

Preparing for Employment – your recruitment journey



Step 1: Apply Online

The first thing you'll need to do is research our opportunities available to you and apply via SEEK.

The Selection Criteria is designed to assess the candidate's suitability for the position. If you don't believe you meet all the points, but you have relevant skills and experience, we still encourage you to apply.



Step 2: Shortlisting

Our hiring managers will screen all applications in line with the Selection Criteria and your Cover Letter.

If you have been shortlisted, we will reach out to complete a quick phone screen call to assess your suitability.



Step 3: Interview Invite

Once you meet our shortlisting requirements, you will receive an invitation to attend an interview.

A copy of the position description, hiring panel details and interview details will be provided prior to you.

We prefer our interviews to be in-person, however we can make accommodations for online interviews as required.



Step 4: Formal Interview

The interview is an important part of the recruitment process and we encourage you to prepare beforehand.

In this step, we aim to gather more information about you by asking a mix of competency, technical and values-based questions. Interviews run on average for 30 - 45 minutes and you will be afforded an opportunity to ask questions at the end.



Step 5: Reference Checks and Offer

Reference checks will be conducted by the hiring manager for preferred candidates. You will be informed of the outcome of your application following completion of the checks. If you have been selected as the preferred incumbent, you will be made an offer of employment.

The People & Culture team will be in contact with your Letter of Offer and other onboarding documents.



Step 6: Induction

Congratulations you have accepted our offer! We look forward to welcoming you at MTHC for your first day!

Interview preparation advice:

1. Learn about us.

If you are applying for a role within one of our clinics or in our corporate services, we like to see what you know about us. Take some time to research our organisation and come prepared to showcase your understanding about MTHC and how this aligns with your career aspirations and values.

2. Be your authentic self.

We want to learn more about your background and personal experiences to see how and where you might fit. Take some time to reflect and come prepared with some relevant examples to support your answers to questions.

3. Don't forget to interview us!

This is your chance to ask questions about life at MTHC, including your interviewer's personal experiences. Our interviewers will evaluate your ability to listen and communicate effectively, and whether you present yourself positively and persuasively. We value intellectual curiosity and creative thinking, so make sure you do your due diligence and come prepared with some questions for us.