

Excellent Care. Every Person. Every Time.

## Bendigo Health Graduate Nurse/Midwife Program 2025

### Step 1 - Register on Bendigo Health SuccessFactors & Allocations and Placements Service (PMVC) <https://gnmp.pmcv.com.au>

1. Register with Bendigo Health careers via SuccessFactors
  - Go to the Bendigo Health website [www.bendigohealth.org.au](http://www.bendigohealth.org.au)
  - Click on 'Careers' on the top toolbar
  - Scroll down to "Apply Now"
  - Click on "Register" and complete your current details for SuccessFactors (please remember password).
  - Would you like to receive automatic updates? Click Yes (this will update you when new jobs come on-line)
  - You are now registered and can login at any time
  - You can now either wait for SuccessFactors to notify you of new positions or you log in at any time to check SuccessFactors for the Graduate Nurse / Midwifery Program 2025 vacancy (the positions will be available to apply from 27<sup>th</sup> of May)
2. Register with GNMP website to create an account Go to and register for an account with GNMP website from 27<sup>th</sup> of May 2024. Check eligibility criteria and apply.

*Please Note: GNMP is a matching service ONLY not a portal for receiving applications. Applications must be made directly to Bendigo Health. Please note Bendigo Health also employ graduates in midwifery who may not be registered in the GNMP Match process.*

### Step 2 – Preparing your Application for Bendigo Health

- Prepare your application cover letter (please outline your reasons for applying to Bendigo Health).
- Prepare your preferences and answers to the key selection criteria. Please refer to the 2025 Graduate Program Application and Key Selection Criteria document. You will need to complete this document and respond to the mandatory criteria listed on the form, which are the core requirements, knowledge and skills required for all of Bendigo Health's graduate programs.
- Prepare your resume (please include name, contact phone number, email address (personal only), academic history, relevant employment experience and dates and locations of undergraduate clinical placements including future placements, extra qualifications, career goals, hobbies or interests)
- Provide a copy of your most recent academic transcript from your university (including code/legend)
- Provide copies of your last 3 clinical placement reports including placement that is relevant to the stream that you are interested in. Please make sure that you include formative and summative assessments and written comments.
- Obtain contact details (name, phone and email addresses) of two professional referees. One must be a supervisor from a clinical placement within the last 12 months. Please note if you have had a clinical placement at Bendigo Health we reserve the right to contact your clinical coach/facilitator for reference.

*You will be asked to upload each of the above documents separately within SuccessFactors. To avoid uploading issues, it is recommended that you upload each of these documents as a PDF format.*



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### Step 3 - Applying

- May 27<sup>th</sup> 2024 the job advertisement will be available for viewing on Bendigo Health website under careers – apply now.
- Apply online any time before applications close at midnight on June 21<sup>st</sup> 2024 (see below application checklist).
- On SuccessFactors follow the prompts and complete all fields when applying.
- You can “save” your application details until you are ready to “submit”
- Upload each of the below documents in the relevant upload field
  - Cover letter
  - Resume including two professional referees
  - Application and Key Selection Criteria Response
  - Academic Transcript
  - Clinical Placement Reports (three reports)
- Complete both Key Selection Criteria fields provided within SuccessFactors
- When ready “submit” your application before June 21<sup>st</sup> 2024 by 11:59pm
- Once your application is submitted, you will receive e-mail correspondence from Bendigo Health. Please ensure your e-mail details included in your application are correct and active. Your email address should be a personal email address **NOT** a university provided email address.

For advice regarding the 2025 Graduate Programs please see the following contact details:

Graduate Program Coordinator                      Email Address

- Aged Care: Yung-Hui Chen [GNPAC@bendigohealth.org.au](mailto:GNPAC@bendigohealth.org.au)
- Critical Care: Carly Hickson [GNPCC@bendigohealth.org.au](mailto:GNPCC@bendigohealth.org.au)
- General: Stephanie Weaving [GNPG@bendigohealth.org.au](mailto:GNPG@bendigohealth.org.au)
- Mental Health: Samantha Johnson [MHPDUTraining@bendigohealth.org.au](mailto:MHPDUTraining@bendigohealth.org.au)
- Midwifery: Maree Lines & Belinda Rosaia [midwiferyeducator@bendigohealth.org.au](mailto:midwiferyeducator@bendigohealth.org.au)
- Nursing/Midwifery: (RN/RM) Maree Lines (RM) & Belinda Rosaia (RM); Stephanie Weaving (RN) [midwiferyeducator@bendigohealth.org.au](mailto:midwiferyeducator@bendigohealth.org.au); or [GNPG@bendigohealth.org.au](mailto:GNPG@bendigohealth.org.au)
- Perioperative/Perianaesthetic: Mandy O'Connor & Jenny McRobert [ivseducators@bendigohealth.org.au](mailto:ivseducators@bendigohealth.org.au)

Application Checklist	ACTIONED Y/N
I have assessed my eligibility for GNMP matching via PMCV.	
I have registered with GNMP website (from 27 <sup>th</sup> May 2024).	
I have selected one or more Bendigo Health Graduate Nurse/Midwife Programs as a choice for my graduate year in the candidate priority list for GNMP website.	
I have registered my personal details on SuccessFactors via Bendigo Health website <a href="http://www.bendigohealth.org.au">www.bendigohealth.org.au</a>	
I have reviewed the Bendigo Health Graduate Nurse/Midwife Programs position description in the advertisement (available from the 27 <sup>th</sup> May – 21 <sup>st</sup> June 2024) and I am eligible to apply.	
I have prepared my cover letter, resume, application and Key Selection Criteria Response, Academic Transcript and 3 clinical placement reports (as above).	
I have ensured my referees know that I am using their name and they are aware to submit final referee reports by Friday 5 <sup>th</sup> July.	
I have the original academic transcript for presentation at interview if requested	
I have clicked on ‘Apply Now’ and have accurately completed all necessary fields	
I have uploaded all relevant PDF’s on SuccessFactors (word documents may not upload due to size, pdf preferred) and I have completed the Key Selection Criteria fields provided within SuccessFactors.	
I have saved and submitted my application (online) and now await a response from Bendigo Health	