

<b>1. Planning</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure all students considered suited and aged 15+ have completed one of the three available profiles - <a href="#">Profiling Matrix</a></li> <li><input type="checkbox"/> Note: students that registered /profiled in past years are not eligible for a Morrisby profile unpacking interview in a subsequent year</li> <li><input type="checkbox"/> Check number of eligible students expected to attend interviews using Morrisby Advisor Access -&gt; <a href="#">Morrisby Manager</a></li> <li><input type="checkbox"/> Liaise with MCI Program Coordinator to confirm interview dates, interview numbers, and delivery (F2F / Self-Delivery / Remote via Webex)</li> <li><input type="checkbox"/> Check your school calendar for any new events that could impact on availability of students or supervising staff</li> </ul>
<b>2. Interview Prep</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete <a href="#">School Visitors Info</a> and return to MCI Program Coordinator</li> <li><input type="checkbox"/> Organise supervising staff for all interview dates inc. key contact person for liaison with MCI Program Coordinator</li> <li><input type="checkbox"/> Staff unfamiliar with MCI program to review Best Practice webinar <a href="#">MCI Best Practice webinar for schools in specialist settings</a></li> <li><input type="checkbox"/> Book interview rooms in a clean, comfortable, quiet location that enables supervision, has tables / seating, and access to laptop power / internet</li> </ul> <p><b>Prepare Students</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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)</li> <li><input type="checkbox"/> Consider use of support staff / translators / large screens /props to support communication, accommodate special needs, and ease any anxiety</li> </ul> <p><b>Remote Webex Interviews</b> (if relevant, ask Program Coordinator for specific instructions to use Webex if not familiar)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Organise the required number of laptops, and where possible provide headphones with a microphone</li> <li><input type="checkbox"/> Test Consultant Webex links (on interview schedule)</li> <li><input type="checkbox"/> Setup / Open meeting rooms prior to first interview to greet Consultant</li> </ul>
<b>3. Scheduling</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Interview schedule received from Program Coordinator</li> <li><input type="checkbox"/> Allocate students to interview times / days</li> <li><input type="checkbox"/> Advise interview times / dates / Webex links (if relevant) to students, parents and any learning support staff assisting with interviews</li> <li><input type="checkbox"/> Organise someone to help locate students ensuring they arrive 5 minutes early</li> <li><input type="checkbox"/> Remind students / key staff 1-2 days before scheduled of the importance of attending interviews</li> </ul>
<b>4. Interview Day/s</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Online profile reports will be unlocked one business day before interviews commence. Print short reports (optional / will not reflect any adjustments made in interview)</li> <li><input type="checkbox"/> Key contact must be readily available by phone throughout the day</li> <li><input type="checkbox"/> Check student absences in the morning and have a backfill list of students (eg. Replace / bring forward a student interview time / day)</li> <li><input type="checkbox"/> Contact MCI Program Coordinator for any issues relating to external Consultant service delivery</li> <li><input type="checkbox"/> Meet Career Consultants at reception, show where amenities are located and escort to their interview room</li> </ul>
<b>5. Interviews Follow-Up</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss possibility of 'mop up' interview dates with MCI Program Coordinator for any remaining students</li> <li><input type="checkbox"/> Encourage students to complete student feedback survey <a href="#">MCI Student Feedback flyer</a> / <a href="#">Feedback Collection process</a></li> <li><input type="checkbox"/> Encourage students to share and refer to their profile in conversations with family, teachers, friends</li> <li><input type="checkbox"/> Encourage students to revisit their online profile in subsequent years. Consider using relevant sections of <a href="#">Y10+ resources</a></li> <li><input type="checkbox"/> Complete School Feedback survey (link will be sent to you on completion of interviews)</li> </ul>

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

[Morrisby Adviser Access Guide](#)  
[MCI Website](#) / [Specialist setting schools](#)

**MCI Key Contacts during Interviews**

**Program Coordinator** (issues inc. Consultants, Schedule changes / disruptions, Wellbeing concerns)  
 Suzanne Morelli: 0427 993 989 / [suzanne.morelli@acce.org.au](mailto:suzanne.morelli@acce.org.au)  
[General & Tech support](#) / (03) 9433-8033 (issues inc. Webex setup / Technical / Audio)