

Operational Guidelines for the on-distance final interviews

Due to the COVID 19 emergency, the final step for the selection of the beneficiaries of the REP-EAT Prizes will be managed through the web/vcf platform Google Meet. In this document you will find the operational guidelines to access the platform

BEFORE THE INTERVIEWS

In order to allow the proper preparation for the interview

the President will generate the individual invitation to join the session “[Google Meet – PRIZES_Interview](#)”, where all the selected ESRs and the members of the Evaluation Committee will be enabled to interact. The link is the official invitation to attend to the final interview for each ESR.

FORMAL INVITATION AND NOTIFICATION TO ESRs

The selected ESR will receive a personal invitation email and will be asked to organize in advance:

1. A computer enabled for audio-video on-distance meetings;
2. A safe and stable WIFI connection, with adequate requirements to guarantee a proper execution of the interviews for the entire duration (20 minutes more or less) ;

They will be also asked:

3. To enter the web/vcf platform at least 20 minutes before the scheduled time for her/his planned interview. The detailed timing for each interview is in the table shown below.

ESR name	Date	Interview time
Rodrigo González Ortega	6 April 2020	9.30
José Daniel Rojas Tizón	6 April 2020	9.50
Juliana Sofia Machado Simões	6 April 2020	10.10
Paraskevi Prasinou	6 April 2020	10.30
Shafaq Asif	6 April 2020	10.50
Elizabeta Zaplatic	7 April 2020	9.30
Natalia García González	7 April 2020	9.50
Sandra Bermudez Sanchez	7 April 2020	10.10
Reyes Benot Dominguez	7 April 2020	10.30
Yosra Ressaissi	7 April 2020	10.50

PROCEDURES FOR THE INTERVIEWS

1. Each ESR will receive the invitation through his/her official UNITE e-mail. The e-mail will include data and link to enter the web/vcf platform Google Meet;
2. With the webcam in modality ON, both the Committee and the selected ESR will enter the web/vcf platform (no mic);
3. At the request of the President, the ESR will switch the mic on;
4. ESR will be asked to choose one question per each of the three evaluation criteria: Networking Value, Personal skills and Cumulative impact of PhD experience;
5. The entire list of questions will be made available through the chat;
6. The interview completed, the ESR will be asked to leave the session and the following candidate will be invited to join;
7. At the end of each evaluation session, the President of the Evaluation Committee will formally close the session, switching off the web/vcf platform.

EVALUATION PROCEDURES

1. At the end of each interview, each Member of the Evaluation Committee will be asked to report qualitative and quantitative scores by using the form based on the template [Interview_PRIZES.xlsx](#);
2. When each session will be completed and the platform will be active only in private mode, the Members of the Evaluation Committee will send the filled form to the President and the Committee will discuss the results
3. The President, with the support of the Secretary, will draft the final rank that will be approved by each Members;
4. After that, the Committee will declare the evaluation session closed
5. The Secretary will send by email the minutes of the evaluation sessions in order to collect the signatures of all the members. The PDF file, completed with all the signatures, will be sent by email to the President (bbarboni@unite.it) and to the official email address of the REP-EAT project repeat@unite.it;
6. It's under the responsibility of the Secretary to communicate the final rank to the Responsible of the Doctoral Programmes Department saltitonante@unite.it
7. It's under the responsibility of the President the publication of the final rank on the REP-EAT project website, after the declaration of administrative conformity provided by the Doctoral Programmes Department