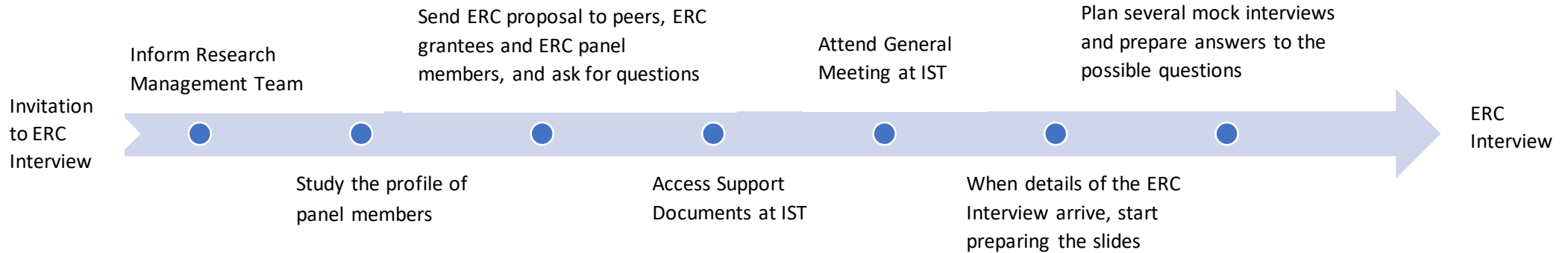


## Guidance for preparing a successful ERC interview



## Recommendations

### - ERC candidate

Contacts the local and central management team, as soon as he/she receives the ERC interview invitation indicating:

- ERC scheme, Panel and interview period

Studies the Panel members' background to have an idea of what type of profiles will be present at the ERC interview.

- Part of the Panel members are repeated in each of the Odd-numbered years and on Even-numbered years. The same member can only be part of the evaluation panel until 4 times consecutively. E.g. If you have a member in the panel in 2016, 2018, 2020, 2022 for sure he/she will not be part of the 2024 panel.
- Panel Info: [Document library | ERC \(europa.eu\)](#) or [ERC panel members database - Enspire Science Ltd.](#)

Sends the ERC application to peers, ERC grantees and ERC panel members, ask for questions and (if applicable) invites them to participate in a mock interview.

Reads the ERC interview support documents prepared by the management teams.

Participates in an information meeting organized by the central management team.

After receiving details about the interview, prepares the presentation and practices, practices, practices.

To receive feedback, plans several mocks with 4 to 5 people:

- Mock with “friendly peers” (organized by local management)
- Mock with Research Managers (organized by central management)
- Mock with ERC grantees and ERC panel members (organized by local management)
- Final mock with chair from IST, ERC grantees and ERC panel members (organized by central management)

For the final mock, try to invite also people from outside IST. As soon as the final mock panel is confirmed, sends the names and contacts of the mock panel, the ERC application, and mock date to central management.

During the mock and ERC interview, makes sure light and sound conditions are perfect, the speech is clear and enthusiastic and there is minimum hesitation in answering the questions. Answers should be straight to the point, clear and objective.

During the whole process, collects questions and writes the answers.

Gets familiar with webex.

Does the ERC interview where is comfortable, if possible, in a room at IST, with the IST logo on the background.

#### - **Local Management (UI)**

Prepares a summary of the budget aspects.

Supports the ERC candidate in organizing the mock interviews.

After each mock interview, prepares a report with the questions posed by the panel and its feedback.

Shares the reports with the central management.

#### - **Central Management**

Prepares and manages the pool of ERC grantees and ERC panel members at IST.

Prepares and updates the ERC interview support documents (eg. Tips, frequent questions, etc).

Contacts the Scientific Council of IST-ID, after receiving information about the ERC candidates invited to the ERC interview, to arrange a meeting and identify possible chairs and mentors (ERC grantees or ERC panel Members).

In this meeting the following points will be discussed:

- ERC panel members
- Period for the final mock interview
- Chairs from IST
- Mock members from IST
- Next steps

Prepares the final mock interview:

- Sends the invitation to the mock members (agenda, link and ERC application)
- Agenda:
  - Briefing to the panel by the *Chair* (5 min)
  - Welcome by the Chair (5 min)
  - ERC Candidate presentation (according to ERC indications)
  - Panel discussion (according to ERC indications)
  - End of the Mock
  - Feedback from the panel (30 min)

Sends 2 reminders previous to the mock, one week before and one day before the mock.

After the ERC interview results, sends a feedback questionnaire to the ERC candidates (hopefully grantees) to update the support process according to his/hers experience at the ERC interview.