

**Juntendo University Graduate School of
Health and Sports Sciences
Online Interview Manual
(For **Master's Program**)**

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1. Check and prepare the communication environment

1) Prepare your PC, tablet or smartphone

It is desirable to use a PC.

When using a tablet or smartphone, please be careful about settings so that the interview is not interrupted by telephone calls or notifications that are not related to the interview.

2) Where to do your online interviews

Take the examination at your home or university, if possible, to ensure a quiet environment where no third party can enter during the interview. If the interviewer deems it inappropriate to conduct the examination during the connection or interview, the interview may be canceled.

* Please be careful not to show anything related to privacy because we will check the location used for the interview by video for fraud prevention.

* When using a rental meeting room, a hotel, or other commercial facility, please check the environment or availability of the facility at your own responsibility.

3) Prepare an external microphone / speaker (Recommended)

You can use built-in microphone speakers but you may have difficulties for interview, such as poor sound quality or an echo when the microphone picks up the speaker's sound.

In general, it is ideal to use a headset or earphones with a microphone, but it is also recommended to use a built-in microphone, using earphones and headphones instead of speakers.



2. Install Zoom software

1) On a PC

Download and install the Zoom client for meetings from the following URL.

https://zoom.us/download#client_4meeting

2) For smartphones and tablets

Follow these steps to install the software.

(1) iOS

Search for and install zoom in the App Store.



(2) Android

Search for and install zoom in the Google Play Store.



※In the case of a smartphone and a tablet you may have a pop-up such as;

“Zoom wants access to the camera.”

“Zoom wants access to the microphone.”

" Zoom will send you a notification. OK?"

, but **tap “OK”**.

In case of a pop-up like **"Start audio to listen to other users"**, tap "Calls using the Internet".

3. Test with Zoom

Please access the following URL from the PC, tablet or smartphone used during the interview and test the microphone speaker.

Zoom Test URL: <http://zoom.us/test>

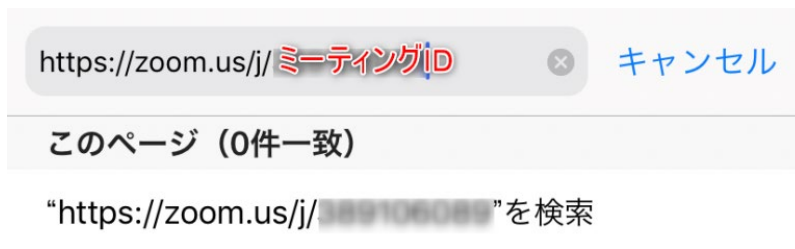
Once you have confirmed that the microphone speaker can be used successfully on Zoom, preparation before application is done.

4. Check interview information by e-mail

After we receive the application documents, we will contact the E-Mail address provided on the application form with the URL, etc. for participating in the interview with Zoom. After application, be sure to check the e-mail address once a day.

5. Interview day

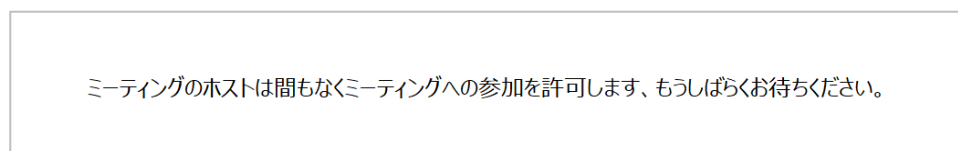
(1) Click the Zoom URL that contacted your e-mail address after the connection time.



(2) When the following window pops up, click "Open Zoom".



(3) When the following window appears, please wait until permission to enter.



6. Q&A

Q. When do I use the phone?

A. We may call your phone to provide technical instructions on connectivity or to recalibrate the date and time of the interview. If there is a connection problem, an oral examination may be performed over the phone. Be sure to have a phone of a telephone number, written on the application form, at hand/nearby.

Q. How many minutes before the interview starts should I connect to Zoom?

A. The connection time will be informed after application.

Q. Where should I look during an interview?

A. Look at your webcam and try to be conscious of stabilizing your gaze. If your line of sight moves frequently, we may confirm that it is not an illegal act such as cheating.

Q. What should I do if I have difficulty hearing the interviewer's voice?

A. At first, try to adjust the volume of your PC or smartphone. If that doesn't improve, follow the interviewer's instructions. (If the interviewer cannot listen to your voice, we will try to contact you with chat, phone or E-Mail, etc.)

Q. Where should I be interviewed?

A. Take the examination at your home or university, if possible, to ensure a quiet environment where no third party can enter during the interview. If the interviewing supervisor deems it inappropriate to conduct the examination during the connection or interview, the interview may be canceled.

* Please be careful not to show anything related to privacy.

* When using a rental meeting room, a hotel, or other commercial facility, please check the environment or availability of the facility at your own responsibility.

Q. What should I do if I have connectivity problems on the day of the interview?

A.

<Before interview begins> Call to Educational Affairs Office, Sakura Campus Office (telephone: +81-476-98-1032).

<During interview> We will try to contact you with chat, phone or E-Mail, etc. Please wait calmly. If the connection trouble does not recover during the interview, the date and time of the interview may be changed.

(Reference) **Zoom Official Help Page:** <https://support.zoom.us/hc/ja>