

Interview-screening Procedure for
Nagoya University Interdisciplinary Frontier Fellowship Application

1. Objective

To select outstanding Fellow candidates who are worthy of the Nagoya University Interdisciplinary Frontier Fellowship, the Interdisciplinary Frontier Fellowship Expert Sub-committee (“Sub-committee”) will conduct a secondary screening (interview) of the candidates who have passed the preliminary screening (document screening).

2. Interview Process

(1) Time Allocation

- [1] Explanation from applicant max. 5 min.
- [2] Q&A..... max. 10 min.
- [3] Wrap-up..... max. 3 min.

(2) Content of explanation and hand-outs

Applicants must provide a hand-out of one (1) slide each in principle of the following [1] and [2] (maximum of 3 pages in total allowed) to assist with their explanations. Applicants should keep in mind that some members of the interview panel may have different areas of specialization from the applicant.

- [1] Details of their research
- [2] Their future career and what they hope to experience during the term of their fellowship

3. Precautions during interview

- (1) The interview screening will be conducted in Japanese or English.
- (2) From the standpoint of preventing the spread of COVID-19, the interviews will be conducted via online meeting.
- (3) The Q&A will take place after the applicant’s explanation (max. 5 min).
- (4) After all of the interviews have been completed, the members of the interview panel will each complete their evaluation forms based on the applicants’ explanations and the Q&A. The Sub-committee will then meet to discuss the evaluations and finalize the results of the screening.
- (5) The 5 minutes for the applicant’s explanation and 10 minutes for Q&A are to be strictly observed. Even if the applicant’s explanation finishes in less than 5 minutes, the remaining time cannot be added to the Q&A.
- (6) The deliberation will be conducted by the interview panel only, after the applicant has left the room.

4. Precautions for interview attendees

- (1) Applicants are recommended to attend the online meeting from an interview location on campus that will be specified separately. If the applicant wishes to attend the online meeting from a location other than the one specified, it is the applicant’s responsibility to ensure an environment in which an online meeting is possible.
- (2) Envisaging the possibility that, as the interviews progress, start times may be brought forward, applicants must arrive at the location 20 minutes prior to their designated interview time (to be notified separately by the Secretariat).
- (3) Applicants must prepare PDF files of their explanatory hand-outs and submit them to the Secretariat in advance. Applicants will also be asked to display them as they give their explanation in the online meeting.
- (4) A bell will be rung once 1 minute before the end of the applicant’s explanation time and one more time when the applicant’s time is up. The applicant must conclude their explanation when the second bell sounds.
- (5) Audio or video recording of the interview is prohibited. Applicants must not divulge the contents of the interview to others before decisions have been made on the successful candidates.