1. 'Unpacking' Interview Preparation	☐ Ensure all Year 9 students have had the opportunity to complete one of the three available profiles - **only Year 9 students with a completed profile are eligible for a 'Morrisby profile unpack interview'.** Review using Morrisby Advisor Access -> Morrisby Manager
	☐ Check number of eligible students (students with a completed profile) expected to attend interviews
	☐ Liaise with MCI Program Coordinator to confirm interview dates, interview numbers and delivery (F2F / Remote / Group Unpack)
	☐ Check your school calendar for any new events that could impact on the availability of students or supervising staff (e.g assemblies, excursions)
	☐ Organise supervising staff for all interview dates inc. key contact person for liaison with MCI Program Coordinator
	☐ Book interview rooms in a clean, comfortable, quiet location that enables supervision, has tables / seating, and access to laptop power / internet
	☐ Organise a laptop / device to be set up in the interview room for students to complete their feedback survey after their interview.
	☐ Complete 'Unpack Interviews Details Form' document & return to MCI Program Coordinator (Program Coordinator will send via email)
	Remote Webex Interviews
	☐ Organise the required number of laptops, and where possible provide headphones with a microphone
	☐ Test Consultant Webex links once received (links will be on interview schedule sent by Program Coordinator)
2. Scheduling Students	☐ Interview schedule received from Program Coordinator
	☐ Allocate students to interview times / days
	☐ Ensure Interview "type" (onsite or remote) is clearly labelled and highlighted. Webex links for each consultant are included (confidential contact details are listed on Sheet 2 of schedule)
	☐ Advise interview times / dates / Webex links (if relevant) to students, parents (if attending) and any learning support staff assisting with interviews
	☐ Organise someone to help locate students on each day of interviews to make sure students arrive 5-10 minutes early
	☐ Remind students / Y9 staff 1-2 days before interviews
3. Interview Day/s	☐ Online profile reports will be unlocked one business day before interviews commence. Print short reports (optional)
	☐ Key contact must be readily available by mobile phone throughout the day
	☐ Check student absences in the morning and have a backfill list of students (eg. Replace / bring forward a student interview time / day)
	Onsite (F2F) Interviews:
	☐ Meet Career Consultants at reception, show where amenities are located and escort to their interview room
	Remote (Webex) Interviews:
	☐ Setup Consultants' meeting rooms prior to first interview
	• Open Consultant's Webex meeting room -> Click on link provided in interview schedule or join from webex.com
	• Select "Join meeting" in top right corner -> Enter meeting room number
	☐ Student types in their name and Consultant will admit them to meeting room
	• At end of the interview, the Consultant will close the meeting (student should not close the meeting room)
	☐ Leave Webex link showing on screen for next student (mute for recess / lunch breaks)
4. Remaining Interviews and Follow-Up	☐ Arrange date with MCI Program Coordinator to have remaining students interviewed remotely by Webex ('mop up')
	☐ Encourage students to complete student feedback survey, share profile conversations with family, teachers, friends
	☐ Encourage students to revisit online profile and refer to info in school-based career conversations. Click HERE for Y10+ resources

Helpful Resources: *(CTRL+Click to open all links in blue)*

Morrisby Adviser Access Guide

MCI Website for Additional Information & Resources *(inc. Webex troubleshooting)*

MCI Key Contacts during Interviews

General & Tech support / (03) 9433-8033 *(issues inc. Webex setup / Technical / Audio)*

Program Coordinator *(issues inc. Consultants, Schedule changes / disruptions, Wellbeing concerns)*