

Handwritten signatures and initials in blue ink, including "Zita Gomes" and "AS".

Jury Meeting Minute
Lab Manager Position
Reference IMM/CT/96-2023

Instituto de Medicina Molecular opened a call to hire a Lab Manager under the Associate Laboratory statute within funding reference **LA/P/0082/2020** supported by National Funds (FCT – OE).

The job advert was published in EURAXESS Portal on 30th of October 2023, and also disseminated in IMM website.

The call was opened for 10 working days starting on 31st of October and ending on 14th of November 2023, having applied the following candidates:

- Asma Ressaissi
- Carla Pestana Gomes
- Catarina Milho
- Daniel Prata
- Joana Parente Ribeiro

The applicants Carla Pestana Gomes, Daniel Prata and Joana Parente Ribeiro were excluded because they do not hold the degree and/or did not submit all documents required in the job.

On the 21st of November of 2023, the jury composed by Ana Santos Almeida, Zita Carvalho Santos and Sofia Marques (all PhD's) met to analyze the application documents indicated in the job ad (Motivation Letter in English, Detailed CV, Master's certificate and contacts of 2 references).

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

- 1st Phase: Curriculum evaluation (40%) and Motivation letter (20%);
- 2nd Phase: Interview (40%). The jury selected for an interview the 3 (three) candidates who obtained in the first phase the highest ranking, with a minimum of 50%.

CURRICULUM EVALUATION (40%)

The analysis of the CV took in consideration the following criteria:

- 1) Master's degree in microbiology, microbial ecology, biotechnology, biological engineering, or a related field (10%);
- 2) Experience (5+ years) in managing a laboratory in either academia or industrial settings (10%);
- 3) Solid expertise in bacterial genetics/genomics and microbiome research (5%);
- 4) Proven experience in mentoring or supervising junior researchers (2.5%);
- 5) Proven experience in project management (2.5%);

- 6) Prior involvement in an industrial setting (5%);
- 7) Past experience in grant writing and applying for European funding (5%).

MOTIVATION LETTER (20%)

The analysis of the Motivation Letter took in consideration the following criteria:

- 1) Interest and motivation for the proposed workplan (10%);
- 2) Written communication in English (10%).

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

Following this, only the applicant identified below scored at least 50% and was invited for an Interview.

- Catarina Milho

INTERVIEW (40%)

The interview phase took place on 23rd of November 2023 and intended to evaluate the criteria indicated below:

- 1) Organizational skills and attention to detail (15%);
- 2) Spoken English and Portuguese (15%);
- 3) Interpersonal skills relevant for this position (10%);

The analysis and discrimination of the admitted candidate's classification in the interview phase and total classification in both phases are presented in the table of Annex II.

At this stage the candidate with the highest score will be selected for the position.

Lisbon, 23rd of November of 2023



Ana Santos Almeida



Zita Carvalho Santos



Sofia Marques

ANNEX I - Evaluation: Employment Contract - Ref. IMM/CT/96-2023

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Name of applicant	Curricular evaluation (40%)							Motivation Letter (20%)		Justification	Total ANNEX I
	Master's degree in microbiology, ecology, biotechnology, biological engineering, or a related field (10%)	Experience (5+ years) in managing a laboratory in either academia or industrial settings (10%)	Solid expertise in bacterial genetics/genomics and microbiome research (5%)	Proven experience in mentoring or supervising junior researchers (2.5%)	Proven experience in project management (2.5%)	Prior involvement in an industrial setting (5%)	Past experience in grant writing and applying for European funding (5%)	Interest and motivation for the proposed workplan (10%)	Written communication in English (10%)		
Asma Ressaissi	8,00	0,00	5,00	2,50	2,50	0,00	0,00	5,00	10,00	MSc in Food Safety, currently a postdoc at ITQB. Certificate in Project Management, but no experience in lab management. Experience in microbial genetics, microbial growth, cell an molecular biology. No experience in industry. No grants listed in her CV. Excellent command of written English. The candidate did not state her motivation to join the lab and the specific proposed workplan.	33,00
Catarina Milho	10,00	10,00	5,00	2,50	2,50	5,00	5,00	8,00	10,00	MSc in Applied Microbiology. The candidate worked at FairJourney Biologicals, a biotech company, and managed the R&D lab at AquaValor (Colab). Proven experience in grant writing and grant management, project management. Experience in bacteriology, microbial genetics, sequencing techniques and bioinformatic tools. Excellent command of written English. Explained clearly her motivation to join the lab.	58,00

ANNEX II - Evaluation: Employment Contract - Ref. IMM/CT/96-2023

Name of applicant	Classification ANNEX I	Interview (40%)			Justification	Total ANNEX II	Total ANNEX I + ANNEX II	Ranking
		Organizational skills and attention to detail (15%)	Spoken English and Portuguese (15%)	Interpersonal skills relevant for this position (10%)				
Catarina Milho	58,00	15,00	15,00	8,00	The candidate performed very well in her interview, confirming her excellent CV and suitability for this position.	38,00	96,00	1,00

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AS