

*Alexandre Jesus*  
*Sandra Lopes Vânia Paula*

**Jury Meeting Minute**  
**ONE Purchases and Procurement Technician**  
**Reference IMM/CT/33-2022**

*Ana Rita Fouseca Vicente*

Instituto de Medicina Molecular João Lobo Antunes (iMM) opened a call for the hiring of a Purchases and Procurement Technician to join the Purchases and Procurement Department, part of Finance and Operations Office within funding reference **UIDB/50005/2020** supported by FCT / MCTES through national funds (PIDDAC).

The job advert was published in EURAXESS Portugal on 18<sup>th</sup> of March 2022 and disseminated in iMM website.

The call was opened from 21<sup>st</sup> of March until 1<sup>st</sup> of April 2022, having applied the following candidate:

- Ana Pereira
- Frederico Lourenço
- Maria Teresa Samarra
- Ricardo Estevinho

On April 4<sup>th</sup>, 2022, the jury composed by Alexandre Jesus (President of the Jury), Ana Rita Vicente, Sandra Lopes and Vânia Paula, met to analyze the application documents (- Detailed CV; - Motivation letter; - University/BSc degree certificate) in accordance with the profile and work plan indicated in the job advert.

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

- 1st Phase: Curriculum Evaluation: 30% and Motivation Letter: 15%;
- 2nd Phase: Interview: 55%.

**Curricular Evaluation (30%)**

The curricular evaluation was based in the following criteria:

- BSc / University Degree in Exact Sciences (7,5%);
- Microsoft Office knowledge, mainly excel (7,5%);
- Valued knowledge of laboratory material and functioning of a research institution (7,5%);
- Valued knowledge in Microsoft Dynamics NAV (7,5%);

**Motivation letter (15%)**

The motivation letter analysis was based in the following criteria:

- Motivation and interest for the proposed work plan (15%);

The analysis and discrimination of the admitted candidates' classification in the First Phase of current process are presented in the table of Annex I attached to this minute with a note of 1 to 5, with ponderation with the percentages defined previously.

### **Interview (55%)**

Thus, all applicant(s) were invited for an interview. The interview took place on April 11<sup>th</sup>, 2022.

For the interview, the jury considered the following criteria:

- Experience in similar functions (20%)
- At ease in interview (needed for contact with new suppliers) (15%)
- Intermediary to advanced English knowledge (spoken) (5%)
- Work capacity on administrative and repetitive tasks (10%)
- Eagerness to work and availability (5%)

The analysis and discrimination of the admitted candidates' classification in the Second Phase of current process are presented in the table of Annex II attached to this minute with a note of 1 to 5, with ponderation with the percentages defined previously.

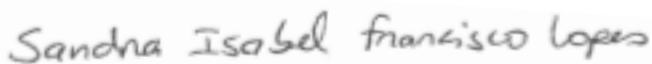
**Lisbon, April 11<sup>th</sup> 2022**



Alexandre Jesus  
(President of the Jury)



Ana Rita Vicente



Sandra Lopes



Vânia Paula

## ANNEX I - Evaluation: Employment Contract - Ref. IMM/CT/33-2022

| Applicants           | Curricular Evaluation (30%)                      |   |  |   |                            | Motivation Letter (15%)  |                            | Total ANNEX I | Justification  |
|----------------------|--|---|--|---|----------------------------|--|----------------------------|---------------|--|
|                      | BSc / University Degree in Exact Sciences (7,5%) | Microsoft Office knowledge, mainly excel (7,5%) | Valued knowledge of laboratory material and functioning of a research institution (7,5%) | Valued knowledge in Microsoft Dynamics NAV (7,5%) | Grade regarding percentage | Motivation and interest for the activities to be performed (15%) | Grade regarding percentage |               |  |
| Ana Pereira          | 0,00   | 4,00  | 4,00   | 5,00  | 0,47                       | 5,00   | 0,75                       | 1,22          | Ana has worked in the research support in biomedical area  |
| Frederico Lourenço   | 5,00   | 4,00  | 5,00   | 0,00  | 0,49                       | 5,00   | 0,75                       | 1,24          | Frederico has the knowledge of working in benchtop, but has no knowledge on the background workings of a research institution, although seems eager to learn                       |
| Maria Teresa Samarra | 0,00   | 4,00  | 0,00   | 4,00  | 0,30                       | 5,00   | 0,75                       | 1,05          | Maria Teresa Samarra has extensive working experience, and although not with Dynamics, has knowledge with other ERPs   |
| Ricardo Estevinho    | 5,00   | 4,00  | 5,00   | 0,00  | 0,49                       | 3,00   | 0,45                       | 0,94          | Ricardo referred the need to continue in research and, although having the knowledge of working in benchtop, has no knowledge on the background workings of a research institution |

Alexandre Gomes    Ana Rita Figueira Duarte    Jéssica Lopes    V.M.

## ANNEX II - Evaluation: Employment Contract - Ref. IMM/CT/33-2022

| Applicants           | Total ANNEX I | Interview (55%)                       |  |  |  |   |                            | Total ANNEX II | Justification  | Total ANNEX I + II |
|----------------------|---------------|---------------------------------------|--|--|--|---|----------------------------|----------------|--|--------------------|
|                      |               | Experience in similar functions (20%) | At ease in interview (needed for contact with new suppliers) (15%) | Intermediary to advanced English knowledge (spoken) (5%) | Work capacity on administrative and repetitive tasks (10%) | Eagerness to work and availability (5%) | Grade regarding percentage |                |  |                    |
| Ana Pereira          | 1,22          | 5,00                                  | 4,00   | 4,00   | 5,00   | 5,00                                    | 2,55                       | 2,55           | Ana was very friendly and with an articulate speech. She also has experience in similar functions in the biomedical area, and has work capacity for the administrative work            | 3,77               |
| Frederico Lourenço   | 1,24          | 1,00                                  | 2,00   | 5,00   | 4,00   | 5,00                                    | 1,40                       | 1,40           | Frederico is changing careers and wants a research support service. Although friendly, there was a bit of nervousness that can be considered a problem when working with new suppliers | 2,64               |
| Maria Teresa Samarra | 1,05          | 4,00                                  | 5,00   | 5,00   | 5,00   | 5,00                                    | 2,55                       | 2,55           | Maria Teresa was easy to talk with, with lots of experience in other fields, and proven capabilities on work capacity  | 3,60               |
| Ricardo Estevinho    | 0,94          | 2,00                                  | 5,00   | 5,00   | 2,00   | 3,00                                    | 1,75                       | 1,75           | Ricardo was very friendly and easy to talk with, but referred wanting to continue in research.   | 2,69               |

Alexandra Jesus Ana Rita Fonseca Duarte Sandra Gomes V.M.