

Jury Meeting Minute
Warehouse Technician
Reference IMM/CT/95-2023

Alexandre Jesus
Ana Rita Figueira
Rita Pífano

Instituto de Medicina Molecular João Lobo Antunes (iMM) opened a call for the hiring of Warehouse Technician to join the Purchasing and Procurement Area integrated in Finance and Operations Office coordinated by Fausto Lopo de Carvalho, 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 Portugal on 24th of October 2023, and also disseminated in iMM website.

The call was opened for 10 working days starting on 25th of October and ending on 9th of November 2023, having applied the following candidate:

- | | |
|----------------------|-------------------|
| - Alan Luiz | - Laura Dias |
| - Ângelo Jesus | - Leonardo Neves |
| - Daniela Fortuna | - Luís Gouveia |
| - Diogo Graça | - Manuel Lopes |
| - Duarte Mendes | - Marco Beato |
| - Gonçalo Brás | - Mário Lourenço |
| - Herlander Carvalho | - Mauro Berniz |
| - Inês Machado | - Ricardo Chaves |
| - Joana Sampaio | - Sérgio Raimundo |
| - João Fernandes | - Soraia Pratas |
| - Joaquim Coelho | |

The applicants Diogo Graça, Herlander Carvalho, Leonardo Neves, Luís Gouveia and Sérgio Raimundo were excluded since they didn't submit all the required documents indicated in the job ad. The candidate Manuel Lope was excluded since he didn't hold the required degree.

On November 20th, 2023, the jury composed by Alexandre Jesus, Ana Rita Vicente and Rita Pífano met to analyze the application documents (Detailed CV; Motivation letter; Certificate of the required degree level) in accordance to the profile and work plan indicated in the job advert.

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

- **1st Phase: Curriculum Evaluation: 40% and Motivation Letter: 10%;**
- **2nd Phase: Interview: 50%.**

Alexandro Jesus

Aua Rita Fouseca Vilela

Rita Pina

Curricular Evaluation (40%)

The Curriculum Vitae based on the following criteria:

- Analyses of the curriculum vitae (40%).

The jury has considered the classifications from 0 to 100 to each candidate.

The Motivation Letter (10%) based on the following criteria:

- Interest demonstrated by the candidate and the relevance of the candidate's profile to the topic of the call (10%)

The jury has considered the classifications from 0 to 100 to each criteria and each candidate.

The classification of each candidate has the note considered by the jury along with the note with the weight considered for that criteria, as defined in the percentage above.

The total of annex I has the ponderation of 50%, as required in the job offer.

The calculation behind the scores were: sum of (note with weight of the CV + note with weight of the Motivation Letter).

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

Interview (50%)

Thus, the following applicant(s) obtained at least 40% in First phase and were invited for an interview.

Ângelo Jesus was not present for the interview.

Marco Beato refused to follow up for the interview phase.

The interview took place in November, 24th, 2023 with the candidates:

- Gonçalo Brás
- Laura Dias
- Soraia Pratas

For the interview, the jury considered the following criteria:

- Good knowledge of Microsoft Office (5%)
- Previous experience in Warehouse functions (15%)
- Capacity of working individually and in a team (20%)
- Knowledge of English language (10%)

The jury has considered the classifications from 0 to 100 for each criteria and each candidate.

The classification of each candidate has the note considered by the jury along with the note with the weight considered for that criteria, as defined in the percentage above.

The total classification of each candidate in annex II has the ponderation of 50%, as required in the job offer.

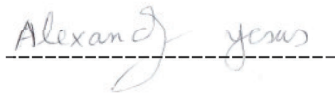
The calculation behind the scores for Phase II were: the sum of (note with weight of Good Knowledge of Microsoft Office + note with weight of Previous experience in Warehouse functions + note with weight of Capacity of working individually and in a team + note with weight Knowledge of English language).

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

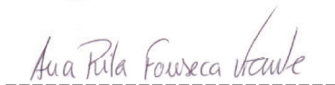
At this stage the candidate with the highest score of the sum of both phases will be the candidate selected for the position.

Lisbon, November 27th, 2023

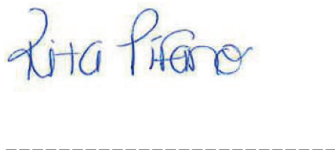
Alexandre Jesus

Handwritten signature of Alexandre Jesus in black ink, written over a dashed horizontal line.

Ana Rita Vicente

Handwritten signature of Ana Rita Figueira Vicente in black ink, written over a dashed horizontal line.

Rita Pifano

Handwritten signature of Rita Pifano in blue ink, written over a dashed horizontal line.

ANNEX I - Evaluation: Employment Contract - Ref. IMW/CT/95-2023

Applicants	Evaluation of CV (40%)				Motivation Letter (60%)				TOTAL ANNEX I
	Analysis of the curriculum Vitae (40%)				Interest demonstrated by the candidate and the relevance of the candidate's profile to the topic of the call (60%)				
Name of Jury	Analysis of the curriculum Vitae (40%)	Analysis of the curriculum Vitae (40%)	Analysis of the curriculum Vitae (40%)	Analysis of the curriculum Vitae (40%)	Analysis of the curriculum Vitae (40%)	Analysis of the curriculum Vitae (40%)	Analysis of the curriculum Vitae (40%)	Analysis of the curriculum Vitae (40%)	Analysis of the curriculum Vitae (40%)
Alan Luiz	Experience in laboratory settings only. CV focused in scientific journals.	50	20	Justification	Refers wanting to assist in various research studies, while the work in the warehouse is not focused on research.	50	5	25	
		85	34	Justification	Experience in excel and warehouse.	70	7	41	
Daniela Fortuna	Experience in illustration and animation only.	50	30	Justification	Interested and excited.	70	7	27	
		50	30	Justification	Interested and excited.	90	9	29	
Duarte Mendes	Experience in business management only.	100	40	Justification	Refers a different position than the one called for.	70	7	27	
		50	20	Justification	Refers administrative work and secretary, along with dealing with files.	50	5	25	
Georgio Brás	Experience in warehouse work and procedures for managing orders.	50	20	Justification	Interested and excited.	50	5	25	
		50	20	Justification	Interested and excited.	50	5	25	
Imila Machado	Experience in laboratory settings only.	70	28	Justification	Refers administrative work and secretary, along with dealing with files.	50	5	25	
		60	24	Justification	Letter difficult to read although referring some work in warehouse.	50	5	25	
Joana Sampaio	Experience in administrative work only.	60	24	Justification	Letter difficult to read although referring some work in warehouse.	50	5	25	
		60	24	Justification	Letter difficult to read although referring some work in warehouse.	50	5	25	
Jolio Fernandes	Multiple experiences, with a focus on electronics and computer systems.	60	24	Justification	Letter difficult to read although referring some work in warehouse.	50	5	25	
		60	24	Justification	Letter difficult to read although referring some work in warehouse.	50	5	25	

Alexandre Jesus

Ana Rita Figueira Duarte

Rita Figueira

Joaquim Coelho	60	24	60	0	30
	Experience in management and work in projects, with work in Purchasing only as support.	Justification	Enthusiastic.	Justification	
Leana Dias	100	40	80	0	48
	Experience in warehouse work and procedures for managing orders.	Justification	Refers the experience in work and connection with the job opening.	Justification	
Marco Basto	100	40	80	0	48
	Experience in warehouse work and procedures for managing orders.	Justification	Refers the experience in work and connection with the job opening.	Justification	
Mário Lourenço	50	20	10	1	21
	Little experience in stock and warehouse management.	Justification	No information regarding motivation.	Justification	
Mauro Berniz	80	24	80	0	32
	Some experience in warehouse work but with a focus on shipping documentation. Difficulties in english and portuguese.	Justification	Refers the experience in work and connection with the job opening.	Justification	
Ricardo Chaves	50	20	50	5	25
	Focus on team coordination and assembly work.	Justification	Focus on team coordination.	Justification	
Soralla Freitas	100	40	80	0	48
	Experience in warehouse work and procedures for managing orders.	Justification	Refers the experience in work and connection with the job opening.	Justification	

Alexandre Gomes

Ana Rita Ferreira Vaz

Rita Pereira

ANNEX II - Evaluation: Employment Contract - Ref. IMM/CT/95-2023

Applicants	Interview (50%)															Total ANNEX II	Total classification (Annex I + Annex II)					
	Good knowledge of Microsoft Office (5%)				Previous experience in Warehouse functions (15%)				Capacity of working individually and in a team (20%)				Knowledge of English language (10%)									
	Alexandre Jesus	Ana Rita Vicente	Rita Pifano	Note with weight	Alexandre Jesus	Ana Rita Vicente	Rita Pifano	Note with weight	Alexandre Jesus	Ana Rita Vicente	Rita Pifano	Note with weight	Alexandre Jesus	Ana Rita Vicente	Rita Pifano			Note with weight				
Name of Jury	100				5	100				15	80				16	60				6	42	82
Gonçalo Brás	Good knowledge of Microsoft Office				Justification	Has experience in warehouse functions and documentantion				Justification	Considers team work as an essential part of a successful project				Justification	Has some knowledge of english language				Justification		
Laura Dias	Good knowledge of Microsoft Office				Justification	Has experience in warehouse functions and ERPs				Justification	Considers team work as an essential part of a successful project				Justification	Has native knowledge in english language				Justification		92.5
Soralla Freitas	Good knowledge of Microsoft Office				Justification	Has some experience in warehouse functions				Justification	Considers team work as an essential part of a successful project				Justification	Has some difficulties in english language				Justification		79.5

Alexandre Jesus
Rita Pifano
Ana Rita Figueira