Handy hints for applying to St Vincent's Hospital Melbourne

WORKDAY

To apply for a role, search the position via Workday on our 'SVHA Find Jobs' page
https://svha.wd3.myworkdayjobs.com/en-US/SVHA_SVHM

- Many positions are also advertised on external job sites including Seek.
- Submit your Cover Letter, CV and any other documents all together.
- If you miss attaching anything and are unable to go back or re-login to resubmit, please send these to **JMSRecruitment@svha.org.au** and we can upload these for you.
- For any positions entering a PMCV match (eg. Internship), late applications cannot be accepted.

COVER LETTER

- Address your cover letter to the correct contact person; this shows you have read the advertisement and done your research well.
- Ensure you have addressed it to the correct hospital.
- Limit your cover letter to **1 page (400 words)** in length, addressing:
    - How you will add value to the team at SVHM
    - Why you are passionate about working for SVHM
    - What makes you stand out.

CV

- For any positions entering a PMCV match (eg. Internship), please use the PMCV template for your CV.
- Keep your CV to 4 pages maximum.
- Use a clear font that is easy to read.
- Include your extracurricular activities and achievements that make your CV stand out.

INTERVIEW

It is likely that interviews will need to be conducted remotely via an online platform i.e. Microsoft Teams. Some helpful hints for interviewing virtually include:

- Ensure your technology is working prior to your interview; this includes camera, microphone, speakers and Wi-Fi connection.
- Get to know how to navigate the online platform prior to your interview.
- A quiet, well-lit environment with a neutral background is advised.
- Dress professionally, just as you would in-person.
- Be ready for your interview at least 5 minutes prior the scheduled start time.
- Be aware of your voice speed, volume, pronunciation and body language.
- Look at the camera during your interview; think of it as making eye contact with your interview panel.

Any queries regarding the application process please contact the Recruitment Team at **JMSRecruitment@svha.org.au**

ST VINCENT'S HOSPITAL MELBOURNE