

Iolanda M.
Daniel Costa
Pedro Santos

Jury Meeting Minute

Caretaker Position

Reference IMM/CT/17-2024

Instituto de Medicina Molecular João Lobo Antunes (iMM) opened a call to hire a Caretaker to join the Rodents Unit coordinated by Iolanda Moreira within the project *UIDB/50005/2020* supported by FCT / MCTES through national funds (PIDDAC).

The job advert was published in EURAXESS Portugal on 16th of February of 2024 and also disseminated in iMM website.

The call was opened from 19th of February until 01st of March 2024, having applied the following candidates:

- Alan Luiz
- Ana Filipa Rodrigues
- Ana Luísa Santos
- Daniela Ferreira
- Igor Luís
- Isabel Dias
- Liz Mendonça
- Lucinéia de Oliveira
- Maria Joana Rodrigues
- Mariana Godinho
- Nádia Correia
- Nicolli Rocha
- Rui Geadas

The applicants Ana Luísa Santos, Igor Luís, Nádia Correia and Nicolli Rocha were excluded since they did **not submit all the required documents in the job ad and they were informed of that.**

On the 27 of March of 2024, the jury composed by Iolanda Moreira (President of the Jury), Daniel Costa and Pedro Santos, met to analyze the application documents (Motivation Letter, Detailed CV and academic certificate).

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

1st Phase: Curricular evaluation (30%) – Based on the CV analysis (22,5%) and Motivation Letter (7,5%)

- ✓ Based on the **Curriculum**, it was analyzed qualitatively, and in what concerns to its content and relevance for the tasks to be performed, namely:
 - a) Academic education consistent with the functions (5%);
 - b) Previous experience in the area of the proposed work plan (5%);
 - c) Training in Laboratory Animal Science or other training relevant for the job (7,5%);
 - d) Knowledge of the English language (2,5%);
 - e) Informatics knowledge from the user's perspective (2,5%).

- ✓ Based on the **Motivation Letter**, it was analyzed the following criteria:
- a) Motivation and interest for the activities to be performed (5%)
 - b) Written communication (2,5%)

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.

2nd Phase: Interview (70%)

Following the 1st Phase evaluation, only 4 (four) applicants scored at least 15% and were invited for an Interview. The 4 (four) applicants are identified below:

- Alan Luiz
- Daniela Ferreira
- Maria Joana Rodrigues
- Mariana Godinho

On 24th of April 2024, the jury contacted the 4 (four) candidates through email and invited them for an interview.

The candidate Alan Luiz withdrew from the process and did not attend the interview. The candidate Daniela Ferreira did not respond to the interview invitation.

The interviews to the applicants Maria Joana Rodrigues and Mariana Godinho took place on April 29th 2024. Based on the Interview, the jury intended to evaluate the following criteria:

- Perspective of continuity in the job (12,5%);
- Interest and motivation (12,5%);
- Communication Skills, organization and method (10%);
- Ability to work individually and in a team (10%);
- Attitude towards research with animal models (10%);
- Individual characteristics relevant for the job (10%);
- English skills (5%).


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 will be the one selected for the position.

Lisbon, 30th of April 2024



Iolanda Moreira
(President of the Jury)

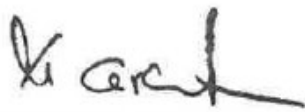


Pedro Santos

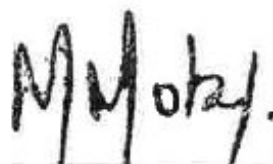


Daniel Costa

Validation by the Heads of the Institution



Professor M. Carmo-Fonseca
President



Professor Maria M. Mota
Executive Director

ANNEX I - Employment Contract - Ref. IMM/CT/17-2024

Applicants	Curricular Evaluation (22,5%)						Motivation Letter (7,5%)		Total ANNEX I	Justification
	Academic education consistent with the functions (5%) Basic education or overqualified: 0% Secondary education: 2,5% Bachelor's degree in the field of biological sciences: 5%	Previous experience in the area of the proposed work plan (5%) With laboratory animals in the context of Rodent Facility and/or in similar tasks: 5% With laboratory animals in other contexts, with other animals or in other relevant tasks: 2,5% No previous experience or overqualified: 0%	Training in Laboratory Animal Science or other training relevant for the job (7,5%) Specific training for the job: 7,5% Non-specific training but relevant skills/knowledge for the job: 5% Non-specific training but short/theoretical contact with laboratory animals and/or the proposed tasks: 2,5% No relevant training for the job: 0%	Knowledge of the English language (2,5%) English language user: 2,5% Non-user of the English language: 0%	Informatics knowledge from the user's perspective (2,5%) Has knowledge from the user's perspective: 2,5% Has no knowledge from the user's perspective: 0%	Motivation and interest for the activities to be performed (5%) Motivated to work with laboratory animals in the context of animal facility: 5% Motivated to work with animals or other areas of biomedical research: 2,5% Did not reveal specific motivation for the job: 0%	Written communication (2,5%) The candidate clearly communicates motivation, and expectations are in line with the job description (2,5%). The candidate is motivated to work, although not specifically in the proposed work plan (1%). The candidate does not clearly communicate motivation, and/or expectations are not aligned with the job description (0%).			
Alan Luiz	0,0	2,5	5,0	2,5	2,5	2,5	0,0	15,0	The candidate is overqualified for the Job, holding a master's degree (0%). He has previous experience in laboratory tasks that may be useful for the proposed work plan (2,5%) and contact with the laboratory environment (2,5%). The candidate is proficient in the English language (2,5%) and has basic knowledge of Informatics tools (2,5%). He is motivated to work in biomedical research, but not necessarily interested in the specific context of the animal facility (2,5%), and expectations are not aligned with the job description (0%).	
Ana Filipa Rodrigues	0,0	0,0	0,0	2,5	2,5	5,0	2,5	12,5	The candidate is overqualified for the Job, holding a master's degree (0%). She is motivated to work in a service that provides support to research activities (5%), and expectations are in line with the proposed work plan (2,5%). The candidate is an independent user of the English language (2,5%) and has basic knowledge of informatics tools (2,5%). However, the candidate has no relevant previous experience (0%) and no specific training for the proposed work plan (0%).	
Daniela Ferreira	0,0	2,5	0,0	2,5	2,5	5,0	2,5	15,0	The candidate is overqualified for the Job, holding a master's degree (0%). She is proficient in the English language (2,5%) and has basic knowledge of informatics tools (2,5%). She is motivated to work as an animal caretaker, providing care to animals (5%), and expectations are in line with the proposed work plan (2,5%). She has previous experience in laboratory tasks that may be useful for the proposed work plan (2,5%), but she lacks specific training for the job (0%).	
Isabel Dias	2,5	2,5	0,0	2,5	2,5	0,0	0,0	10,0	The candidate has secondary education (2,5%). She has experience in laboratory tasks that may be useful in the context of the proposed work plan (2,5%), but she lacks training for the activities (0%). She does not show motivation for the job (0%), and it was not possible to assess from the motivation letter if expectations are in line with the job (0%). She also lacks relevant training for the job (0%) and has no previous experience (0%).	
Liz Mendonça	0,0	2,5	0,0	0,0	2,5	5,0	2,5	12,5	The candidate shows motivation to work with animals in the context of an animal facility (5%), and expectations are in line with the job description (2,5%). The candidate is academically overqualified (0%). Additionally, the candidate has previous experience with other animals (2,5%). However, there is no specific training for the job (0%). It was not possible to assess if the candidate speaks and understands English (0%) or has basic knowledge of informatics tools (2,5%).	
Lucinéia de Oliveira	2,5	2,5	0,0	0,0	2,5	0,0	1,0	8,5	The candidate is motivated to work, although not specifically in the proposed work plan (1%), and did not reveal specific motivation for the job (0%). The candidate has secondary education (2,5%). Additionally, the candidate is not an independent user of the English language (0%) and has informatic knowledge from the user's perspective (2,5%). Lucinéia has previous experience working with animals (2,5%), but she lacks specific training for the job (0%).	
Maria Joana Rodrigues	2,5	2,5	5,0	0,0	2,5	2,5	1,0	16,0	The candidate is motivated to work, although not specifically in the proposed work plan (1%). Additionally, she is motivated to work with animals or in other areas of biomedical research (2,5%). The candidate has secondary education (2,5%). She is trained as a veterinary assistant, which provides relevant experience for the job, although not species-specific (2,5%), and has received non-specific training but possesses relevant skills and knowledge for the job (5%). It was not possible to assess if the candidate uses the English language (0%), but she has basic informatics skills (2,5%).	
Mariana Godinho	2,5	0,0	0,0	2,5	2,5	5,0	2,5	15,0	The candidate is a proficient user of the English language (2,5%) and has knowledge of informatic tools (2,5%). She is motivated to specifically work with laboratory animals in the context of an animal facility (5%). The candidate clearly communicates motivation, and expectations are in line with the job description (2,5%). The candidate has no previous experience (0%) and no specific training for the job (0%). Additionally, she has secondary education (2,5%).	
Rui Geadas	2,5	0,0	0,0	2,5	2,5	0,0	0,0	7,5	The candidate is a proficient user of the English language (2,5%) and has knowledge of informatic tools (2,5%). She has no previous experience (0%) and no specific training for the job (0%). Additionally, she has secondary education (2,5%). From the motivation letter, the candidate does not show motivation for the job (0%) and alignment of expectations (0%).	

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Roberto S. B.

ANNEX II - Employment Contract - Ref. IMM/CT/17-2024

Candidate	Total ANNEX I	Interview (70%)							Total ANNEX II	Justification	Total ANNEX I + ANNEX II	Ranking
		Perspective of continuity in the job (12,5%) The candidate sees the opportunity as a way to gain skills and/or a way to move to other areas of interest: 5% Short term only: 0%	Interest and motivation (12,5%) The candidate showed motivation to work with laboratory animals in a facility environment: 12,5% The candidate showed motivation to work with animals in general: 10% The candidate showed motivation to work in other areas of biomedical research: 5% The candidate has no motivation for the job: 0%	Communication skills, organization and method (10%) The candidate communicated fluently, exposing ideas in a clear and spontaneous way: 10% The candidate communicated easily but did not express himself with great clarity/spontaneity or showed nervousness: 5% The candidate showed communication difficulties, expressing himself in answers that were too short and was unable to elaborate on his ideas: 0%	Ability to work individually and in a team (10%) The candidate showed capacity and aptitude for individual and team work or has a preference for team work: 10% The candidate showed preference to work alone: 5% The candidate reveals difficulties in one of the ways: 0%	Attitude towards research with animal models (10%) The candidate presented a balanced argument, based on cost-benefit reasoning: 10% The candidate was not able to develop his opinion in an elaborate way, being however favorable: 5% The candidate showed an excessively critical stance and/or an abolitionist tendency towards the use of animals in research: 0%	Individual characteristics relevant for the job (10%) During the interview, the candidate showed characteristics that will facilitate work and integration into the team: 10% It was not possible to assess relevant individual characteristics without, however, verifying impediments: 5% There were individual characteristics of the candidate that are not of interest: 0%	English skills (5%) Candidate is able to understand and communicate in English to the level required: 5% The candidate was able to understand but shows some limitations when expressing himself: 2,5% Candidate was unable to interact: 0%				
Maria Joana Rodrigues	16,0	5	12,5	10	10	10	10	5	62,5	The candidate sees the opportunity as a way to gain skills and further develop in other areas of interest (5%). The candidate showed motivation to work with laboratory animals in a facility environment (12,5%). The candidate communicated fluently, expressing ideas clearly and spontaneously (10%). The candidate demonstrated the ability to work in a team while also displaying aptitude for individual work (10%), and her attitude toward research with animal models was balanced and reasonable (10%). The jury identified characteristics that will facilitate work and integration into the team (10%), and English skills are at the required level (5%).	78,5	1
Mariana Godinho	15,0	12,5	10	10	10	10	5	5	62,5	The candidate shows interest in stability and a long term commitment to the job (12,5%). The candidate showed motivation to work with animals in general (10%). The candidate communicated fluently, expressing ideas clearly and spontaneously (10%). The candidate demonstrated the ability to work in a team while also displaying aptitude for individual work (10%), and her attitude toward research with animal models was balanced and reasonable (10%). It was not possible to assess relevant individual characteristics without, however, verifying impediments (5%). English skills are at the required level (5%).	77,5	2

Final Jury Meeting Minute

IMM/CT/17-2024

Polardom.
Daniela
Rui G. B.

During the preliminary hearing period of 10 working days, more precisely on 6th of May 2024 the candidate Rui Geada pronounced about the evaluation process through email to Human Resources and his communication is transcribed below:

Thank you for the reply, but I'm a "he" and my surname is Geada, not Geadas.

*I get a 0,0 for "Motivation and interest for the activities to be performed"?
I was looking for a job, what motivation do people want more?*

*0,0 for "Written communication"?
No one asks me anything in this process.*

*0,0 in "Previous experience in the area of the proposed work plan" and "Training in Laboratory Animal Science or other training relevant for the job"
I agree. it's true, but what chances would I get if no one talked with me?*

Just send an email saying "Thank you for your candidacy, but at the moment your curriculum is not what we are looking for..."

*Best regards
Rui Geada*

On the 8th of May 2024, on behalf of the jury who acknowledge the candidate's communication, the Human Resources Office replied the following:

Caro Rui,

No seguimento do seu email, o qual mereceu a nossa melhor atenção, incumbiu-nos o júri de, em resposta ao mesmo, clarificar o seguinte:

*No critério **Motivation and interest for the activities to be performed**, o candidato concorreu à vaga, mas a motivação não é específica para as funções propostas. Estamos à procura de candidatos motivados para trabalhar em contexto de investigação biomédica, com animais e especialmente em contexto de Biotério com animais de laboratório. Pela análise dos documentos apresentados pelo candidato, não é possível aferir tal motivação.*

*No critério **Written communication**, a comunicação escrita é a forma como o candidato expressa a sua motivação e expectativas e se as mesmas estão alinhadas com as funções propostas. Na carta de motivação apresentada, o candidato não revelou de que forma o seu perfil se enquadra com as funções propostas em edital e embora detalhe a sua experiência prévia, a mesma não é relevante para as funções propostas.*

*No critério **Previous experience in the area of the proposed work plan - Training in Laboratory Animal Science or other training relevant for the job**, naturalmente, é dada preferência a candidatos com experiência e formação prévia nas funções propostas, que o candidato não tem.*

Da análise de candidaturas, o júri considerou que haviam candidatos com perfil mais adequado para a vaga oferecida, tendo sido seleccionados para entrevista os que tiveram pontuação superior a 15%.

O candidato Rui Geada não atingiu a pontuação necessária para prosseguir para a 2ª Fase.

Em relação ao seu apelido ser Geada e não Geadas como consta em ata, informamos que foi um lapso de escrita que será corrigido em ata final, na qual o seu email e a resposta do júri serão reproduzidos.

Com os melhores cumprimentos,

Human Resources Office

No more candidates pronounced about the process and no changes were verified in what concerns to classification and ranking of the admitted candidates.

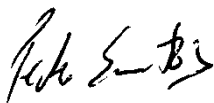
The jury will contact the candidate ranked in 1st Maria Joana Rodrigues, and will offer her the position.

This final decision is signed by the three members of the jury and also validated by the Heads of the Institution.

Lisbon, 21st of May 2024



Iolanda Moreira
(President of the Jury)



Pedro Santos

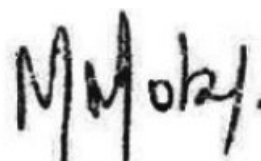


Daniel Costa

Validation by the Heads of the Institution



Professor Bruno Silva Santos
Vice President



Professor Maria M. Mota
Executive Director

ANNEX I – Final list of classification and ranking of the admitted candidate

Ranking	Name	Final Score
1	Maria Joana Rodrigues	78,5
2	Mariana Godinho	77,5
3	Daniela Ferreira and Alan Luiz	15
4	Ana Filipa Rodrigues and Liz Mendonça	12,5
5	Isabel Dias	10
6	Lucinéia de Oliveira	8,5
7	Rui Geada	7,5