

# 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><b>1. Morrisby Certification</b></p> <p><i>Register interviewing staff for Morrisby training (no cost)</i></p>	<p><b>Morrisby Training Options and Inclusions:</b></p> <p><b>1. Optional Aptitudes</b> <a href="https://forms.office.com/r/SKYFEYhLWT">https://forms.office.com/r/SKYFEYhLWT</a> (Time commitment ~ 1 hour)</p> <ul style="list-style-type: none"> <li>• Completion of an Optional Aptitudes personal profile</li> <li>• Understanding Optional Aptitudes and Elemental Aspirations reports</li> <li>• Ability to 'unpack' Interests and Personality questionnaires</li> <li>• Permission to impersonate students in Morrisby Manager</li> </ul> <p><b>2. Full Aptitudes</b> <a href="#">Victorian DE State School Staff Registration</a> (Time commitment ~ 4-6 hours)</p> <ul style="list-style-type: none"> <li>• Completion of a Full Aptitudes personal profile</li> <li>• Understanding all Morrisby profile reports</li> <li>• Ability to 'unpack' all profiling quizzes, including Aptitude modules</li> <li>• Permission to impersonate students in Morrisby Manager</li> </ul>
<p><b>2. Interview Prep</b></p> <p><i>Students (aged 15+) MUST complete one of the three available profiles to be eligible for interview in same year</i> <a href="#">Profiling Matrix</a></p>	<p><b>Preparing Students:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Deliver a class to prepare students for interviews. (eg. discuss career conversation goals, starter questions)</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>Scheduling Interviews:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check number of eligible students expected to attend interviews via Morrisby Adviser Access -&gt; <a href="#">Morrisby Manager</a></li> <li><input type="checkbox"/> Liaise with MCI Program Coordinator to confirm interview dates, expected numbers, and self-delivery preference</li> <li><input type="checkbox"/> Check your school calendar for events that could impact on availability of students or supervising staff</li> <li><input type="checkbox"/> Decide whether to invite parents / guardians / learning supporters to attend student interviews</li> <li><input type="checkbox"/> Create and share interview schedules with students, parents, and support staff</li> <li><input type="checkbox"/> Book interview rooms in a clean, comfortable, quiet location with access to laptop power / internet</li> </ul>
<p><b>3. Unpacking Profiles</b></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> <a href="https://youtu.be/4oc8yRGsDO8">https://youtu.be/4oc8yRGsDO8</a></p>	<p><b>Unpacking Morrisby Profiles:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Familiarise yourself with Morrisby Manager navigation and printing profile reports (optional)</li> <li><input type="checkbox"/> Refer to the Adviser Access guide (link below) for impersonation and access instructions</li> <li><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)</li> <li><input type="checkbox"/> Encourage students to complete additional profiling modules where appropriate</li> </ul> <p><b>Assigning Students and Interview Notes:</b> Staff certified to deliver interviews MUST <b>assign</b> students to themselves and record notes in <a href="#">Morrisby Manager</a> Refer to the Adviser Access Guide (link below) for instructions</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Upload notes using the MCI template provided or add free-style notes (key discussion points, student reflection, suggested next steps)</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> </ul>
<p><b>4. Interviews Follow-Up</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Communicate with MCI Program Coordinator when interviews are complete</li> <li><input type="checkbox"/> Encourage students to share and revisit their profile in conversations with family, teachers, friends</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 School settings](#)

**MCI Key Contacts:**

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