

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

1. Morrisby Certification

Register interviewing staff for Morrisby training (no cost).

Morrisby Training Options and Inclusions: [Morrisby Training DE Staff Registration](#)

1. Optional Aptitudes (Time commitment ~ 1-2 hours)

- Completion of an Optional Aptitudes personal profile
- Understanding content of Optional Aptitudes (MO) and Elemental Aspirations (ME) profile reports
- Tips for 'unpacking' Aspirations questionnaires - Interests and Personality
- Permission and instructions for assigning / sharing student notes in Morrisby Manager

2. Full Aptitudes (Time commitment ~ 4-6 hours)

- Completion of a Full Aptitudes (M) personal profile
- Understanding all Morrisby profile reports
- Tips for 'unpacking' all profiling questionnaires and quizzes, including Aptitude modules
- Permission and instructions for assigning and sharing student notes in Morrisby Manager
- Permission to impersonate students in Morrisby Manager



2. Interview Prep

Students (aged 15+) MUST complete one of [three available profiles](#) to be eligible for interview in same year.

Preparing Students:

- ☐ Deliver a class to prepare students for interviews. (eg. discuss career conversation goals, starter questions)
- ☐ Consider use of support staff / translators / large screens / props to support communication, accommodate special needs, ease any anxiety)

Scheduling Interviews:

- ☐ Check number of eligible students expected to attend interviews via Morrisby Adviser Access -> [Morrisby Manager](#)
- ☐ Liaise with MCI Program Coordinator to confirm interview dates, expected numbers, and self-delivery preference
- ☐ Check your school calendar for events that could impact on availability of students or supervising staff
- ☐ Decide whether to invite parents / guardians / learning supporters to attend student interviews
- ☐ Create and share interview schedules with students, parents, and support staff
- ☐ Book interview rooms in a clean, comfortable, quiet location with access to laptop power / internet

3. Unpacking

Provide 1-1 'unpacking' career conversation with each student and add notes to online profile report.

Unpacking Morrisby Profiles:

- ☐ Familiarise yourself with Morrisby Manager navigation, consider printing profile reports
- ☐ Refer Adviser Access guide (link below) for access and impersonation instructions
- ☐ Note: OA profiles default to 'VPC' + 'Full-time Employment'. (this can be changed by staff or by the student; noting that selecting "Don't Know" for post-school usually generates higher-level occupations)
- ☐ Encourage students to complete additional profiling modules where appropriate

Assigning Students and Interview Notes:

Staff certified to deliver interviews **MUST assign** students to themselves and **share notes** in [Morrisby Manager](#)

- ☐ Refer to Adviser Access Guide (link below) and this [Self-Delivery video](#) (8 mins) for instructions
- ☐ Upload notes using template provided or add free-style notes (key discussion points, student reflection, suggested next steps)
- ☐ Encourage students to complete student feedback survey [MCI Student Feedback flyer](#) / [Feedback Collection process](#)

4. Interviews Follow-Up

- ☐ Communicate with MCI Program Coordinator when interviews are complete
- ☐ Encourage students to share and revisit their profile in conversations with family, teachers, friends
- ☐ Complete School Feedback survey (link will be sent to you on completion of interviews)

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

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

MCI Key Contacts:

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