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Jury Meeting Minute
ONE Science Communication Officer
Reference IMM/CT/85-2021

Instituto de Medicina Molecular João Lobo Antunes (iMM) opened a call for the hiring of a Science Communication Officer to join the Communication Office, under the Associate Laboratory statute within funding reference **UIDB/50005/2020 BPLA 2020-2023** supported by National Funds (FCT – OE).

The job advert was published in EURAXESS Portugal on 29th of November 2021 and also disseminated in iMM website.

The call was opened for 10 working days starting on 30th of November and ending on 21st of December 2021, having applied the following candidate:

- Andreia Freitas
- Catarina Ribeiro
- Helena Pinheiro
- Laura Anselmi
- Nadine Conchinha
- Nuno Gonçalves
- Sueli Spencer

The applicant Catarina Ribeiro was excluded since she doesn't hold a PhD degree and for that reason she didn't submit the degree certificate as required in the job ad.

On the 30th of December of 2021, the jury composed by Inês Domingues, Leonor Saúde and Maria M. Mota met to analyze the application documents (- Detailed CV; - Motivation letter; - PhD Certificate; - Contacts of 2 references) in accordance to the profile and work plan indicated in the job advert.

All admitted application was analyzed according to the following selection method, which was also indicated in the job advert:

- 1st Phase: Curricular evaluation: 40% and Motivation Letter: 30%;

Curricular Evaluation (40%)

The curricular evaluation was based in the following criteria:

- PhD in Biomedical Sciences or other relevant area of the Life Sciences (15%);
- Experience in graphical design applied to science communication and dissemination including illustrations for institutional applications and documents, press releases, publications, others (10%);
- Experience in science writing and editing skills (5%);
- Proficient in Adobe Illustrator, Photoshop and InDesign (5%);
- Excellent informatics skills (2,5%);

- Experience in events organization and planning (2,5%).

Motivation letter (30%)

The motivation letter analysis was based in the following criteria:

- Motivation and interest for the proposed work plan (20%);
- Proficiency in written English (10%).

The analysis and discrimination of the admitted candidate's classification in the First Phase are presented in the table of Annex I.

Following this, the applicants identified below obtained a score equal to or higher than 60% and the jury invited them for an interview. The interviews took place on 04 of January 2022.

- Andreia Freitas
- Helena Pinheiro
- Nuno Gonçalves
- Sueli Spencer

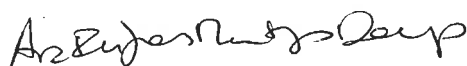
INTERVIEW (30%)

For the interview, the jury considered the below requirements:

- Ability to prioritize and handle multiple projects and deadlines simultaneously with attention to detail and strong organizational skills (5%);
- Strong team player and comfortable working independently (5%);
- Forward thinking, can-do, pro-active attitude (5%).
- Result of a written and visual exercise (15%)

The analysis and discrimination of the candidate's classification in the Second Phase and the total classification in both phases are presented in the table of Annex II attached to this minute.

Lisbon, 05 of January of 2022



Inês Domingues



Leonor Saúde



Maria M. Mota

ANNEX I - Evaluation: Employment Contract - Ref. IMM/CT/85-2021

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Applicants	Curricular Evaluation (40%)																								Motivation Letter (30%)								Total ANNEX I
	PHD in Biomedical Sciences or other relevant area of the Life Sciences (15%)				Experience in graphical design applied to science communication and dissemination including illustrations for institutional applications and documents, press releases, publications, others (10%)				Experience in science writing and editing skills (5%)				Proficient in Adobe Illustrator, Photoshop and InDesign (5%)				Excellent informatics skills (2,5%)				Experience in events organization and planning (2,5%)				Motivation and interest for the activities to be performed (20%)				Proficiency in written English (10%)				
	Name of Jury	Inês Domingues	Leonor Saúde	Maria M. Mota	Average	Inês Domingues	Leonor Saúde	Maria M. Mota	Average	Inês Domingues	Leonor Saúde	Maria M. Mota	Average	Inês Domingues	Leonor Saúde	Maria M. Mota	Average	Inês Domingues	Leonor Saúde	Maria M. Mota	Average	Inês Domingues	Leonor Saúde	Maria M. Mota	Average	Inês Domingues	Leonor Saúde	Maria M. Mota	Average	Inês Domingues	Leonor Saúde	Maria M. Mota	
Andreia Freitas	15%	15%	15%	15,00%	6%	6%	6%	6,00%	4%	4%	4%	4,00%	3,50%	3,50%	3,50%	3,50%	2,50%	2,50%	2,50%	2,50%	2,50%	2,50%	2,50%	2,50%	17,00%	17,00%	17,00%	17,00%	10,00%	10,00%	10,00%	10,00%	60,50%
					Produced graphical work for a book of abstracts but links for the work are not available. Has created an interesting Instagram page "Curious minds", with some graphical design. No experience with illustration applied to press releases, institutional applications, others.	Produced graphical work for a book of abstracts but links for the work are not available. Has created an interesting Instagram page "Curious minds", with some graphical design. No experience with illustration applied to press releases, institutional applications, others.	Produced graphical work for a book of abstracts but links for the work are not available. Has created an interesting Instagram page "Curious minds", with some graphical design. No experience with illustration applied to press releases, institutional applications, others.		Shows some experience in reviewing abstracts for conferences and grant submission, but is not referred experience in science writing for science communication (ex: press releases, newsletters, others). The Instagram page is not rich in written content to be evaluated in this context.	Shows some experience in reviewing abstracts for conferences and grant submission, but is not referred experience in science writing for science communication (ex: press releases, newsletters, others). The Instagram page is not rich in written content to be evaluated in this context.	Shows some experience in reviewing abstracts for conferences and grant submission, but is not referred experience in science writing for science communication (ex: press releases, newsletters, others). The Instagram page is not rich in written content to be evaluated in this context.		No mention to experience in working with Adobe Illustrator, Photoshop or InDesign. Has experience in working with other related programs.	No mention to experience in working with Adobe Illustrator, Photoshop or InDesign. Has experience in working with other related programs.	No mention to experience in working with Adobe Illustrator, Photoshop or InDesign. Has experience in working with other related programs.		Excellent informatics skills	Excellent informatics skills	Excellent informatics skills		Shows experience in organization of scientific events and planning.	Shows experience in organization of scientific events and planning.	Shows experience in organization of scientific events and planning.		Candidate interested in working in science communication as a field and with some interesting actions such as an Instagram page "Curious minds" dedicated to science outreach. Is not clear the interest in illustration applied to science communication, a key feature for this position.	Candidate interested in working in science communication as a field and with some interesting actions such as an Instagram page "Curious minds" dedicated to science outreach. Is not clear the interest in illustration applied to science communication, a key feature for this position.	Candidate interested in working in science communication as a field and with some interesting actions such as an Instagram page "Curious minds" dedicated to science outreach. Is not clear the interest in illustration applied to science communication, a key feature for this position.		Proficiency in written English	Proficiency in written English	Proficiency in written English		
Helena Pinheiro	15%	15%	15%	15,00%	10%	10%	10%	10,00%	5%	5%	5%	5,00%	4,80%	4,80%	4,80%	4,80%	2,50%	2,50%	2,50%	2,50%	2,50%	2,50%	2,50%	2,50%	20,00%	20,00%	20,00%	20,00%	10,00%	10,00%	10,00%	10,00%	69,80%
					Large portfolio with graphical work including illustration and visual products, produced for press releases, institutional applications, documents such as annual reports, events, science outreach programs, newsletters, motion graphics, others.	Large portfolio with graphical work including illustration and visual products, produced for press releases, institutional applications, documents such as annual reports, events, science outreach programs, newsletters, motion graphics, others.	Large portfolio with graphical work including illustration and visual products, produced for press releases, institutional applications, documents such as annual reports, events, science outreach programs, newsletters, motion graphics, others.		Editor of newsletter, experience in science writing for press releases, storyboards, opinion articles and others.	Editor of newsletter, experience in science writing for press releases, storyboards, opinion articles and others.	Editor of newsletter, experience in science writing for press releases, storyboards, opinion articles and others.		Proficient in Adobe Illustrator and Photoshop	Proficient in Adobe Illustrator and Photoshop	Proficient in Adobe Illustrator and Photoshop		Excellent informatics skills	Excellent informatics skills	Excellent informatics skills		Shows experience in organization of scientific events and planning.	Shows experience in organization of scientific events and planning.	Shows experience in organization of scientific events and planning.		Candidate with a vision and focus on science communication and the use of visual aids to explain and explore scientific concepts for a wide dissemination. Interesting background and experience in science writing applied to science communication to broader audiences. Excellent drawing skills.	Candidate with a vision and focus on science communication and the use of visual aids to explain and explore scientific concepts for a wide dissemination. Interesting background and experience in science writing applied to science communication to broader audiences. Excellent drawing skills.	Candidate with a vision and focus on science communication and the use of visual aids to explain and explore scientific concepts for a wide dissemination. Interesting background and experience in science writing applied to science communication to broader audiences. Excellent drawing skills.		Proficiency in written English	Proficiency in written English	Proficiency in written English		
Laura Anselmi	15%	15%	15%	15,00%	1%	1%	1%	1,00%	2%	2%	2%	2,00%	1,00%	1,00%	1,00%	1,00%	0,00%	2,50%	2,50%	2,50%	0,00%	0,00%	0,00%	0,00%	5,00%	5,00%	5,00%	5,00%	10,00%	10,00%	10,00%	10,00%	36,50%
					The candidate does not show evidence of experience in graphical design or illustration skills in the CV, only a short mention in the motivation letter, without clearly stating her role and skills or experience in graphical design.	The candidate does not show evidence of experience in graphical design or illustration skills in the CV, only a short mention in the motivation letter, without clearly stating her role and skills or experience in graphical design.	The candidate does not show evidence of experience in graphical design or illustration skills in the CV, only a short mention in the motivation letter, without clearly stating her role and skills or experience in graphical design.		The candidate has experience in writing scientific papers and related documents such as abstracts for conferences and projects. No experience in science writing for broader dissemination, such as press releases, blogs, etc.	The candidate has experience in writing scientific papers and related documents such as abstracts for conferences and projects. No experience in science writing for broader dissemination, such as press releases, blogs, etc.	The candidate has experience in writing scientific papers and related documents such as abstracts for conferences and projects. No experience in science writing for broader dissemination, such as press releases, blogs, etc.		No mention to experience in working with Adobe Illustrator or InDesign. Photoshop is mentioned for data analysis, not drawing.	No mention to experience in working with Adobe Illustrator or InDesign. Photoshop is mentioned for data analysis, not drawing.	No mention to experience in working with Adobe Illustrator or InDesign. Photoshop is mentioned for data analysis, not drawing.		Excellent informatics skills	Excellent informatics skills	Excellent informatics skills		The candidate does not have proven experience in events organization and planning.	The candidate does not have proven experience in events organization and planning.	The candidate does not have proven experience in events organization and planning.		The candidate has a good scientific background, without experience in science communication-related activities but interested in looking for opportunities in this field for the future. Moving to Lisbon seems to be a major interest also. The candidate does not have a clear interest in illustration or graphical design applied to science communication, which is the main focus of this position.	The candidate has a good scientific background, without experience in science communication-related activities but interested in looking for opportunities in this field for the future. Moving to Lisbon seems to be a major interest also. The candidate does not have a clear interest in illustration or graphical design applied to science communication, which is the main focus of this position.	The candidate has a good scientific background, without experience in science communication-related activities but interested in looking for opportunities in this field for the future. Moving to Lisbon seems to be a major interest also. The candidate does not have a clear interest in illustration or graphical design applied to science communication, which is the main focus of this position.		Proficiency in written English	Proficiency in written English	Proficiency in written English		

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Nadine Conchinha	15%	15%	15%	15,00%	0%	0%	0%	0,00%	2%	2%	2%	2,00%	0,00%	0,00%	0,00%	0,00%	2,50%	2,50%	2,50%	2,50%	0,00%	0,00%	0,00%	0,00%	5,00%	5,00%	5,00%	5,00%	10,00%	10,00%	10,00%	10,00%	34,50%
	PHD in Biomedical Sciences - Katholieke Universiteit Leuven (2020)	PHD in Biomedical Sciences - Katholieke Universiteit Leuven (2020)	PHD in Biomedical Sciences - Katholieke Universiteit Leuven (2020)		The candidate does not show experience in graphical design applied to science communication and dissemination.	The candidate does not show experience in graphical design applied to science communication and dissemination.	The candidate does not show experience in graphical design applied to science communication and dissemination.		The candidate has experience in writing scientific related documents including papers and progress reports for non-specialists in grant commissions. No experience in science writing for broader dissemination, such as press releases, blogs, etc.	The candidate has experience in writing scientific related documents including papers and progress reports for non-specialists in grant commissions. No experience in science writing for broader dissemination, such as press releases, blogs, etc.	The candidate has experience in writing scientific related documents including papers and progress reports for non-specialists in grant commissions. No experience in science writing for broader dissemination, such as press releases, blogs, etc.		No mention to experience in working with Adobe Illustrator, Photoshop or InDesign.	No mention to experience in working with Adobe Illustrator, Photoshop or InDesign.	No mention to experience in working with Adobe Illustrator, Photoshop or InDesign.		Excellent Informatics skills	Excellent Informatics skills	Excellent Informatics skills		The candidate does not have proven experience in events organization and planning.	The candidate does not have proven experience in events organization and planning.	The candidate does not have proven experience in events organization and planning.		The candidate is looking for new work opportunities after a successful PhD and upon returning to Portugal. The candidate has a scientific CV without experience in science communication-related activities but with a clear interest for science management. Overall the candidate does not have a clear interest for illustration or drawing applied to science communication.	The candidate is looking for new work opportunities after a successful PhD and upon returning to Portugal. The candidate has a scientific CV without experience in science communication-related activities but with a clear interest for science management. Overall the candidate does not have a clear interest for illustration or drawing applied to science communication.	The candidate is looking for new work opportunities after a successful PhD and upon returning to Portugal. The candidate has a scientific CV without experience in science communication-related activities but with a clear interest for science management. Overall the candidate does not have a clear interest for illustration or drawing applied to science communication.		Proficiency in written English	Proficiency in written English	Proficiency in written English		
Nuno Gonçalves	15%	15%	15%	15,00%	3%	3%	3%	3,00%	5%	5%	5%	5,00%	3,00%	3,00%	3,00%	3,00%	2,50%	2,50%	2,50%	2,50%	2,50%	2,50%	2,50%	2,50%	19,00%	19,00%	19,00%	19,00%	10,00%	10,00%	10,00%	10,00%	60,00%
	PHD in Molecular Biology from Universidade Nova (2019)	PHD in Molecular Biology from Universidade Nova (2019)	PHD in Molecular Biology from Universidade Nova (2019)		The candidate does not have experience in graphical design or illustration applied to science communication, but has experience in graphical design applied to other fields and is undertaking a professional course on illustration.	The candidate does not have experience in graphical design or illustration applied to science communication, but has experience in graphical design applied to other fields and is undertaking a professional course on illustration.	The candidate does not have experience in graphical design or illustration applied to science communication, but has experience in graphical design applied to other fields and is undertaking a professional course on illustration.		Experience in science writing and editing skills that include social media and institutional websites. Experience as science communicator and ongoing MSc in SciComm.	Experience in science writing and editing skills that include social media and institutional websites. Experience as science communicator and ongoing MSc in SciComm.	Experience in science writing and editing skills that include social media and institutional websites. Experience as science communicator and ongoing MSc in SciComm.		Experience in working with Adobe Illustrator	Experience in working with Adobe Illustrator	Experience in working with Adobe Illustrator		Excellent Informatics skills	Excellent Informatics skills	Excellent Informatics skills		Shows experience in organization of scientific events and planning.	Shows experience in organization of scientific events and planning.	Shows experience in organization of scientific events and planning.		The candidate shows a clear interest for this position and tasks, namely using graphical design applied to different science communication activities. Broad interest and track record in science communication.	The candidate shows a clear interest for this position and tasks, namely using graphical design applied to different science communication activities. Broad interest and track record in science communication.	The candidate shows a clear interest for this position and tasks, namely using graphical design applied to different science communication activities. Broad interest and track record in science communication.		Proficiency in written English	Proficiency in written English	Proficiency in written English		
Sueli Spencer	15%	15%	15%	15,00%	7%	7%	7%	7,00%	3%	3%	3%	3,00%	4,00%	4,00%	4,00%	4,00%	2,50%	2,50%	2,50%	2,50%	2,50%	2,50%	2,50%	2,50%	17,00%	17,00%	17,00%	17,00%	10,00%	10,00%	10,00%	10,00%	61,00%
	PHD in Molecular Biology from Universidade de Coimbra (2012)	PHD in Molecular Biology from Universidade de Coimbra (2012)	PHD in Molecular Biology from Universidade de Coimbra (2012)		Experience in graphical design applied to publications and posters for commercial use.	Experience in graphical design applied to publications and posters for commercial use.	Experience in graphical design applied to publications and posters for commercial use.		Experience in science writing for book chapters, protocols, reviews and scientific papers. Also, No experience	Experience in science writing for book chapters, protocols, reviews and scientific papers. Also, No experience	Experience in science writing for book chapters, protocols, reviews and scientific papers. Also, No experience		Experience in working with Adobe Illustrator, Photoshop.	Experience in working with Adobe Illustrator, Photoshop.	Experience in working with Adobe Illustrator, Photoshop.		Excellent Informatics skills	Excellent Informatics skills	Excellent Informatics skills		Shows experience in organization of scientific events and planning.	Shows experience in organization of scientific events and planning.	Shows experience in organization of scientific events and planning.		The candidate is looking for new work opportunities in the field of science communication and has a clear passion for event planning and organization. Has a lot of experience in film production and organizing festivals. Although the candidate has some experience in graphical design is not clear the interest in illustration applied to science communication, a key feature for this position.	The candidate is looking for new work opportunities in the field of science communication and has a clear passion for event planning and organization. Has a lot of experience in film production and organizing festivals. Although the candidate has some experience in graphical design is not clear the interest in illustration applied to science communication, a key feature for this position.	The candidate is looking for new work opportunities in the field of science communication and has a clear passion for event planning and organization. Has a lot of experience in film production and organizing festivals. Although the candidate has some experience in graphical design is not clear the interest in illustration applied to science communication, a key feature for this position.		Proficiency in written English	Proficiency in written English	Proficiency in written English		

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ANNEX II - Evaluation: Employment Contract - Ref. IMM/CT/85-2021

Applicants	Interview (30%)														Total ANNEX II	Total classification (Annex I + Annex II)						
	Ability to prioritize and handle multiple projects and deadlines simultaneously with attention to detail and strong organizational skills (5%)					Strong team player and comfortable working independently (5%)					Forward thinking, can-do, pro-active attitude (5%)						Result of a written and visual exercise (15%)					
	Inês Domingues	Leonor Saúde	Marta M. Mota	Average	Average	Inês Domingues	Leonor Saúde	Marta M. Mota	Average	Average	Inês Domingues	Leonor Saúde	Marta M. Mota	Average			Average					
Andreia Freitas	5%	5%	5%	5,00%	5,00%	4,00%	4,00%	4,00%	4,00%	4,00%	5,00%	5,00%	5,00%	5,00%	8,00%	8,00%	8,00%	8,00%	22,00%	82,50%		
	4%	4%	4%	4,00%	4,00%	4,00%	4,00%	4,00%	4,00%	5,00%	5,00%	5,00%	5,00%	13,00%	13,00%	13,00%	13,00%	26,00%	95,80%			
Helena Pinheiro	4%	4%	4%	4,00%	4,00%	4,00%	4,00%	4,00%	4,00%	5,00%	5,00%	5,00%	5,00%	9,00%	9,00%	9,00%	9,00%	22,00%	82,00%			

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Nuno Gonçalves	Candidate involved in different projects inside and out academia with very good organizational skills	5%	5%	5,00%	Team player and ability to work independently	4,00%	4,00%	4,00%	4,00%	Forward thinking, can-do, proactive attitude	5,00%	5,00%	5,00%	5,00%	Good written exercise, including details of publication. The image chosen is a microscopy image without a legend or information about its origin.	7,00%	7,00%	7,00%	21,00%	82,00%
	Candidate involved in different projects inside and out academia with very good organizational skills	5%	5%	5,00%	Team player and ability to work independently	4,00%	4,00%	4,00%	4,00%	Forward thinking, can-do, proactive attitude	5,00%	5,00%	5,00%	5,00%	Good written exercise, including details of publication. The image chosen is a microscopy image without a legend or information about its origin.	7,00%	7,00%	7,00%	21,00%	82,00%
Suell Spencer	Has been involved in different projects simultaneously and has strong organizational skills.	5%	5%	5,00%	Team player and ability to work independently	4,00%	4,00%	4,00%	4,00%	Forward thinking, can-do, proactive attitude	5,00%	5,00%	5,00%	5,00%	Good written exercise, showing ability to simplify to some extent the scientific message of the paper. However this text does not follow rules for a lead release. Graphical image is a simplification of the results, yet it is a scientific diagram.	7,00%	7,00%	7,00%	21,00%	82,00%
	Has been involved in different projects simultaneously and has strong organizational skills.	5%	5%	5,00%	Team player and ability to work independently	4,00%	4,00%	4,00%	4,00%	Forward thinking, can-do, proactive attitude	5,00%	5,00%	5,00%	5,00%	Good written exercise, showing ability to simplify to some extent the scientific message of the paper. However this text does not follow rules for a lead release. Graphical image is a simplification of the results, yet it is a scientific diagram.	7,00%	7,00%	7,00%	21,00%	82,00%