

MEDICAL INTERN RECRUITMENT - APPLICANT CHECKLIST

PRIOR TO APPLICATIONS OPENING:

	Download and read the applicant guide .
	Ensure my email address and phone number will remain current for the duration of the recruitment period.
	Update my contact details in Stafflink if I am a current or previous paid employee of NSW Health including as an AiM student
	Read and understand the allocation pathways (and/or extenuating circumstances if relevant).
	Confirm that I am eligible to apply and determine my NSW Health Priority Category .
	Mark all key dates on my calendar.
	Research participating hospitals and networks offering intern positions to decide how to preference the prevocational training networks and determine if I want to apply to RPR hospitals.
	View the intern presentation and the online videos on how to apply and submit an application for an intern position in NSW.
	Update my resume for applying for RPR positions if relevant.
	Ensure all my supporting documents have been certified.

WHEN APPLICATIONS OPEN:

	Go to the Medical Intern Recruitment tile via the NSW Health Careers Portal and apply online within the specified application period.
	Access and watch the candidate application video .
	Complete my intern application first through the Medical Intern Recruitment portal before I commence my RPR application/s (if relevant).
	Save my incomplete application so that I can return to it later if required.
	Complete an application/s for each RPR hospital that I want to be considered for if relevant.
	Check that I have received an auto-generated email from the NSW Health Recruitment system confirming the successful submission of my application. Please note your supporting documents and network preferences still need to be completed.
	Make necessary corrections to my reviewed application and resubmit before the close of the application period (if requested by HETI).
	Update my network preferences before the close of applications, if required.
	Update my RPR preferences before last day of interviews, if relevant.

	Submit my completed application by 11:59pm on the closing date of applications (this includes my MIRA application, supporting documents and preferences (and any RPR applications if relevant)).
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AFTER CLOSE OF APPLICATIONS:

	Monitor my email in case I am requested by HETI to make any corrections to my application or supporting document tasks.
	Make necessary corrections to my reviewed application and resubmit within the 5-day period specified (if requested by HETI).
	Inform HETI by email if I am a Defence employee.
	Apply for a valid NSW Working with Children Check (WWCC) for paid work.

RPR APPLICANTS (IF SUCCESSFUL IN GAINING AN INTERVIEW):

	Ensure I am available to attend interviews (virtual or face to face) at the RPR facilities I have applied to at the specified dates.
	Expect an email from NSW Health Recruitment with a link to self-select an interview time.
	Review the RPR selection criteria and role requirements and prepare for interview/s.
	Gather employment screening documents, evidence of identification and other supporting documents ready to take to interview.

PROVISIONAL OFFER OF EMPLOYMENT:

	Login to the Medical Intern Recruitment portal to accept or decline the provisional offer of employment online within 48 hours.
	Watch the video to accept or decline my offer.

AFTER ACCEPTING AN INTERN POSITION OFFER:

	Complete pre-employment paperwork as requested by HealthShare or the Network once formal offer received and accepted (from late September onwards).
	Ensure I am compliant with the NSW Health Immunisation requirements .
	Ensure I have appropriate evidence of identification .
	Inform the Network and HETI ASAP if my circumstances change, and I won't be able to commence my internship.
	Inform the Network or RPR facility that I am a Defence employee
	Refer to the decline video if I decide to decline my NSW offer

CONTACTS

HETI

Email – Applicants can email the [HETI Allocations Team](#) if they have questions regarding the intern recruitment process for NSW. Emails will be responded to within 48 hours or two business days.

Phone – Applicants can speak with a member of the HETI Allocations Team regarding internship in NSW - (02) 9844 6562 (8:30am to 4pm AEST, Monday to Friday)

Technical Difficulties

If applicants have technical difficulties or are unable to access their application contact the Health Share Customer Experience Team on 1300 443 966.