

AGPT Selection Interviews

Applicant technical guide

Interviews will be conducted online and consist of five common questions delivered in a multi-mini interview (MMI) format. You will move between stations, answering one question at each station; you will have several different interviewers and the same amount of time at each station. Each question is based on one of the five domains of general practice. Included will be a question that has a focus on Aboriginal and Torres Strait Islander health, as well as a question with a rural context. The criteria against which the question will be marked are based on some of the core competency outcomes in each domain. Some of the criteria may come from other domains if relevant. .

When you enter the question room your interviewer will ask to confirm your name and then they will share screen with the question. The reading material stays on the screen for the duration of the 2 minutes of reading time and the 8 minutes question time. After the question time ends, you may remain in the room for a minute or two however don't worry, your administrator will move you to your next interview question. At the conclusion of the interview applicants will be moved back to the applicant briefing room for the exit briefing.

You will need your own equipment to access Zoom and can choose your own venue - like your study at home or an office in your practice. Your venue must be private, quiet and have a stable internet connection. Further technical requirements are detailed in the next section of this document.

How does remote delivery work?

The interview is held online using the video conferencing platform, Zoom. You'll be given a link to your virtual hub (Zoom meeting) for the interview in your confirmation booking. Each Zoom meeting will be split into virtual rooms known as breakout rooms. Prior to your interview beginning you will be asked to show a photo ID to verify you are the correct applicant. One Interviewer will be stationed in each interview question. Your interview administrator will move you through each question room to complete your MMIs.

Technical requirements

This section outlines the computer and peripheral requirements for using Zoom to participate in the interview process. Please note that these are guidelines only, and you should test your equipment thoroughly beforehand to ensure functionality.

Equipment

You will need a laptop or desktop computer with webcam and audio (speaker and microphone). It's recommended that you use the largest computer screen you have available to allow clear viewing of reading material. You will also need a backup internet source in case you experience any connection issues.

You can use either an in-built webcam or an external camera. Most are supported by Zoom. We recommend a camera with a resolution of 640x480 or better. Prior to your interview, test your resolution by visiting <https://webcamtests.com/resolution>. We strongly recommend the use of a headset designed for video conferencing or gaming (as pictured). A microphone and speakers are a fundamental requirement. Please review the [Zoom guide](#) to test your audio equipment.

To ensure your system is working with Zoom, [join a test meeting](#). It is recommended that you conduct multiple testing sessions prior to the day of your interview. If you are having issues, a troubleshooting guide is available on the [Zoom website](#).

Important:

The following devices currently do not have the required Zoom functionality for the interview process:

- Surface pro, mobile phones or any other tablet device
- Chromebooks
- Any device that runs on Chrome OS



System requirements

The Zoom system requirements are documented on the [Zoom website](#), and should be considered the definitive guide for operating system and hardware support.

Any system purchased after 2017 will have adequate processing capacity to run Zoom. If your system is older than 2017, please ensure you do sufficient testing and/or consider upgrading your equipment if an alternative system cannot be used, such as in your professional work setting. The use of alternate operating systems, such as Linux, or hardware platforms, such as a mobile phone or tablet are discouraged as they are unlikely to provide the Zoom functionality required for the interview.

Zoom app (desktop application or client)

The Zoom app must be installed on your computer. Please download the appropriate package from Zoom. If you already use Zoom with an existing account, please make sure your version is the most up to date available.

Link for Windows client: <https://zoom.us/client/latest/ZoomInstaller.exe>

Link to instructions to install on Mac: <https://support.zoom.us/hc/en-us/articles/203020795-How-To-Install-on-Mac>

Network

Whilst Zoom can run on lower speeds, 3.0 Mbps (up/down) is the recommended free bandwidth for an optimal interview experience. Importantly the internet connection must be stable. Visit [Ookla](#) to conduct a speed test on your network.

Your device may connect over WiFi to your internet provider, however we recommend the use of a hard-wired Internet feed if possible, such as NBN/ Cable/DSL, etc. 5G/4G wireless internet may be satisfactory, but this should be your back up solution and only be used if your regular WiFi or cable connection fails. 5G/ 4G mobile networks may not be as stable.

Zoom functions you will use

Logging in

You'll be sent an email with a Zoom link in your confirmation booking. Once you receive this email, keep it in a place that's easily accessible on interview day. This email will also have a link for who to contact on the day if you are experiencing any problems.

On interview day ensure you are logged in to your Zoom account and that all your equipment is set up and working - including your back up internet source.

Click the link in your email to join the interview. If you join before your interview time, you will see a message that you are waiting for the host to start the meeting. If you join at your designated arrival time, you'll arrive in the waiting room. An RACGP staff member will admit you, check your ID and move you into the applicant lounge ready for briefing.

Please be aware that you might not be admitted into the Zoom meeting straight away as the administrator has to admit and check photo IDs for multiple applicants. They will let you into the Zoom meeting as soon as they can.

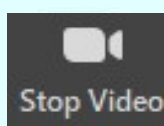
Video and microphone

Video

- Your video must be switched on at all times.
- You are not permitted to use a virtual background at any time during the interview.
- If there is a red line through your video camera image, your video is off and interviewers can't see you. Click the video camera image to start your video.



Video off



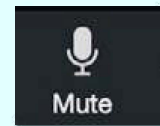
Video on

Audio

- A microphone and speakers are a fundamental requirement for the interview. Please review the Zoom guide to test your audio equipment.
- Your microphone must remain on for the duration of your interview questions.
- If there is a red line through your microphone image, your microphone is off and interviewers can't hear you. Click the microphone image to turn on your microphone.



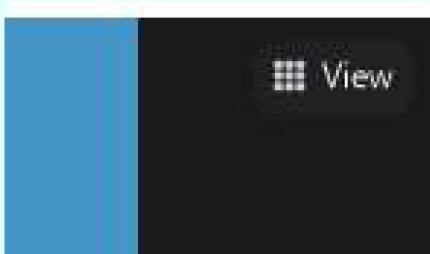
Microphone off



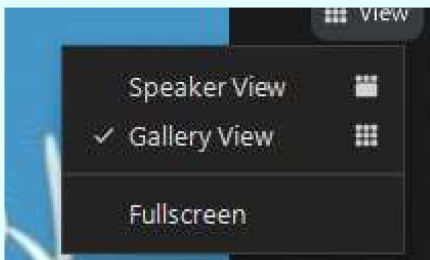
Microphone on

Best view to use

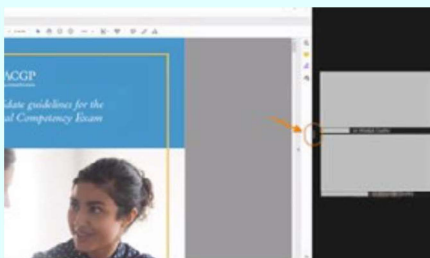
The best view to use is the 'Gallery View' as this allows you to see the participants down one side of the screen, and the reading materials and video feed on the other. The 'View' menu can be found on the top right-hand side of your zoom interface.



1. Click the 'View' icon.



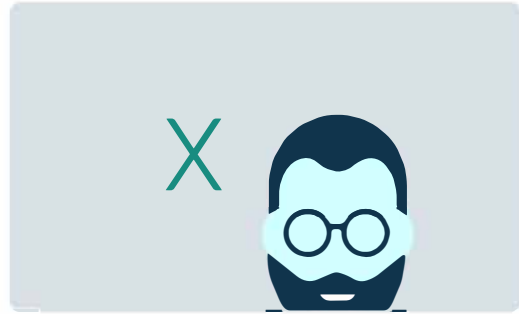
2. Click 'Gallery View'.



3. When your interviewer is screen sharing and if you would like to adjust your screen to a 50:50 view, so that the video icons and shared information are a similar size, you can hover over the two white vertical lines highlighted in the above screenshot and drag across left or right to the size you prefer.

Your screen presence

Ensure that your face and shoulders are in view at all times:



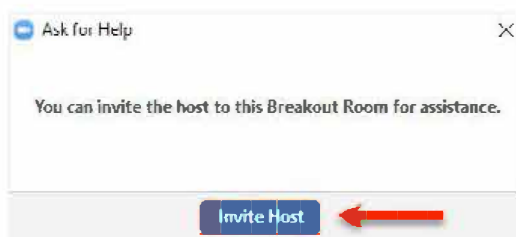
Asking for help

The 'ask for help' function is to be used if you encounter an incident or technical issue, for example if you can't hear your interviewer.

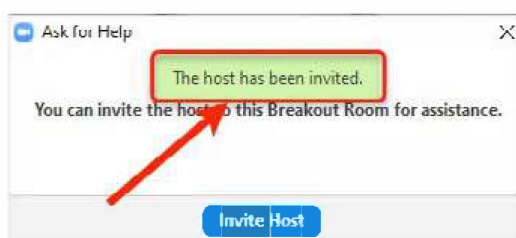
1. Click the 'Ask for Help' question mark.



2. Select 'Invite Host'.



3. You can see that the host has now been invited. Please be patient as the host may be attending to other matters.



Leaving the interview

- At the end of the interview, applicants will be moved to the applicant briefing room and will be read the exit briefing, any technical issues will be identified. Please remain logged into the Zoom meeting until you are advised you can leave.
- Click 'leave' on the bottom right of your screen, then click 'leave meeting'
- Remember that you are bound by the RACGP's [academic misconduct policy](#). You must not discuss or share details of the questions with anyone.

Frequently asked questions

Do I need to download Zoom?

Yes, for full functionality you must have the Zoom client (application) installed. You can download the latest version of Zoom [here](#).

Do I need a webcam for the interview?

Yes, you must have a webcam to participate in the interview process.

Can I have a virtual background?

No, the use of virtual backgrounds is not permitted in the interview.

Can I use a Bluetooth headset?

Yes, if the Bluetooth device is compatible with the computer that you are using.

What happens if my internet drops out?

Simply re-join the meeting as quickly as possible when your internet is restored. If the outage is prolonged, please contact us (details will be provided in your confirmation email). We recommend that you have a back-up internet source (ie mobile phone hotspot).

How do I reset my password?

You will be given a link to log in to your interview so you won't need a password. You should, however, have a Zoom account. If you've forgotten your Zoom password, reset it prior to your interview by visiting zoom.us/forgotpassword.

What will I see when I join my Zoom meeting?

If you join prior to your interview time you'll see a message that you're waiting for the host to start the meeting. If you join at your designated interview time, you will arrive in a Zoom waiting room and an RACGP staff member will admit you into the interview. Please be aware that you might not be admitted into the Zoom meeting straight away as the administrator has to admit and check photo IDs for multiple applicants. They will let you into the Zoom meeting as soon as they can.

How do I ask for help in a breakout room?

If you click the 'ask for help' button, it will notify the meeting host that you need assistance and they'll be asked to join your breakout room.

1. Click 'ask for help' in the meeting controls.
2. Confirm that you would like help by clicking 'invite host'.

Can I record my interview?

No, you are not permitted to record your interview session on Zoom or any other program or device.

I have a Mac. What do I need to be aware of?

Due to increased security settings, you'll need to authorise the Zoom desktop client to use the microphone, camera and remote control. Follow the instructions [here](#).

I have a tablet/Surface pro, can I use it for the exam?

You must use a laptop or a desktop for the interview. We would also recommend that you use the largest computer screen you have available to allow clear viewing of the reading material.

I have a Chromebook or a device that runs Chrome OS, can I use it for the interview?

Chromebooks or other devices that run Chrome OS currently do not have the Zoom functionality required for the interview and are therefore not suitable. Further information [here](#).

Can I go to the bathroom during my interview?

If you need to use the bathroom during transition time, please ensure your interviewer is aware before you leave their view, as they have been advised to observe you even if their camera is not on.

Disclaimer

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We acknowledge the Traditional Custodians of the lands and seas on which we work and live, and pay our respects to Elders, past, present and future.