
This page will provide some basic background for you, the candidate, to assist in your understanding of what to expect when applying for a role as well as some tips.

Searching E-Recruit

The NSW Health E-Recruit jobs board is the place you can apply for a job in the NSW Health system. You will need to set up an E-recruit account that requires some detailed information, so allow about 10 minutes for this.

E-Recruit is like many other job boards in that it enables you to either search a targeted key word/heading or you can simply filter down until you have your desired job. Or just browse until something grabs your attention.

Applying for a job

Once you have found your desired job and you have set up your E-recruit account, you will notice the 'apply now' ad down the bottom of your desired job ad (please note some ads may be only for internal applicants or those who currently work in NSW Health or are on the displaced list). Click there and you will fill out some basic information as well a set of 8 selection criteria questions which you must answer as part of your application. As the E-Recruit system has time out limits (will log off and not save your work), we recommend you copy the selection criteria questions to a word document. Then complete the questions so all spelling and grammar is correct and paste them back into your application.

You should also prepare a current CV and write a covering letter. These should be uploaded to E-recruit as part of your application.

The Interview

By now you will have completed your application and submitted it before the deadline noted on the ad. If you have successfully gained a place for interview you will either be notified by email or contacted via phone.

You will soon be sent a link through E-Recruit that has all the required forms to complete. It is recommended that you complete these prior to your interview, however, some interview panels will have these available on the day of interview. If you have any questions about the specifics of the forms, we encourage you to contact the contact person in the ad to clarify any queries you may have.

You will also be required to bring in any supporting evidence that was specific to the application. This would include any registration certificates, tertiary qualifications, or documentation related to your capacity to perform the role.

Interview panels can range in size, however are usually made up of three members. You will be asked a series of questions that relate to the job in which the members will rate you on your answer. This will assist in deciding who the successful candidate will be, so if you feel you need a question re-read please feel free to ask the panel.

Usually at the end of the interview you will be given a chance to ask any questions to the interview panel. You can also email or phone the convenor after the interview.

Notification of Success

If you are successful at interview and ultimately chosen as the successful applicant you will most probably be contacted via phone by the convenor (usually your future manager!) to warmly offer you the role and discuss any specifics at the time that may relate to the role and arrangements. Then a letter of offer will be sent for you to read and sign to formalise your employment with the District.

Responding to your letter of offer

Once you receive your letter of offer we request that you send back a signed copy to your convenor (or nominated representative) prior to your day of commencement. If you believe that the letter of offer has something incorrect in it, please contact your convenor (or nominated representative) to seek clarification.

Orientation

The first thing you should be doing when starting work in the District is attend your orientation. It is of very important that new staff attend orientation. Your letter of offer will indicate what day you are scheduled for orientation.

Overseas staff

NSLHD encourages overseas applicants to apply for roles in our Health Service. However, please note, that current immigration and policy requirements require applicants who are citizens or permanent residents of Australia to be given preference.

We also encourage overseas applicants to read the Department of Immigration website for advice on what is required to work in Australia and the processes and requirements to do so.

For more detailed information about how to apply for positions with NSW Health, click here.

https://nswhealth.erecruit.com.au/applications/Default/Interview/Documents/nswhealth_application_guide.pdf?v20130312