

Applying for Graduate Nursing Programs

Addressing selection criteria

Presentation by:
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Careers and Leadership Services

Any Questions?



Aims of the Workshop

To understand:

- The application process of Graduate Nursing Programs
- What employers want
- The purpose of selection criteria
- How to structure responses to selection criteria



Government of **Western Australia**
Public Sector Commission



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Job Search

Posting Date YYYY-MM-DD	Closing Date YYYY-MM-DD	Time	Job Title	Branch Agency	Classification
2015-03-02	2015-03-16	10:00 PM	GradConnect mid 2015 Enrolled Nurse	Health, Department of	Enrolled Nurse lev
2015-03-02	2015-03-16	10:00 PM	GradConnect mid 2015 Midwifery	Health, Department of	ANF level 1
2015-03-02	2015-03-16	10:00 PM	GradConnect mid 2015 Registered Nurse	Health, Department of	ANF Level 1

Select options from the various search boxes below to refine your job search. Use the CTRL key (for Mac users, use the Command key) to drop down lists.

To view all vacancies, make no selections in any search box and click 'Search'.

Use the Keywords search function at the bottom of the page to search for vacancies with specific terms, or enter the Full Name of the vacancy.

Occupation * Accounting/Economics/Finance Administration/Support Service Agriculture/Horticulture/Forestry Apprenticeship/Traineeship	Salary Range * Less than \$20 000 \$20 000 to \$29 999 \$30 000 to \$39 999 \$40 000 to \$49 999	Location Region* Perth Metropolitan Gascoyne Region Goldfields-Esperance Region Great Southern Region
Agency * Aboriginal Affairs, Department of Agent General Agriculture Protection Board Agriculture and Food, Department of	Work Type * Fixed Term - Full Time Fixed Term - Part Time Permanent - Full Time Permanent - Part Time	Level * <input type="checkbox"/> Specified Classification (Specific Priority) Level 1 Level 2 Level 3 Level 4
Keyword search <input type="text" value="gradconnect"/>	Advertised (in the) <input type="text" value="Any"/>	

Application For GradConnect 2017 Registered Nurse 2017 RN GC, Department of Health

Some tips to help you apply for this job:

1. Read the advertisement and any attachments carefully to make sure you understand exactly what information you need to include in your application.
2. If you're unsure of anything, get in touch with the contact person named in the advertisement.
3. Agencies prefer to receive applications online. Please do not email, fax or post your application when you apply online.
4. A password will be emailed to you during the application process. You can use this password to log into the job board and continue the application if you don't complete it in one sitting. All information is saved.
5. Please do not leave applications to the last minute. The job board may experience slowdowns during peak times. Be aware that you will not be able to successfully submit your application after the advert's nominated closing time, even if you are part way through the process of applying.

Notice: By continuing with this application, you:

- acknowledge and accept the Terms and Conditions, Disclaimers and Privacy Policy Statements that apply to this web site; and
- agree that we may from time to time contact you by e-mail to ask you to participate in [on-line] surveys to help us improve our services. You are not obliged to participate. If you do not wish to be contacted simply unsubscribe. If you do not log-in to this site within any given 90 day period, you will be automatically unsubscribed. You may re-subscribe at any time.

Please enter your email address:

Please confirm your email address:

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Important dates

14 – 28 July 2016

Programs commencing 2017

Late applications not accepted

For further information

Visit the [GradConnect](http://www.nursing.health.wa.gov.au) website at www.nursing.health.wa.gov.au

For enquiries relating to
[GradConnect](http://www.nursing.health.wa.gov.au)
email GNC@health.wa.gov.au

Gather your evidence

1. Read application documents carefully to find out what the position requires, what are the organisation's values, upcoming projects.
2. Practicum reflections – NCAS
3. ANMC competencies document
4. Tailor your résumé to show you meet and/or exceed job requirements
5. Create a folder/folio of your skills, knowledge and abilities.

Graduate Connect: Application Process

Graduate Connect is an online recruitment system that is centrally managed by the WA Department of Health.

www.gnc.health.wa.gov.au

Before you start:

1. Check application dates
2. Carefully read the ***Graduate Connect application guide***

Contains information on:

- Eligibility
- Employment conditions
- How to apply
- Helpful hints
- Registration
- Online Job application

3. Refer to the ***Frequently asked Questions*** document

Graduate Connect: Application Process

Be prepared:

Before applying on Graduate Connect you should be prepared.

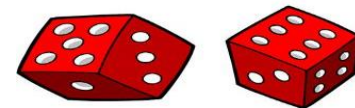
Make sure you have access to the required information for the application process and have given thought to the process.

Things you will need:

1. **Dates** of course completion and when you can start a graduate program.
2. **Clinical placement information** – when, where, what
3. **Details of previous work experience** – when, where, role
4. **Referees** – current, relevant referees with accurate contact details and email addresses. They should be able to comment on your work as a student in a clinical environment or work in other employment. Not character references. (3 requested in previous years)
5. **Hospital preferences** – research beforehand, be prepared to give reasons why you have chosen these.

Increasing your chances of getting a graduate program placement

- Research and choose five separate hospitals or health services as your preferences www.gnc.health.wa.gov.au
- Be competitive and take a professional approach in your application, academic & clinical results, résumé and interview.
- Consider rural placements
- Choose your referees carefully, ensure contact details are correct and that they are notified. Remember that reference checks are a validation of what you have said.



Recruiters Tips: for Graduate Connect

- **Don't leave your application until the last minute** -This results in poor quality and computer system crashes.
- **Don't copy other colleague's work.** - System checks similarity and voids both applications
- **Be available for interviews**
- **Seek feedback-** Recruiters want to keep you in nursing.

Spoken by : Jason Osnain - Graduate Program Coordinator, Sir Charles Gardiner Hospital. May 2013,
Bunbury Nursing Careers Expo.

Employer hat on!

Hint: Read the job advertisement & application process carefully!

What employers suggest:

- Be prepared to be a 'stand out' candidate
- Show you've researched the organisation
- Show evidence that you meet the job requirements
- Demonstrate evidence of relevant skills
- Start job search early & be proactive

What employers want when hiring new staff:

54% **Competence** (technical & non-technical skills)

37% **Fit** (cultural & motivational fit)

9% **Potential** (ability to progress further within organisation)

(The Hudson Report (HR Insights October 2005) combines the expectations of key hirers from 8362 organisations small, medium and large across major industries.)



What do Employers Want?

When preparing your application, it is important to consider :

- What are the employers looking for?
- What are your strengths & weaknesses?

The following Skills & Attributes have been identified by employers as those that contribute to productive & harmonious workplaces.

They allow employees to achieve their potential & contribute to enterprise strategic directions.



Interview questions & Selection criteria are often structured around these skills & attributes

What do Employers Want?

Employability Skills Framework

Skills

- Communication
- Teamwork
- Problem Solving
- Self Management
- Planning & Organising
- Technology
- Learning
- Initiative & Enterprise



Attributes

- Loyalty
- Commitment
- Honesty & Integrity
- Enthusiasm
- Reliability
- Personal Presentation
- Commonsense
- Positive Self Esteem
- A sense of humour
- A balanced attitude to work & home life
- Ability to deal with pressure
- Motivation
- Adaptability

Selection Criteria

What are they?

- A list of skills, knowledge, experience, personal attributes & values which an organisation deems necessary for a position
- They are the foundation of the application.

Why are they used?

- To help select the most capable, qualified, experienced & suitable person for the position.
- They allow employers to compare applicants.
- To choose which candidates are short listed for an interview.
- They provide an opportunity for the *applicant* to prove that they meet all requirements – Provide evidence and examples!



NB: Good applicants will be overlooked if their selection criteria are poorly written

Types of Selection Criteria

- **Skills** – what you can do (technical & performance skills), e.g. Ability to assess, plan, implement and evaluate nursing care. Ability to work within a multidisciplinary team environment.
- **Knowledge** – what you know, e.g. Bachelor of Science (Nursing), Knowledge of legislation, standards and policies within your clinical practice.
- **Experience** – when & where have you done this? e.g. Demonstrated experience in.....during clinical practice (medical rotation).
- **Values** – what you are committed to, e.g. Willingness and capacity to work within the Mission and Values of SJOGH with ongoing commitment to customer service. Commitment to professional learning, Code of conduct.
- **Personal attributes** – qualities you possess because of your personal characteristics, e.g. energetic, adaptable, self-motivated, empathetic

Preparation for Writing Responses

1. Obtain **all** job application documents
2. Read documents carefully to ensure you understand exactly what is required
3. Telephone for clarification if unsure about selection criteria
4. Identify 'skills', 'knowledge' & 'experience' criteria, highlight key words.
5. Read the duty statement & work out which duties relate to which criteria – this will help you choose which examples to use
6. Some criteria contain several parts – make sure you address each part
7. Be aware of the level required for each criterion

Hint: Allow sufficient time to prepare high quality responses – at least 1-2 days or maybe more if you have no previous competency examples

July 2014/2015/2016 Selection Criteria

- Provide an example/s of how you assess, plan, implement and evaluate nursing care.
- Provide an example/s of where your effective communication skills within a multidisciplinary team has resulted in quality patient care.
- Provide an example that demonstrates how you have considered the rights of an individual or group.
- Demonstrate how you can ensure that your practice is of the highest professional standard with reference to the role of the ANMC competency standards, clinical guidelines and hospital policies.

Answering Application questions

You are required to address each of the application questions using clinical examples.

Structuring your answer

Two structures

For both Interview questions & Selection Criteria

SAO

- Used for shorter responses or when you have two weaker examples

STAR



- Used for open length responses or when you have one strong example

Structuring your answer :STAR

S - Situation

Outline a specific circumstance where you developed the particular experience or used the required skills or qualities. Set the context of the situation.

T – Task

What was your role? What did you have to do?

A - Action

What was it that you did to demonstrate your knowledge / abilities or to respond to and resolve the issue? Identify the steps you took and the skills you used. Were there any unexpected challenges.

R - Result

What was the overall outcome from your actions? How did the experience or results affect your knowledge / understanding and your skill development? Were outcomes meet? Was the situation resolved or improved?

STAR STEPS

Demonstrated ability to work within a multidisciplinary team environment.

Situation

- Clinical Practice BRH – maternity rotation

Task

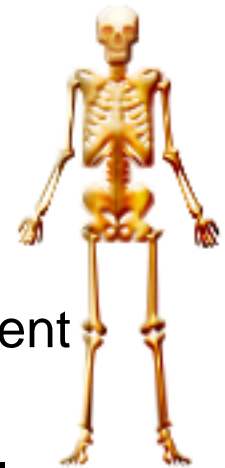
- To assist midwife in labour ward, provision of support to patient

Action

- Listened to & followed instructions from Anesthetist, General Practitioner (GP) and Midwife and responded to visual cues, passed equipment and maintained aseptic technique.

Result

- Successful delivery, positive feedback from patient/GP/Anaesthetist.



Response

Make a positive claim you have the required skill (paraphrase the question)

STAR

1. Give a specific example when you used this skill successfully
2. Describe in detail how you applied the skill
3. State the result – it must have been successful
4. Link your response to the position for which you are applying

Focus on key words in question and cover each point.

In 250 words

Skills Example

1. Demonstrated ability to work within a multidisciplinary team environment (use *STAR* or *SAO*)

My ability to work within a multidisciplinary team is of a high standard as I take the trouble to show I value my colleagues and collaborate effectively with them. I demonstrated these skills whilst on clinical practice in the maternity ward at My task involved assisting a midwife and providing support to a maternity patient during labour. The situation required that I work collaboratively with a multidisciplinary team including.....,,, and

The actions I took were:

- ...
- ...
- ...

The result was ... and ... My preceptor complimented me on ... I am confident that my teamwork skills will meet fully the requirements of this position in building a team environment that supports excellent patient care.

Now you have a go!

Demonstrate how you can ensure that your practice is of the highest professional standard with reference to the role of the ANMC competency standards, clinical guidelines and hospital policies.

Activity:

1. Complete skeleton answer .

Formatting Your Statement

- **Use headers & footers** – include name, position title & page numbers on every page
- **Use the criterion as a heading** - at the top of every example
- **Check required word or page lengths** - do not exceed stated requirements
- **For open-ended criterion-** aim to write about half a page, or 2-3 solid paragraphs for each response

Your selection criteria will form the basis
of your interview



Action words (and don't forget clinical language)

achieved
administered
adopted
advised
advocated
assessed
budgeted
constructed
completed
collaborated
designed
develop

delivered
established
evaluated
expanded
generated
identified
implemented
improved
liaised
maintained
organised

performed
presented
protected
programmed
reflected
simplified

CareerHub

www.ecu.edu.au/careers

The screenshot shows the ECU CareerHub website interface. At the top left is the ECU logo. The main header contains the text "ECU CareerHub". Below this is a navigation bar with links: Home, Jobs, Dashboard, Profile, Appointments, Events, Resources, Ask a Question, News, My Groups (circled in blue), a notification bell icon with '0', a settings gear icon, and Logout. Below the navigation bar is a search section with "Search Jobs" and "Type Of Work" (set to "Any") and "Location" (set to "Brisbane, QLD, Australia"). A "Find Jobs" button is present. Below the search section is a "Bookmarked Jobs" section with a "More Search Options" link. The main content area is titled "Browse resources" and is divided into three columns. The first column is "Prepare for your career" and contains a "Resources" link (circled in blue) with a sub-menu listing: Internships, My Guide, Selection Criteria, Career FAQs, and More resources. The second column is "Get Involved" and contains links for "Join ECU Volunteering - register for VolunteerHub", "Join ECU's BuddyHub to seek help from an ECU Buddy", and "Register to become an ECU Buddy". The third column is "Book appointments" and contains a link for "Appointments" (circled in blue) with a sub-menu listing: "Our Career Advisers can provide you with career advice at any stage of your career preparation" and "39 appointments still available." Below this is a "Book an appointment" link. A blue arrow points from the text "Access VolunteerHub" to the "My Groups" link in the navigation bar. Another blue arrow points from the text "Prepare for your career" to the "Resources" link in the first column. A third blue arrow points from the text "Book appointments" to the "Appointments" link in the third column.

Drop in session

Review of selection criteria

Wednesday 20 July 2016 at 9.30am to 11.00am

Venue: Joondalup Campus JO 34.240

Bring along one selection criterion for review.

There may be a wait time to be seen.

How to contact us

Website: www.ecu.edu.au/careers

Email: careers@ecu.edu.au

Phone: (08) 6304 5899