

# MEDICAL INTERN RECRUITMENT - APPLICANT CHECKLIST

## PRIOR TO APPLICATIONS OPENING:

	Download and read the <a href="#">applicant guide</a> .
	Ensure my email address and phone number will remain current for the duration of the recruitment period.
	Read and understand the <a href="#">allocation pathways</a> (and/or extenuating circumstances if relevant).
	Confirm that I am eligible to apply and determine my <a href="#">NSW Health Priority Category</a> .
	Mark all <a href="#">2023</a> key dates in my diary.
	Research <a href="#">participating hospitals and networks offering</a> intern positions to decide how to preference the prevocational training networks and determine if I want to apply to RPR hospitals.
	View the <a href="#">intern presentation</a> and the <a href="#">online videos</a> 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 NSW Health Careers Portal website via the Medical Intern Recruitment tile and apply online between <b>Monday 9 May – Thursday 9 June 2022</b> .
	Access and watch the candidate application <a href="#">video</a> .
	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 <b>11:59pm Thursday 9 June 2022</b> (this includes my MIRA application, supporting documents and preferences (any RPR applications if relevant)).

#### 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 between <b>Monday 20 June 2022 to Thursday 30 June 2022</b> .
	Expect an email from NSW Health Recruitment with a link to self-select an interview time.
	Review the role requirements and the selection criteria for the RPR facilities applied to and prepare for interviews.
	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.
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#### 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 <a href="#">NSW Health Immunisation requirements</a> .
	Ensure I have appropriate <a href="#">evidence of identification</a> .
	Inform the Network and HETI ASAP if my circumstances change, and I won't be able to commence my internship.

## 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.