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1. About REDI

RMIT European Doctoral Innovators (REDI) is an innovative research training program aimed at educating tomorrow's researchers by offering a unique international research environment in which to deepen core scientific skills and develop new ones in complementary disciplines and sectors. REDI offers industry-supported positions in 11 countries all with excellent salaries, enviable international experiences including a residential year in Melbourne and annual workshops in Barcelona, top-class research and skills training as well as networking with academic and industry leaders across 60+ partners. REDI is co-funded by the European Union's Horizon 2020 research and innovation program under the Marie Skłodowska-Curie grant agreement no. 101034328. REDI has also received funding from RMIT University and other 24 academic and industry partners involved in its implementation.

2. Overview of the REDI Interview Guide

Purpose of REDI Interview Guide

REDI Interview Guide presents a standard process and scoring that will be used in the Interview phase of the applicants, who successfully passed the threshold of the Application Evaluation phase for the REDI positions. The purpose of this document is to guide you, the Evaluators through the interviews' steps, paying special attention to video interview etiquette as all the interviews will be online. As with all interview processes, please be mindful of candidate experience at all times. All Interviewers, before starting the interviewing process will be required to read this Guide.

Interview Evaluation Principles

The interview process should follow the same principles designed for the evaluation and selection process for REDI such as to be open, transparent, merit-based, impartial and fair, ensuring the relevant Ph.D. positions are allocated to the most talented students based on merit and capacities. The Key principles are embodied in the Charter & Code, which RMIT has endorsed and aligned its own recruitment and induction policies to.

Interview Timeline, Location and Timeslots

Once the evaluations by all evaluators are completed for the relevant position, the REDI team will produce the final rankings based on the average scores of all applicants. The panel of evaluators will then confirm the shortlisting of candidates for interviews, and REDI team will then coordinate with panel evaluators and candidates on interview timeslots. All interviews will be held online remote through video conference on Microsoft Teams. Timeslots will depend on the panel evaluators availability, taking into consideration that most RMIT evaluators are based in Melbourne, Australia time zone, as well as candidates' availability.

Interview Components

Interviews will comprise two parts:

Part 1 – A question and answer session (identical for all applicants and some examples can be found in Annex 1, at the end of this document)
Part 2 – A discussion session to explore the suitability to the research material or presentation

3. Interview Preparation and Introduction

Things to keep in mind for an online interview

- **Technology:** Make sure that your device is charged and test to see if your camera, microphone and Internet connection are working.
- **Your background**: Keep it free from clutter and distractions, remove any potentially confidential data from sight and control background noise. Feel free to use a standard background if easier to avoid distracting the candidate visually.
- **Lighting**: Set up lighting that's bright but not glaring, illuminating your face from the front. Natural light is always best if possible.
- **Notification**: Turn off email, text and social media alerts, software updates and other notifications that may show up on the screen during the interview. Turn off any programs that might interfere with the webcam, and close browser tabs.

Actions before the interview

- Familiarize yourself with the candidate's CV and work experience.
- Be prompt and on time in line with allocated interview time with candidates.
- All panel members to discuss and prepare questions based on the role & responsibilities.
- Make sure that there is no conflict of interest.

Greet the candidate

- Thank the candidate for their interest in the role, and for progressing to interview.
- Ask some general 'ice breaker' questions to make the applicant feel comfortable.
- Introduce the panel members to the candidate, name and position.

Explain the interview purpose

- Advise the candidate that the interview purpose is to:
  - o Learn more about the candidate's background and experience.
  - o Provide the candidate with a better understanding of the position.
  - o Determine the candidate's overall suitability and interest.

Describe the interview plan

- Panel to ask specific questions to understand the candidate in more detail.
- Panel members will be taking notes throughout the interview and the candidate should feel. free to take notes, and to ask questions throughout the interview.

Providing context about

- Before asking questions, ensure to give the candidate an overview of:
  - The position and the key responsibilities, and reason for recruitment.
  - Team structure.
  - The employer's strategy and culture in relation to the role.

Following Steps

- Advise the candidate that we are currently going through the interview process.
- Advise candidate that there may be invited to a second-round interviews (if applies).
- Advise the candidate that we will perform reference checks.
- If the candidate has any further questions, advise them who to contact.
- Thank the candidate for their time.

4. Interview Criteria and Scoring Guide

The following criteria are used to assess candidate responses to behavioral based questions during the interview process.

Criteria	Score	Weighting %
Scientific and investigative aptitude and motivation	0–5	30
Research Project: conceptual understanding and suitability	0–5	30
Professional skills: planning, problem solving, IT, data management,	0–5	20
Interpersonal skills: communication, teamwork, initiative, English level	0–5	20
Weighted Average	**0–5**	**100**

Scoring guide:

0 – Fail. The interviewee fails to demonstrate this criterion when asked

1 – Poor. The interviewee shows serious weaknesses or addresses the criterion in an inadequate manner.

2 – Fair. The interviewee broadly addresses the criterion, but there are significant weaknesses.

3 – Good. The interviewee tackles the criterion well, although improvements are required.

4 – Very Good. The interviewee addresses the criterion very well, although certain improvements are still possible.

5 – Excellent. The interviewee successfully demonstrates all relevant aspects of the criterion in question

Evaluating and scoring

- Evaluate each applicant against the four Interview Criteria.
- Score each interview and provide feedback comments immediately after the interview while your memory is fresh.
- Each evaluator will score the interview individually and those scores will then be averaged to give the overall interview score.

5. Final Rankings and Allocation of Positions

The final ranking scores will be automatically produced by combining the *Interview score (60% weighting)* and *the Application Evaluation Score (40% weighting)*. The scoring of the interview criteria categories will be considered in cases where overall scores are identical, first applying Scientific and investigative aptitude, followed by Research Project. All these being equal, priority will be given to female Applicants.

The REDI Management Team will assist the Selection Panels during the final consensus meeting once the final ranking scores are produced, and subsequently allocate doctoral research positions to Applicants. The REDI Program Committee will then review the final selection to ensure that all protocols have been followed and all standards and requirements met.

6. Feedback to Applicants

The **final notification letter** to applicants will include a final score and a summary from the evaluation and interview process. Together with the report, they will be given details of how to accept offers or appeal decisions. We expect final notification letter to interviewed candidates to be sent out approximately within 2 to 4 weeks after all interviews are conducted with final rankings produced, and after the Selection Panel reaches a final consensus on which candidates to offer the position.

Successful Applicants will have **7 to 14 days** after notification of the results to accept the offer, depending on the host partner institution. In the event of an Applicant rejecting an offer, the REDI Management Team will offer the position to the next Applicant on the reserve list, who will then also have 7 to 14 days to accept the offer, depending on the host partner institution. For any special circumstances, the REDI team will discuss and agree with the Selection Panels and the REDI Program Committee, as well as relevant parties involved.

Annex 1. Example Interview Questions

1. **Evaluator 1: (Introduction and Project Idea)**
   - *Thank you for applying to this position. I will briefly introduce you the panel evaluators for this position and give you a brief summary of the possible projects for this position. (3 min)*
   - *Please briefly tell us which project you are primary interested in and present your project idea. (3 min candidate pitch)*
2. **Evaluator 2: (Motivation and Career Path)**
   - *Why are you interested in this position and what will you be able to contribute to the project and to the employers? OR how does this position fit into your career path? (5 min)*
3. **Evaluator 3: (Academic and Research Skills)**
   - *How does your previous academic performances and research experience to date help you to succeed in this role? (5 min)*
   - *Can you describe your relevant research skills that will be beneficial for this project? (5 min)*
4. **Evaluator 4: (Industrial Experience)**
   - *What is your expectation about working with an industrial partner? Can you please detail the different internships that you undertook and the skills you acquired that are relevant to the PhD project proposal? (5 Min)*
5. **Evaluator 5 or 1: (International Experience and Global Mind-set)**
   - *How do you feel about being involved in a cohort of PhD candidates across Europe and Middle East (how would you create synergies)? (3 min)*
6. **Evaluator 6 or 2: (Collaboration)**
   - *Please explain a situation where you demonstrated your ability to help others (in the lab or in any other environment)? (3 min)*
7. **Evaluator 1 or 3: (Questions?)**
   - *Do you have any questions for the panel? (5 min)*
8. **Evaluator 2 or 4: (Closing)**
   - *Thank you for your time for this interview. After all interviews are done, final results will be notified to you from the REDI team (1 min)*

Annex 2. Interview Scoring Template

Criteria	Score	Weighting (%)
Scientific and investigative aptitude and motivation		30
Research Project: conceptual understanding and suitability		30
Professional skills: planning, problem solving, IT, data management,		20
Interpersonal skills: communication, teamwork, initiative, English level		20
Weighted Average Score		**100**

Scoring guide:
    0 – Fail. The application fails in these criteria or cannot be judged due to incomplete information.
    1 – Poor. The application has serious weaknesses or is addressed in an inadequate manner.
    2 – Fair. The application broadly addresses the criterion, but there are significant weaknesses.
    3 – Good. The application addresses the criterion well, although improvements are required.
    4 – Very Good. The application addresses the criterion very well, although certain improvements are still possible.
5 – Excellent. The application successfully addresses all relevant aspects of the criterion in question

Individual Evaluators Scores	Score	Weighting (%)
Evaluator 1		25
Evaluator 2		25
Evaluator 3		25
Evaluator 4		25
Weighted Average Score		**100**

Applicant's Average Score:_____

Final Scores	Score	Weighting (%)
Applicant's Average Score from Step 3 (Evaluation of Eligible Application)		40
Applicant's Average Score from Step 4 (Interviews)		60
Weighted Final Score		**100**

Applicant's Final Score:_____

Ranking of Applicant based on Final Score:_____

Selection Panel of Evaluators are required to produce a first ranking list based on the average scores.

The scoring of the interview criteria categories will be considered in cases where overall scores are identical, first applying Scientific and investigative aptitude, followed by Research Project. All these being equal, priority will be given to female Applicants.