



# Recruitment

# Q&A

## **What happens once you have applied for a role via the MLC Career Opportunities page?**

Your application will be acknowledged automatically once MLC has received your online application.

## **What's next?**

Once an application period for the advertised role has closed, our line managers take the time to review all applications and from here, create a suitable shortlist. We aim to be back in contact with all applicants as soon as possible to notify you whether your application has been successful or not.

If you are shortlisted, the recruiting line manager may contact you for a phone interview to assist in compiling a suitable shortlist of candidates who will then be progressed to either a face-to-face or online interview. If you are selected to progress to interview, our HR team will contact you to arrange an interview with our MLC recruitment panel. If you are unsuccessful in reaching a first interview, we will notify you via email.

## **I have an interview – what now?**

In the first interview you will meet with the relevant line manager and a Head of School or relevant Director of a department. The first round interview will be conducted via Microsoft Teams. You can expect that at your first interview you will be asked a range of behaviour based questions where you will be able to demonstrate the skills and experience that qualifies you for the role. You will need to allow approximately one hour for your interview.

\*Teaching candidates will also be required to complete a lesson plan on a 'specified topic' which you will discuss with the panel at interview.

## **Second interviews?**

A second interview may be arranged with the Principal and/or other key stakeholders and will be completed face to face at MLC.

As part of the second round interview process, you may be asked to complete some other form of assessment. Depending on the role and in addition to the interview, you may be asked to undertake a selection of skills tests online, or present on a suggested topic to the recruitment panel.

\*Second round teaching candidates will be required to participate in a classroom observation at the College whereby you will prepare for and teach part of a lesson at MLC.

Please allow approximately 2 – 2.5 hours for the second round process.

The process is not designed to be onerous, rather an opportunity for you to display your technical expertise and present at interview.

## **Pre-employment checking**

You will be required to provide a minimum of two referees. These will need to be people you have directly reported to, or those who have been key stakeholders in your current or most recent previous roles – not colleagues.

A police, background and bankruptcy check is also mandatory for all roles. For teaching roles, VIT registration and a police check are mandatory and for non-teaching roles, a Working with Children Check and Police Check are mandatory. For non-teaching roles, you will be required to provide a copy of your relevant qualifications.

## **Offer**

If you are successful, we will make a verbal offer and once accepted, a written employment contract will follow. You will also be required to provide a copy of your qualification/s relating to your area of expertise.

## **If you are unsuccessful?**

We try to ensure that you have the best experience throughout the recruitment process and respect each person we come in contact with. If you have not secured an interview, we know this can be hard.

We receive hundreds of applications for roles and not everyone will get to interview stage. While we understand that this is disappointing, we trust you will also understand that due to the volumes of enquiries we handle, we cannot give feedback individually to each person. You will however be advised via email and encouraged to apply again for any other roles that you may be interested in. If you see a role in the future that you are interested in, you will need to re-apply.

## **Expressions of Interest**

MLC is always looking to build and maintain a strong talent pipeline of potential candidates, including those who wish to express their interest in us as a future employer.

If you would like to highlight your interest as a potential employee, we encourage you to send us your letter of interest which should include the areas you would like to work in and a brief outline of your experience and skills you feel qualify you to work in that space. Please also include a copy of your current CV.

*"MLC reserves the right to interview candidates prior to the advertisement closing date".*