

## FAQ (Recruitment of academic staff) (draft)

September 7, 2021

\*This document will be updated periodically.

### ■ Application & Selection

Q What is the recruiting process?.

A The recruiting process is as follows:

STEP 1 : Please apply through the webpage where the application guideline is described. If you would like to know about JAXA's activities before applying, please check JAXA HP.

STEP 2 : Selection will begin. JAXA will conduct a document screening, and interview those who have passed the document screening. This process is subject to change.

Q Can I submit the application documents by email?

A In principle, JAXA does not accept submissions by email.

Q Can I apply even if I do not meet the application qualifications?

A If you do not meet the application qualifications listed in the application guidelines, you will not be able to apply.

Q Is there a limit to the number of pages in a document to be submitted?

A There is no limit.

Q Can I submit more than two recommendation letters?

A Due to the system settings, it is not possible to submit more than two recommendation letters.

Q When does JAXA send an email requesting the submission of reference letters to referees?

A If the applicant is recommended by others, the request emails will be automatically sent to the referees after the applicant applies.

Q If the applicant is recommended by oneself, will JAXA contact the commentators before the application deadline?

A JAXA will not contact the commentators before the application deadline. After the application deadline, JAXA may contact the commentators only for selection.

Q I applied by the recommendation from others, but the referees have not received the emails requesting submission of the reference letters from JAXA yet. What should I do?

A JAXA will send the emails to the referees again, so please contact us at the address below.

Management and Integration Department Human Resources Section

E-mail: ISAS-JINJI[a\*]ml.jaxa.jp

\*Please replace [a] in the email address with @.

Q How do I check the submission status of the reference letters by the applicant?

A After submitting the reference letter from the referee, an email will be automatically sent to the applicant regarding the submission of the reference letter.

Q I can not upload the application documents successfully. What should I do?

A Please contact us at the address below.

Management and Integration Department Human Resources Section

E-mail: ISAS-JINJI[a\*]ml.jaxa.jp

\*Please replace [a] in the email address with @.

#### Conditions of employment

Q Is there a grace period from the date of hire to the time I arrive at the workplace?

A For the academic staff with no term, there is a 10-day grace period. However, this is only given if you were working just until before the hire date. And for the academic staff with term, there is no grace period.