

What can I Expect?

St Vincent's Private Hospital Recruitment Process

How we Hire

At St Vincent's Private Hospital, Lismore, we have a range of great opportunities available. If you are interested in joining our team, you can search all available opportunities on the St Vincent's Careers Page. Applications can be made through our online system or via email by sending your resume and cover letter to HR@svh.org.au

Your Application

When you apply online for a role at St Vincent's Private Hospital you will automatically create a Careers account with us. This is the same account you will use to access any offers or tasks associated with your job application/s. Once you have found your role of choice and submitted your resume and cover letter, you will receive notifications throughout the process advising you on the status of your application.

The Selection Process

Once you have submitted your application, our team will review your details and shortlist suitable candidates. If your application is shortlisted, we will reach out to you for an initial conversation. From there, you will be invited to an interview with the Hiring Manager.

Interviews

Interviews will be conducted with two St Vincent's Private Hospital team members and will include a mix of questions about your technical skills and behaviours. It is recommended that you practice using the STAR interview technique to ensure you are prepared on the day. You will also have the opportunity to ask questions. From there, we will reach out for reference checks. If both you and the Hiring Manager are happy to proceed, we will commence pre-employment checks.

Pre-employment pack

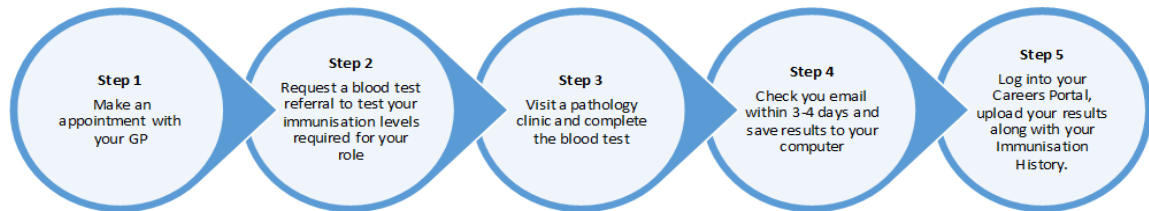
Successful candidates will be sent an email from our recruitment system labelled 'pre-employment' pack. This pack will request for information such as Working with Children Check, Police Check, Photo ID, Proof of residency, vaccination records and qualification certificates.

Serology Requirements

St Vincent's Private Hospital team members in Clinical patient-facing roles will be required to obtain serology (blood tests) and proof of immunity to a number of diseases. This may vary depending on the role you are applying for and the state in which you are employed.

This process can take up to 2 weeks. The St Vincent's Private Hospital team will be able to support you through this process to ensure you are ready for Day 1.

To complete your serology:



If your role requires specific vaccinations, please ensure you speak with your GP. Once you submit your serology and immunisation history, our onsite Serology Reviewer will assess your application and contact you should we require more information.

Your Offer

Successful candidates will be sent an email labelled 'Employment Pack' with their Employment Contract and Onboarding forms including bank details, Superannuation and Payroll forms. Simply, click on the employment pack link, review the offer and provide your response within the specified time period. You will then receive further information regarding the steps in the process.

Timing

We aim to respond to all applicants in a timely manner after the job ad closing date, however may contact candidates prior depending on the recruitment requirements. If successful in securing a role with St Vincent's Private Hospital, it is recommended that you allow 10 business days to complete the onboarding and induction process prior to your first day.