

# INTERVIEWING – 4 Key Steps

My Career Insights (Morrisby)



<b>1. ‘Unpacking’ Interview Preparation</b>	<ul style="list-style-type: none"> <li>□ Ensure all Year 9 students have had the opportunity to complete one of the three available profiles - <b>only Year 9 students with a completed profile are eligible for a ‘Morrisby profile unpacking’ interview.</b> Review using Morrisby Advisor Access -&gt; <a href="#">Morrisby Manager</a></li> <li>□ Check number of eligible students expected to attend interviews</li> <li>□ Liaise with MCI Program Coordinator to confirm interview dates, interview numbers and delivery (F2F / Remote)</li> <li>□ Check your school calendar for any new events that could impact on the availability of students or supervising staff (eg. athletics, swimming, assemblies, excursions etc.)</li> <li>□ Organise supervising staff for all interview dates inc. key contact person for liaison with MCI Program Coordinator</li> <li>□ Book interview rooms in a clean, comfortable, quiet location that enables supervision, has tables / seating, and access to laptop power / internet</li> <li>□ Complete ‘visitors information’ document &amp; return to MCI Program Coordinator Click <a href="#">HERE</a> for form</li> </ul> <p><b>Remote Webex Interviews</b></p> <ul style="list-style-type: none"> <li>□ Organise the required number of laptops, and where possible provide headphones with a microphone</li> <li>□ Test Consultant Webex links (on schedule)</li> </ul>
<b>2. Scheduling Students</b>	<ul style="list-style-type: none"> <li>□ Interview schedule received from Program Coordinator</li> <li>□ Allocate students to interview times / days</li> <li>□ 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)</li> <li>□ Advise interview times / dates / Webex links (if appropriate) to students, parents and any learning support staff assisting with interviews</li> <li>□ Organise someone to help locate students ensuring they arrive 5-10 minutes early</li> <li>□ Remind students / Y9 staff 1-2 days before interviews</li> </ul>
<b>3. Interview Day/s</b>	<ul style="list-style-type: none"> <li>□ Online profile reports will be unlocked one business day before interviews commence. Print short reports (optional)</li> <li>□ Key contact must be readily available by mobile phone throughout the day</li> <li>□ Check student absences in the morning and have a backfill list of students (eg. Replace / bring forward a student interview time / day)</li> </ul> <p><b>Onsite (F2F) Interviews:</b></p> <ul style="list-style-type: none"> <li>□ Meet Career Consultants at reception, show where amenities are located and escort to their interview room</li> </ul> <p><b>Remote (Webex) Interviews:</b></p> <ul style="list-style-type: none"> <li>□ Setup Consultants’ meeting rooms prior to first interview                         <ul style="list-style-type: none"> <li>• Open Consultant’s Webex meeting room -&gt; Click on link provided or join from webex.com</li> <li>• Select “Join meeting” in top right corner -&gt; Enter meeting room number</li> </ul> </li> <li>□ Student types in their name and Consultant will admit them to meeting room                         <ul style="list-style-type: none"> <li>• At end of the interview, the Consultant will close the meeting (student should not close the meeting room)</li> </ul> </li> <li>□ Leave Webex link showing on screen for next student (mute for recess / lunch breaks)</li> </ul>
<b>4. Remaining Interviews and Follow-Up</b>	<ul style="list-style-type: none"> <li>□ Arrange date with MCI Program Coordinator to have remaining students interviewed remotely by Webex (‘mop up’)</li> <li>□ Encourage students to complete student feedback survey, share profile conversations with family, teachers, friends</li> <li>□ Encourage students to revisit online profile and refer to info in school-based career conversations. Click <a href="#">HERE</a> for Y10+ resources</li> </ul>

**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)