for your discussion.

IMPORTANT DISCUSSION POINTS

It is imperative that the **student's voice is the focus** of this discussion, and they are engaged and invested in this process.

ONLY if the student indicates that they felt like they didn't do their best on the day – let them know they are able to re-take most of the questionnaires – and in some cases, the aptitudes. They can arrange this with their Career Staff.

Encourage student to discuss the report with a parent/carer: *Did you know that you can share this report with others?*

Ask the student how they felt about the process – *did you enjoy/dislike it?*

MORRISBY PROFILE EXPLORATION

Key areas to discuss **during** the Unpack

Independent contractor engages the student in an open discussion about each of the online profile features as follows:

Aptitudes

(except in the case where the student has elected to do only the questionnaires in Optional Aptitudes, Elemental Aspirations, or Morrisby Careers)

The pattern of the student's general abilities and practical abilities and what this indicates about the student's strengths. Here you might ask the student about how this matches up with their knowledge of themselves in their performance at school and their interests/activities outside of the school.

Discuss what their pattern of abilities suggests about their preferred learning style and problem-solving style. Validate this with the student – Does this ring true for you? Can you think of a time when...?

Interests

Explain to the student that this part of the report reflects their responses in the **Aspirations** part of the tool. Assist the student to interpret these results and validate with the student's knowledge of themselves. Discuss how interests/aspirations change over time depending upon a person's age and their life circumstances and priorities.

Discuss the concluding statements about the student's career interests and what is most appealing or least appealing about the career suggestions in the report. Encourage the student to provide feedback on any special talents that were reported and how these might influence their career planning.

Show them the 'World of Work' diagram

MORRISBY PROFILE EXPLORATION

Key areas to discuss **during** the Unpack

Personality Type

Explain that personality describes the way we tend to think, feel and behave – in short, it is what makes us unique. Our personality type, and the way we act and behave will influence our suitability for some careers more than others. Assist the student to interpret their personality type and discuss how it fits with how they see themselves and how others see them. Discuss their idea about which aspects of the personality profile are true for them. Suggest using some of the language from their results in their resume.

Work Style

Discuss the comments here if the Work Style shows an interest in self-employment or entrepreneurship. Seek responses and comments from the student about: the key words describing their work style based on their assessment responses their placement on the organisational role graph and their preferred work environment.

Priorities/Study Interests

Mention that these questionnaires are useful for further self - discovery and can be completed later in year 10, or prior to entering year 11 and 12.

MORRISBY PROFILE EXPLORATION

Exploration of Key Features

After the student's assessment results have been discussed, direct the student to the **Careers Tab** and show how they can view these in pictures or as a list.

Allow the student to use the **'Focus on'** tick boxes to emphasise different aspects of their profile. Start with their Interests and then demonstrate how it changes based on Aptitudes, etc.

Demonstrate the **'What if'** function, and show the student how options can change based on different levels of qualifications etc.

Show the student the **'Explore'** function and the different career families.

Encourage the student to **'favourite'** a minimum of 3 career suggestions and show them how to move careers to the 'bin'

Demonstrate **'Subjects at 16/17'**, encouraging them to **select** a minimum of 3 preferable subjects

Briefly touch on **'Post School Options'** and explain that these functions will be useful when planning their year 11 and 12 pathways, and they can revisit them .

MORRISBY PROFILE EXPLORATION

Career Action Planning

Briefly mention that ongoing **career planning activities** will take place at the school with their career advisory staff members or teachers

Advise student that they will be emailed a short **survey** shortly after the interview

Explain to student that they have **lifelong access** to the website for career exploration and planning, and for further post school options in Year 10, 11 & 12. They will indicate that this is the end of the career consulting part of the session

This concludes the unpacking session with the student; you may farewell them and begin adding notes.

Wellbeing

- If a student presents with **wellbeing** concerns (including thoughts/plans/intentions of self-harm), this **must** be reported to the School Contact, Program Coordinator and/or MCI Support via phone or email the **same day**.
- If the student is not at immediate risk, advise the school contact person regarding the student's disclosure following their interview.
- **Do not** engage the student in any mental health counselling.

POST INTERVIEW & RECORDING NOTES

Recording and Sharing Notes

Record Keeping

When you have completed the interview, load the **interview template** and refer to your notes jotted down from the session. It is important that main areas of discussion, action items and any other relevant notes from the session are recorded quickly into **MIMS** in the system template provided. **Please do not hold onto notes** and enter them later, this should be done on the day.

Interview notes examples are available under **'Resources'** on the **IC Hub**:

<https://acce.org.au/hidden-pages/independent-contractors-hub/>

Saving Notes

- Select the **interview** button in (via the **Candidate** tab) **Morrisby Manager**.
- Load the **interview template** and **Save**.
- Add **personalised notes** under **3. Student Reflection**, and **4. Next Steps**.
- When you have finished, **save** and **share** notes with student. The feedback **survey** will be automatically generated and emailed to the student.
- Return to Morrisby Manager, ready for the next student!

RESOURCES

Useful Links

<https://acce.org.au/independent-contractors-hub>

IC Hub is where you can find information relevant to independently contracted MCI Service Providers including; Webinars, Claim forms, FAQs, and other important information for interviewing. The IC Hub is not to be shared with persons not contracted to the MCI program.

<https://acce.org.au/services/my-career-insights/>

My Career Insights Website including program information and resources available to schools, students, families

<https://acce.org.au/services/my-career-insights/resource-library/>

ICT Resource Library for technical preparation guidelines and troubleshooting

<https://manager.morrisby.com>

Morrisby Manager online platform where students can login to view / share / download their profile. This is also where where ICs login as an advisor to access a school centre that they are booked at for the purpose of impersonating a student and 'unpacking' their profile.

<https://help.webex.com>

Webex is the Department of Education's preferred online platform for remote interviewing

<https://acce.org.au/>

Australian Centre for Career Education (ACCE) Website

<https://acce.org.au/member-resource-library/member-resources/professional-practice/acce-code-of-ethics/>

**ACCE Code of Ethics for Professional Practice
MCI Benchmarking Guidelines**

<https://ceav.vic.edu.au/media/251297/my-career-insights-career-consultant-benchmarking-guidelines.pdf>

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