

What to expect at interview

MULTI-MINI INTERVIEW (MMI)

TMT's MMI Process involves applicants being rotated between a number of stations; one station for each standard interview question or one station for two standard interview questions. Same questions will be asked at each station to each applicant, individually and followed by a consensus session of all interviewers to evaluate each applicant.

Candidates are asked to arrive 30 minutes prior to interviews commencing and directed to a waiting room where TMT admin staff will:

- Check the candidates ID
- Ensure mobile phones are switched off
- Run through the format of the day
- Provide each candidate with a schedule that outlines the order of the stations and where they will commence
- Direct candidates to their starting station 5 minutes prior to the start of the interview time

Once interviews are concluded candidates will be directed back to the waiting room and TMT admin staff will:

- Hand candidates an evaluation form to complete
- Return personal belongings to candidate
- Advise candidate how and when they will be notified of interview outcome

THE STRUCTURE OF THE INTERVIEW

- At the first bell you will be given 2 minutes to read the question (you may take notes)
- At the second bell you will enter the room and there you will be asked the question formally by the interviewer. You are given 8 minutes to answer the question
- At the sound of the next bell you then leave the room and move to the next station, sit down and immediately read the next question. Again you will have 2 minutes to read the question
- There will be 10 minutes Rest Station/s in between when you will be allowed to get a drink or go to the toilet if required
- The interview will be objective and free of bias

You will not be asked questions that are related to the following equal opportunity topics:

- Religious or political beliefs
- Occupation of parents or other family members
- Sexual practice or preference
- Marital or family status
- Race, nationality or ethnic origin
- Age
- Physical impairment

If you are asked a question which is related to one of the above topics, you are advised to politely point out that the question is inappropriate and then politely decline to respond.

THE VENUE

TMT will conduct all interviews at the School of Medicine & Dentistry, James Cook University Townsville. **Please note the tight time frame between notification of success in gaining an interview and actual interview dates – see website for details. Please forward plan and arrange time off to attend the interview.**

TMT prefers to conduct interviews face-to-face. Following the formal interview, applicants will meet with key TMT Education Staff to discuss training opportunities for the next year and beyond. It is also an opportunity for applicants to clarify any questions they may have in relation to any aspect of the TMT GP Training Program.

Please note that travel and/or accommodation expenses for interviews are not covered by TMT.

Duration

The interview may take approximately 90 minutes, starting with and followed by two by 15 minute meetings with the TMT Education Staff.

Obtaining Feedback

You will be provided with an opportunity to request feedback about your performance in the interview. This request for feedback must be in writing and addressed to the TMT Selection Coordinator.

How to Prepare for the Interview

1. Do some research about TMT

Preparing for an interview with TMT should be just like preparing for any job interview. Doing some key research about TMT will allow you to gain an understanding about the training environment before you attend the interview.

2. Understand the selection criteria

The structured referee report and interview process gathers data about an applicant's suitability for general practice, based on the primary selection criteria listed below.

Before attending an interview you should ensure that you are familiar with these criteria as these will form the basis of the questions and scenarios asked during the interview. An explanation of each criterion is provided below.

TMT will assess each applicant's suitability for general practice against the following selection criteria:

A. *Communication and Interpersonal Skills*

Ability to communicate effectively and appropriately, both orally and in writing, establish rapport with patients, patients' families and other health professionals.

B. *Clinical knowledge*

Sufficient knowledge of how to manage common acute and chronic problems, and how to recognise and respond to significantly ill patients.

Ability to develop working diagnoses.

Ability to judiciously prescribe medication and order investigations.

Ability to apply clinical knowledge effectively and appropriately.

C. *Analytical/Problem Solving Skills*

Ability to investigate and synthesise complex information critically, to make rational judgments and generate appropriate solutions.

D. *Organisational/Management Skills*

Ability to organise and prioritise time and manage competing tasks and sound knowledge of health systems, available resources and how to apply them.

E. *Sense of Vocation/Motivation*

Demonstrated enthusiasm to practice medicine with a strong sense of service for others and active participation in professional services.

F. *Personal Attributes*

Self-reliant and self-assured with the ability to self-evaluate and adjust to change. Evidence of social awareness and respect for individuals from other cultures and backgrounds.

G. *Professional/Ethical Attributes*

Demonstrated professional demeanour, shows respect for the views of others, and committed to life-long learning, continuous professional development and a commitment to maintain professional standards.

H. Rural Suitability

This criteria will only be assessed if you are attending an interview for a rural pathway training place.

Demonstrated interest to practice in a rural setting with a particular interest in procedural medicine, understanding of limitations and advantages of rural/isolated community living and an awareness of rural workplace issues.

3. Write down examples beforehand

Write down in dot points at least three examples of previous experiences and activities that will demonstrate your level of competence and support your claims against each selection criterion. This could help you to respond to the questions more easily on the day of interview.

You could use the **“STAR”** method to help you focus on the kind of details you will need to describe in your example at interview:

Situation: Describe the situation in details by giving the overall context. What was the situation? How did you get involved?

Task: Describe the task that you were responsible for – what was your role? What goal were you working toward?

Action: What specific steps did you take? What was your particular contribution? (Be careful!

It's easy to describe what the team or group did when talking about certain events, but this doesn't convey your particular skills. Use the word "I" in describing actions.)

Result: What was the end result of your action that you took?

Other useful tips to assist you during the actual interview:

- Relax, the interview is not a test;
- Actively listen – ensure that you understand what is being said,
- Maintain eye contact with the person asking the question(s) and also with other members of the panel;
- Articulate your words clearly and project your voice;
- Speak slightly more slowly than usual – remember that the interview is not a race;
- If you are unsure, don't hesitate to ask the interview panel to repeat or clarify a question or prompt;
- Don't be afraid of silence;
- Never comment negatively – either about yourself, your medical degree, your university, a lecturer or a previous supervisor etc.