Jury Meeting Minute
Lab Technician
Reference IMM/CT/20-2024

Instituto de Medicina Molecular João Lobo Antunes (iMM) opened a call for the hiring of a Lab Technician to join the Cell Architecture Laboratory under the research project *"Defining the role of Arp2/3 complex diversity at multiple scales of biology"* with the reference *ERC-2018-SyG – ArpComplexity – GA 810207,* funded by **European Commission.**

The job advert was published in EURAXESS Portugal on 23rd of February of 2024 and also disseminated in iMM website.

The call was opened from 26th of February until 08th of March 2024, having applied the following candidates:

- Alexandra Rusu
- Ana Félix
- Bianca Miranda
- Carla Gomes
- Carlota Pereira
- Diogo Magalhães
- Duarte Candeias
- Filipa Manuel
- Frederico Mateus
- Frederico Rego
- Ghazanfar Ali
- Isa Mota
- Isabel Sesifredo
- Joana Pereira
- João Nabo
- José Vareda
- Léna Czeloth
- Maria Pacheco
- Rita Marques
- Rita Pires
- Victoria Gil
- Vitor Silva
- Wilma Sobral

The applicants Carlota Pereira, Joana Pereira and João Nabo were excluded since they did **not submit all the required documents in the job ad and they were informed of that.**

On the 12 of March of 2024, the jury composed by Edgar Gomes (President of the Jury), Sérgio Almeida and Leonor Saúde, met to analyze the application documents (Motivation Letter in English, Detailed CV, BSc or MSc certificate and contacts of 2 references).

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

- **1ˢᵗ Phase: Curricular evaluation (60%) and motivation letter (20%)**
Based on the Curriculum, it will be analyzed qualitatively, and in what concerns to its content and relevance for the tasks to be performed, namely:
   a) Experience in Animal work (30%);
   b) Experience in lab management and organization (30%)

Based on the motivation letter, it will be analyzed qualitatively, and in what concerns to its content and relevance for the tasks to be performed, namely:
   a) Proficient in english (10%);
   b) Motivation and curiosity to perform tasks and integrate the project (10%)

- **2ⁿᵈ Phase: Interview (20%)**

The jury will select for the interview the candidates who score at least 75% in phase 1.

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.

Following this, on the 13 of March of 2024, the jury contacted the 7 candidates with the highest score (through email) and invited them for an interview. The seven candidates selected for the interview are identified below:

- Diogo Magalhães
- Bianca Miranda
- Filipa Manuel
- Frederico Rego
- Isa Mota
- Isabel Sesifredo
- Maria Pacheco
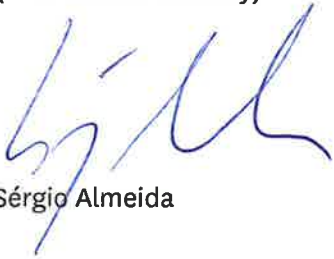
The candidate Diogo Magalhães was not available for the interview and was excluded for that reason.
The analysis and discrimination of each candidate classification in the Second Phase and the total classification in both phases are presented in the table of Annex II attached to this minute.

Lisbon, 26 of March of 2024

Edgar Gomes
(President of the Jury)

Sérgio Almeida

Leonor Saúde

Validation by the Heads of the Institution

Professor M. Carmo-Fonseca
President

Professor Bruno Silva Santos
Vice President

ANNEX I – Evaluation: Employment Contract – Ref. IMM/CT/20-2024

Curricular Analysis (60%) — Motivation Letter (20%)

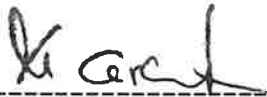| Applicants / Name of Jury	Experience in Animal work (30%)				Experience in lab managment and organization (30%)				Proficient in english (10%)				Motivation and curiosity to perform tasks and integrate the project (10%)				Total ANNEX I
	Edgar Gomes	Sérgio Almeida	Leonor Saúde	Average	Edgar Gomes	Sérgio Almeida	Leonor Saúde	Average	Edgar Gomes	Sérgio Almeida	Leonor Saúde	Average	Edgar Gomes	Sérgio Almeida	Leonor Saúde	Average	
Alexandra Rusu	0%	0%	0%	0,00%	0%	0%	0%	0,00%	8%	8%	8%	8,00%	5%	5%	5%	5,00%	13,00%
Justification	The candidate does not have any experience with animal work	The candidate does not have any experience with animal work	The candidate does not have any experience with animal work		Candidate does not have experience in lab managment	Candidate Does not have experience in lab managment	Candidate does not have experience in lab managment		Proficient in english	Proficient in english	Proficient in english		The field of interest of the candidate doesn't align with our Project needs	The field of interest of the candidate doesn't align with our Project needs	The field of interest of the candidate doesn't align with our Project needs		
Ana Félix	5%	5%	5%	5,00%	0%	0%	0%	0,00%	10%	10%	10%	10,00%	3%	3%	3%	3,00%	18,00%
Justification	The candidate experience with animal work is only with chicken model	The candidate experience with animal work is only with chicken model	The candidate experience with animal work is only with chicken model		Candidate does not have experience in lab managment	Candidate does not have experience in lab managment	Candidate does not have experience in lab managment		Proficient in english	Proficient in english	Proficient in english		Candidate demonstrates motivation to pursuit a career in microbiology	Candidate demonstrates motivation to pursuit a career in microbiology	Candidate demonstrates motivation to pursuit a career in microbiology		
Bianca Miranda	30%	30%	30%	30,00%	30%	30%	30%	30,00%	8%	8%	8%	8,00%	10%	10%	10%	10,00%	80,00%
Justification	Candidate have experience with rodents and the FELASA certificate	Candidate have experience with rodents and the FELASA certificate	Candidate have experience with rodents and the FELASA certificate		Candidate has work experience as a lab manager	Candidate has work experience as a lab manager	Candidate has work experience as a lab manager		Proficient in english	Proficient in english	Proficient in english		Motivated candidate that demonstrates relevant experience for the project and the Lab	Motivated candidate that demonstrates relevant experience for the project and the Lab	Motivated candidate that demonstrates relevant experience for the project and the Lab		
Carla Gomes	0%	0%	0%	0,00%	0%	0%	0%	0,00%	10%	10%	10%	10,00%	3%	3%	3%	3,00%	11,00%
Justification	candidate does not have experience with animal work	candidate does not have experience with animal work	Candidate have experience with animal work		candidate does not have experience in lab managment	candidate does not have experience in lab managment	candidate does not have experience in lab managment		Proficient in english	Proficient in english	Proficient in english		Candidate demonstrates motivation to pursuit a career in microbiology	Candidate demonstrates motivation to pursuit a career in microbiology	Candidate demonstrates motivation to pursuit a career in microbiology		
Diogo Magalhães	25%	25%	25%	25,00%	30%	30%	30%	30,00%	10%	10%	10%	10,00%	10%	10%	10%	10,00%	75,00%
Justification	Candidate have experience with rodents. Although doesn't have the FELASA certificate	Candidate have experience with rodents. Although doesn't have the FELASA certificate	Candidate have experience with rodents. Although doesn't have the FELASA certificate		Candidate has work experience as a lab manager	Candidate has work experience as a lab manager	Candidate has work experience as a lab manager		Proficient in english	Proficient in english	Proficient in english		Motivated candidate that demonstrates relevant experience for the project and the Lab	Motivated candidate that demonstrates relevant experience for the project and the Lab	Motivated candidate that demonstrates relevant experience for the project and the Lab		

Candidate evaluation matrix (rotated table). Each criterion shows the three evaluators' descriptive assessment and scores, followed by a summary ("Justification") percentage.

Candidate	Experience with rodents / FELASA	Score	Lab management experience	Score	English	Score	Motivation / field interest	Score	Total
Duarte Candeias	Candidate have experience with rodents and the FELASA certificate	30% / 30% / 30% → 30.00%	candidate does not have experience in lab managment	0% / 0% / 0% → 0.00%	Proficient in english	9% / 9% / 9% → 8.00%	Candidate motivation doesn't match with the needs of the project	6% / 6% / 6% → 6.00%	45.00%
Filipa Manuel	Candidate have experience with rodents. Although doesn't have the FELASA certificate	25% / 25% / 25% → 25.00%	Candidate has work experience in lab management	30% / 30% / 30% → 30.00%	Proficient in english	10% / 10% / 10% → 10.00%	Motivated candidate that demonstrates relevant experience for the project and the Lab	10% / 10% / 10% → 10.00%	75.00%
Frederico Mateus	candidate does not have experience in lab managment	0% / 0% / 0% → 0.00%	candidate does not have experience in lab managment	0% / 0% / 0% → 0.00%	Proficient in english	8% / 8% / 8% → 8.00%	The field of interest of the candidate doesn't align with our Project needs	3% / 3% / 3% → 3.00%	11.00%
Frederico Rego	Candidate have experience with rodents. Although doesn't have the FELASA certificate	25% / 25% / 25% → 25.00%	Candidate have some work experience in management tasks	15% / 15% / 15% → 15.00%	Proficient in english	8% / 8% / 8% → 8.00%	The field of interest of the candidate doesn't align with our Project needs	5% / 5% / 5% → 5.00%	28.00%
Ghazanfar Ali	candidate does not have experience in lab management	0% / 0% / 0% → 0.00%	Candidate has work experience in lab management	25% / 25% / 25% → 25.00%	Proficient in english	10% / 10% / 10% → 10.00%	Motivated candidate that demonstrates relevant experience for the project and the Lab	10% / 10% / 10% → 10.00%	75.00%
Isa Mota	Candidate have experience with rodents and the FELASA certificate	30% / 30% / 25% → 25.00%	Candidate has work experience in lab management	30% / 30% / 30% → 30.00%	Proficient in english	10% / 10% / 10% → 10.00%	Motivated candidate that demonstrates relevant experience for the project and the Lab	10% / 10% / 10% → 10.00%	75.00%

Candidate evaluation scoring grid. Each criterion block contains three evaluator scores followed by a "Justification" (combined) percentage; the final column is the candidate total.

Criteria (block descriptions):
- **Exp. w/ rodents & FELASA** — "Candidate have experience with rodents / animal work (Although doesn't have the FELASA certificate)" / "candidate does not have experience with animal work"
- **Lab management** — "Candidate has work experience in lab management" / "some experience in lab managment tasks" / "limited experience in lab management" / "candidate does not have experience in lab managment"
- **Proficient in english**
- **Motivation / field of interest** — "Motivated candidate that demonstrates relevant experience for the project and the Lab" / "The field of interest of the candidate doesn't align with our Project needs"

Candidate	Rodents/FELASA			Just.	Lab mgmt			Just.	English			Just.	Motivation			Just.	Total
Isabel Sesiffredo	0%	0%	0%	0,00%	0%	0%	0%	0,00%	8%	8%	8%	8,00%	5%	5%	5%	5,00%	13,00%
José Vareda	25%	25%	25%	25,00%	0%	0%	0%	0,00%	8%	8%	8%	8,00%	5%	5%	5%	5,00%	13,00%
Léna Czeloth	30%	30%	30%	30,00%	15%	15%	15%	15,00%	8%	8%	8%	8,00%	3%	3%	3%	3,00%	51,00%
Maria Pacheco	30%	30%	30%	30,00%	25%	25%	25%	25,00%	10%	10%	10%	10,00%	10%	10%	10%	10,00%	75,00%
Rita Marques	0%	0%	0%	0,00%	10%	10%	10%	10,00%	8%	8%	8%	8,00%	5%	5%	5%	5,00%	8,00%
Rita Pires	0%	0%	0%	0,00%	10%	10%	10%	10,00%	8%	8%	8%	8,00%	5%	5%	5%	5,00%	33,00%
Victoria Gil	0%	0%	0%	0,00%	10%	10%	10%	10,00%	8%	8%	8%	8,00%	5%	5%	5%	5,00%	33,00%

	(25%)	(25%)	(25%)	Justification	(10%)	(10%)	(10%)	Justification	(8%)	(8%)	(8%)	Justification	(0%)	(0%)	(0%)	Justification	
	candidate does not have experience with animal work	candidate does not have experience with animal work	candidate does not have experience with animal work		candidate have limited experience in lab managment	candidate have limited experience in lab managment	candidate have limited experience in lab managment		Proficient in english	Proficient in english	Proficient in english		The field of interest of the candidate doesn't align with our Project needs	The field of interest of the candidate doesn't align with our Project needs	The field of interest of the candidate doesn't align with our Project needs		
Vitor Silva	25%	25%	25%	75,00%	10%	10%	10%	10,00%	8%	8%	8%	8,00%	0%	0%	0%	0,00%	43,00%
Wilma Sobral	Candidate have experience with rodents as a colony manager. FELASA certificate	Candidate have experience with rodents as a colony manager. FELASA certificate	Candidate have experience with rodents as a colony manager. FELASA certificate	Justification	candidate have limited experience in lab managment	candidate have limited experience in lab managment	candidate have limited experience in lab managment	Justification	Proficient in english	Proficient in english	Proficient in english	Justification	The field of interest of the candidate doesn't align with our Project needs	The field of interest of the candidate doesn't align with our Project needs	The field of interest of the candidate doesn't align with our Project needs	Justification	

ANNEX II- Evaluation: Employment Contract - Ref. IMM/CT/20-2024

Interview (20%)

Applicants	Motivation and curiosity to perform tasks and integrate the project (10%)					Relevant experience for the Project (5%)					Proficiency in Portuguese and English (5%)					Total ANNEX II	Total ANNEX I + ANNEX II
Name of Jury	Edgar Gomes	Sérgio Almeida	Leonor Saúde	Average	Justification	Edgar Gomes	Sérgio Almeida	Leonor Saúde	Average	Justification	Edgar Gomes	Sérgio Almeida	Leonor Saúde	Average	Justification		
Filipa Manuel	5% the candidate performed well	5% the candidate performed well	5% the candidate performed well	5,00%	the candidate performed well	3% The candidate has some experience	3% The candidate has some experience	3% The candidate has some experience	3,00%	The candidate has some experience	5% The candidate expressed proficiency in Portuguese and English	5% The candidate expressed proficiency in Portuguese and English	5% The candidate expressed proficiency in Portuguese and English	5,00%	The candidate expressed proficiency in Portuguese and English	13,00%	88,00%
Bianca Miranda	6%	6%	6%	6,00%	the candidate performed very well	3% The candidate has some experience	3% The candidate has some experience	3% The candidate has some experience	3,00%	The candidate has some experience	5% The candidate expressed proficiency in Portuguese and English	5% The candidate expressed proficiency in Portuguese and English	5% The candidate expressed proficiency in Portuguese and English	5,00%	The candidate expressed proficiency in Portuguese and English	14,00%	94,00%
	5% the candidate performed very well	5% the candidate performed very well	5% the candidate performed very well	5,00%	the candidate performed very well	2% The candidate has some experience	2% The candidate has some experience	2% The candidate has some experience	2,00%	The candidate has some experience	5% The candidate expressed proficiency in Portuguese and English	5% The candidate expressed proficiency in Portuguese and English	5% The candidate expressed proficiency in Portuguese and English	5,00%	The candidate expressed proficiency in Portuguese and English	12,00%	87,00%
Frederico Rego	5% the candidate performed well	5% the candidate performed well	5% the candidate performed well	5,00%	the candidate performed well	3% The candidate has little experience	3% The candidate has little experience	3% The candidate has little experience	3,00%	The candidate has little experience	5% The candidate expressed proficiency in Portuguese and English	5% The candidate expressed proficiency in Portuguese and English	5% The candidate expressed proficiency in Portuguese and English	5,00%	The candidate expressed proficiency in Portuguese and English	13,00%	88,00%

Candidate	Performance (Eval 1)	Performance (Eval 2)	Performance (Eval 3)	Justification	Weight	Experience (Eval 1)	Experience (Eval 2)	Experience (Eval 3)	Justification	Weight	Language (Eval 1)	Language (Eval 2)	Language (Eval 3)	Justification	Weight	Subtotal	Final
Isa Mota	the candidate performed well (5%)	the candidate performed well (5%)	the candidate performed well (5%)	Justification	5,00%	The candidate has some experience (3%)	The candidate has some experience (3%)	The candidate has some experience (3%)	Justification	3,00%	The candidate expressed proficiency in Portuguese and English (5%)	The candidate expressed proficiency in Portuguese and English (5%)	The candidate expressed proficiency in Portuguese and English (5%)	Justification	5,00%	13,00%	88,00%
Isabel Sesifredo	the candidate performed well (5%)	the candidate performed well (5%)	the candidate performed well (5%)	Justification	5,00%	The candidate has some experience (5%)	The candidate has some experience (5%)	The candidate has some experience (5%)	Justification	5,00%	The candidate expressed proficiency in Portuguese and English (5%)	The candidate expressed proficiency in Portuguese and English (5%)	The candidate expressed proficiency in Portuguese and English (5%)	Justification	5,00%		
Maria Pacheco	the candidate performance was excelent (10%)	the candidate performance was excelent (10%)	the candidate performance was excelent (10%)	Justification	10,00%	The candidate has good experience	The candidate has good experience	The candidate has good experience	Justification	5,00%	The candidate expressed proficiency in Portuguese and English (5%)	The candidate expressed proficiency in Portuguese and English (5%)	The candidate expressed proficiency in Portuguese and English (5%)	Justification	5,00%	20,00%	95,00%