

EVGPT Interview Guide for RACGP Applicants

A summary of the information and actions required for applicants who are successful in securing an interview with Eastern Victoria GP Training (EV). All interviews with EV will be undertaken via video conference from the **30 October 2021**. Please ensure that you read the following guidelines and any attachments and provide the required documentation by the due date.

Preparation

Information on what you need to do to prepare for the interview.

- Complete the technical tests as outlined in the '*Technical Guide*'. If you are having any technical issues, please advise EV immediately so we can assist you before your interview starts.
- Return the *EV Applicant Confidentiality Agreement* by **no later than COB 27 October 2021**. If not received by the due date, your interview may be cancelled.
- Refer to EV website and click on the link to [Future Applicants](#) to find out more about training with EV and how general practice training works for you.

On the day

Check the following on the day of the interview.

- You will receive a text message **40 minutes** prior to the interview to check that you are ready to proceed.
- Recheck the equipment and software to ensure everything is still working and have a headset ready to use (if available).
- Have notepaper and pen and a bottle of water available. All notes must be destroyed immediately after the interview in a secure manner.
- Ensure you are somewhere you won't be disturbed and that there is no one else in the room. Be aware of your background and any distracting visuals behind you.
- Have your mobile handy on vibrate mode and place any other devices on airplane mode.

Pre-interview check

Join the interview **at least 30 minutes** prior to the designated start time using the link provided in the booking confirmation email where you will be placed into a virtual waiting room.

- A host (admin team) will be available (not present) at the interview and will:
 - Address any audio and video issues
 - Go over the zoom platform and any questions
 - Complete a security check – please have your photo ID ready (driver's licence or passport)
 - Provide a briefing of the interview process
- The briefing will commence at least **10 minutes** before the designated start time.

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Joining the interview

Your host will transfer you into the virtual interview room at the designated start time.

- During the introductions, the interviewers will also check and confirm your details.
- If you feel you have a conflict with one of the interviewers, please say something during the introduction period as there are mechanisms in place to deal with this.
- During the interview, you must be visible to the interviewers.
- A quality assurance person may attend the interview but will not be a participant in the interview process. Their video and audio will be turned off.
- Your host will be available to assist with any technical issues but will not be present during the interview.

End of Interview

At the end of the interview:

- You will receive an email to advise of the next steps in the application process.
- If your interview needs to be rescheduled due to technical issues, you will be sent another interview timeslot. Please note that you will not be able to select the timeslot due to limited availability.
- Keep the following **date** available in case your interview is rescheduled:
 - Friday, 5 November 2021

Contact EV

If you have any queries prior to the date of interview, email Leanne.renshaw@evgptraining.com.au Note that we are unable to provide advice on the actual content on the interview.

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