

SELF-DELIVERY INTERVIEWING CHECKLIST – 4 Key Steps (Specialist and Alternate Settings) My Career Insights (Morrisby)



To self-deliver Morrisby 'unpack' interviews for students, you MUST ...

- Have completed a personal profile and Morrisby certification training (Optional Aptitudes or Full Morrisby as appropriate)
- Be registered for Morrisby Adviser Access. Log-in to [Morrisby Manager](#)

To 'unpack' a Full Aptitudes profile you should also be a qualified career practitioner

<p>1. Morrisby Certification</p> <p><i>Register interviewing staff for Morrisby training (no cost)</i></p>	<p>Morrisby Training Options and Inclusions:</p> <p>1. Optional Aptitudes https://forms.office.com/r/SKYFEYhLWT (Time commitment ~ 1 hour)</p> <ul style="list-style-type: none"> • Completion of an Optional Aptitudes personal profile • Understanding Optional Aptitudes and Elemental Aspirations reports • Ability to 'unpack' Interests and Personality questionnaires • Permission to impersonate students in Morrisby Manager <p>2. Full Aptitudes Victorian DE State School Staff Registration (Time commitment ~ 4-6 hours)</p> <ul style="list-style-type: none"> • Completion of a Full Aptitudes personal profile • Understanding all Morrisby profile reports • Ability to 'unpack' all profiling quizzes, including Aptitude modules • Permission to impersonate students in Morrisby Manager
<p>2. Interview Prep</p> <p><i>Students (aged 15+) MUST complete one of the three available profiles to be eligible for interview in same year</i> Profiling Matrix</p>	<p>Preparing Students:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Deliver a class to prepare students for interviews. (Eg. discuss career conversation goals, starter questions, use of props to support communication and ease any anxiety) <p>Scheduling Interviews:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Check number of eligible students expected to attend interviews via Morrisby Advisor Access -> Morrisby Manager <input type="checkbox"/> Liaise with MCI Program Coordinator to confirm interview dates, expected numbers, and self-delivery preference <input type="checkbox"/> Check your school calendar for events that could impact on availability of students or supervising staff <input type="checkbox"/> Decide whether to invite parents / guardians / learning supporters to attend student interviews <input type="checkbox"/> Create and share interview schedules with students, parents and support staff <input type="checkbox"/> Book interview rooms in a clean, comfortable, quiet location with access to laptop power / internet
<p>3. Unpacking Profiles</p> <p><i>Provide a one-to-one 'unpacking' career conversation with each student and record notes</i></p> <p><i>View Self-delivery instructional video:</i> https://youtu.be/4oc8yRGsDO8</p>	<p>Unpacking Morrisby Profiles:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Familiarise yourself with Morrisby Manager navigation and printing profile reports (optional) <input type="checkbox"/> Refer to the Morrisby Adviser Access Guide for impersonation and access instructions <input type="checkbox"/> Note: OA profiles default to 'VPC' + 'Full-time Employment. (this can be changed by staff or by the student; selecting "Don't Know" for post-school usually generates higher-level occupations) <input type="checkbox"/> Encourage students to complete additional profiling modules where appropriate <p>Assigning Students and Interview Notes:</p> <p>Staff certified to deliver interviews MUST assign students to themselves and record notes in Morrisby Manager</p> <p>Refer to the Morrisby Adviser Access Guide for instructions</p> <ul style="list-style-type: none"> <input type="checkbox"/> Upload notes using the MCI template provided or add free-style notes (key discussion points, student reflection, suggested next steps) <input type="checkbox"/> Encourage students to complete student feedback survey MCI Student Feedback flyer
<p>4. Interviews Follow-Up</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Communicate with MCI Program Coordinator when interviews are complete <input type="checkbox"/> Encourage students to share and revisit their profile in conversations with family, teachers, friends <input type="checkbox"/> Complete School Feedback survey (link to be sent on completion of interviews)

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

[Morrisby Adviser Access Guide](#)
[MCI Website](#) / [Specialist School settings](#) resources

MCI Key Contacts:

Program Coordinator – Suzanne Morelli: 0427 993 989 / suzanne.morelli@acce.org.au
General & Tech support / (03) 9433-8033