

1. Planning	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure all students considered suited and aged 15+ have completed one of the three available profiles - Profiling Matrix <input type="checkbox"/> Note: students that registered /profiled in past years are not eligible for a Morrisby profile unpacking interview in a subsequent year <input type="checkbox"/> Check number of eligible students expected to attend interviews using Morrisby Advisor Access -> Morrisby Manager <input type="checkbox"/> Liaise with MCI Program Coordinator to confirm interview dates, interview numbers, and delivery (F2F / Self-Delivery / Remote via Webex) <input type="checkbox"/> Check your school calendar for any new events that could impact on availability of students or supervising staff
2. Interview Prep	<ul style="list-style-type: none"> <input type="checkbox"/> Complete Visitors Info and return to MCI Program Coordinator <input type="checkbox"/> Organise supervising staff for all interview dates inc. key contact person for liaison with MCI Program Coordinator <input type="checkbox"/> Book interview rooms in a clean, comfortable, quiet location that enables supervision, has tables / seating, and access to laptop power / internet <p>Prepare Students</p> <ul style="list-style-type: none"> <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, <input type="checkbox"/> Consider use of support staff / translators / large screens /props to support communication, accommodate special needs, and ease any anxiety) <p>Remote Webex Interviews (if relevant, ask Program Coordinator for specific instructions to use Webex if not familiar)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Organise the required number of laptops, and where possible provide headphones with a microphone <input type="checkbox"/> Test Consultant Webex links (on schedule)
3. Scheduling	<ul style="list-style-type: none"> <input type="checkbox"/> Interview schedule received from Program Coordinator <input type="checkbox"/> Allocate students to interview times / days <input type="checkbox"/> Advise interview times / dates / Webex links (if relevant) to students, parents and any learning support staff assisting with interviews <input type="checkbox"/> Organise someone to help locate students ensuring they arrive 5-10 minutes early <input type="checkbox"/> Remind students / key staff of the importance of attending interviews 1-2 days before scheduled
4. Interview Day/s	<ul style="list-style-type: none"> <input type="checkbox"/> Online profile reports will be unlocked one business day before interviews commence. Print short reports (optional) <input type="checkbox"/> Key contact must be readily available by phone throughout the day <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) <input type="checkbox"/> Contact MCI Program Coordinator for any issues relating to external Consultant service delivery <p>Onsite (F2F) Interviews</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet Career Consultants at reception, show where amenities are located and escort to their interview room <p>Remote (Webex) Interviews (if relevant)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Setup / Open Consultants' meeting rooms prior to first interview
5. Interviews Follow-Up	<ul style="list-style-type: none"> <input type="checkbox"/> Discuss possibility of 'mop up' interview dates with MCI Program Coordinator for any remaining students <input type="checkbox"/> Encourage students to complete student feedback survey MCI Student Feedback flyer / Feedback Collection process <input type="checkbox"/> Encourage students to share and refer to their profile in conversations with family, teachers, friends <input type="checkbox"/> Encourage students to revisit their online profile in subsequent years. Consider using relevant sections of Y10+ resources <input type="checkbox"/> 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 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
[General & Tech support](#) / (03) 9433-8033 (issues inc. Webex setup / Technical / Audio)