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SELECTION PROCESS

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1. Applicants who meet the essential criteria requirements will be classified as
 - i. **Ineligible** as the essential selection criteria have not been met,
 - ii. **Unsuccessful** as rank was not high enough compared to the initial intake, or
 - iii. **Successful** as rank was high enough for initial intake.

2. Ranking:

The final score will be out of a possible 100 and the top ranking candidates will be offered a Microbiology Registrar position after all current trainees are placed.

- Structured Curriculum Vitae will be assessed by two heads / trainee coordinators of Microbiology Departments and the average score adjusted to account for 33% of the candidates ranking score; the VMTP Coordinator will assess the CV should there be a major discrepancy in the score.
- Structured Referee Reports account for 33% of the ranking score.
- Semi structured interview will account for 33% of the ranking score.

3. Structured Curriculum vitae:

- The Structured Curriculum Vitae encapsulates information relevant to eligibility.
- Documentation of proof of various components must be provided on official letterheads, and copies must be certified otherwise they will not be accepted. This is required for:
 - Qualifications,
 - Rotations,
 - Publications and Presentations,
 - Research projects and Teaching positions, and
 - Extracurricular positions and achievements.

4. Interviews and oral stations:

- Applicants will be notified by phone and email of date, time and location of the interview and oral assessment at least one (1) week prior to the day of the interview and oral assessment.
- The Victorian Microbiology Training Program accepts no responsibility if incorrect contact details are provided or if the candidate cannot be contacted by phone or email.
- Interviews and oral assessments will be held in Victoria.
- It is the applicant's responsibility to make themselves available at the scheduled interview time. Applicants who do not make themselves available strictly at this time will not be considered further in the selection process.
- It is also the applicant's responsibility to make the appropriate travel arrangements and to meet associated costs. The Victorian Microbiology Training Program accepts no responsibility for costs in attending the interview or by applicants who fail to satisfy the essential criteria and eligibility who are not permitted to attend an interview.
- The interview will be conducted by heads / recruitment coordinators of Microbiology Departments.
- The panel may be required to meet two weeks before the interviews to confirm the number of candidates to be interviewed.
- The interview will take about 20 minutes.

5. Offers:

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- Applicants will be notified by phone and email of the date when Microbiology Registrar positions are offered.
- Successful candidates will be offered a registrar position depending on rank. The actual laboratory they are offered depends on laboratory preferences and the candidate's laboratory preferences (by a matching process) and the laboratory remains the employing authority.
- Candidates will be contacted on their phone and email on the day when Microbiology Registrar positions are offered and will be expected to give an immediate response.
- The Victorian Microbiology Training Program accepts no responsibility if incorrect contact details are provided or if the candidate cannot be contacted by phone or email.
- Unsuccessful candidates may also be contacted after this day as positions become vacant or new positions become funded. These candidates will need to give an immediate response to an offer of a registrar position.
- Applicants who do not wish to receive an offer will be removed from the ranking and no further offers will be made.
- Once an offer has been accepted, the candidate will be asked to contact the relevant contact of the laboratory to which they have been placed and take part in their own recruitment process; again, applicants who do not accept this offer will be removed from the ranking and no further offers will be made.
- Should further positions become available and unsuccessful candidates remain on the ranking list, then interstate Coordinators will be contacted and asked to provide ranking lists. Again, should no further candidates remain, another recruitment process will be undertaken and the position(s) will be advertised on the RCPA website for 2 weeks. A panel of interviewers from the previous recruitment process will be asked to reconvene. A second list will be developed and the highest ranked candidate(s) will be offered a position in the process described above.

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FEEDBACK
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1. Ineligible applicants:

- Applicants will not be considered further in the selection process and will be notified in writing:
 - i. They were assessed as ineligible and will not be considered further.
 - ii. They failed to satisfy essential selection criteria.
- Overall ranking will not be available to candidates.

2. Unsuccessful applicants:

- Applicants deemed unsuccessful will be notified in writing:
 - i. They were assessed as suitable but have not been ranked highly enough to be made an initial offer.
 - ii. Overall score may be requested.
 - iii. They will remain on a ranked list and will be notified should a registrar position become available.
- Overall ranking will not be available to candidates.

3. Successful applicants:

- Applicants deemed successful will be contacted on their phone and email on the day
- Applicants deemed successful will be confirmed in writing:
 - i. They were assessed as successful and will be advised of the laboratory to which they have been placed and contact details of the head / training coordinator of the department contact provided.
 - ii. Overall score may be requested.
- Overall ranking will not be available to candidates.

4. Deferral:

- Applicants who wish to defer working as a registrar the following year must lodge a written request at the time of interview.
- Deferrals will not be granted after the date when Microbiology Registrar positions are offered due to logistical factors.
- Following this day, a written request must be submitted to the Victorian State Councillor for consideration but a successful request cannot be guaranteed whereupon the applicant may be removed from the ranking and no further offers will be made.