

Mariana Fernandes
Mell
José Rino

Jury Meeting Minute
Flow Cytometry Technician
Reference IMM/CT/28-2024

Instituto de Medicina Molecular João Lobo Antunes (IMM) opened a call to hire a Flow Cytometry Technician to join the Flow Cytometry Unit coordinated by Mariana Fernandes within the project **LA/P/0082/2020 through national funds (FCT-OE)**.

The job advert was published in EURAXESS Portugal on 5th of March of 2024 and also disseminated in IMM website and social networks.

The call was opened from 6th to 22nd of March 2024, having applied the following candidates:

- Aberham Abere Alemayehu
- Alexandra Rusu
- Ana Patrícia Ribeiro Negrinho
- Bruno Monteiro
- Cristiana Tomaz
- Inês Chaves Santos
- Isa Fernandes Mota
- João Carlos Ferreira
- João Nabo
- Marco Neves
- Maria Catarina Neves
- Mariana Rita Silvestre Baleia
- Marta Moura
- Mónica Neto
- Nur Muhammad Shahedul
- Patrícia Silva
- Ricardo Carregosa
- Ricardo Garcia
- Saifullah Khan

The applicants Ana Patrícia Ribeiro Negrinho, Marta Moura, Mónica Neto, Ricardo Carregosa and Ricardo Garcia were excluded because they did **not submit all the required documents in the job ad and they were informed about that.**

On the 12th of April of 2024, the jury composed by Mariana Fernandes, Marc Veldhoen and José Rino met to analyze the application documents (Motivation Letter, Detailed CV (2 pages max.), MSc degree 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 (30%) and Motivation Letter (20%);
- 2nd Phase: Interview (50%). Only candidates who score at least 30% in phase 1 will be selected for interview.

Curricular evaluation (30%)

The curricular evaluation was based in the following criteria:

- a) MSc degree in Immunology, Biology, Chemistry or related field (5%);

- b) Previous experience in Flow Cytometry (10%);
- c) Previous experience in cell separation by flow cytometry (Cell Sorting) (5%);
- d) Knowledge of the common flow cytometry softwares (FACSDiva, SpectroFlo, INSPIRE, FlowJo, FCS Express, IDEAS) (5%);
- e) Previous research lab experience (5%);

Motivation Letter (20%)

In the motivation letter, the jury evaluated the following criteria:

- a) The motivation and interest to perform the activities described in the work plan (10%);
- b) Written communication and mastery of the English language (10%).

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.

Interview (50%)

Following this, 6 (six) applicants scored at least 30% in the First phase and they were invited for an interview. The applicants are identified below. The interviews took place on 29th of April of 2024.

- ✓ Bruno Monteiro
- ✓ Cristiana Tomaz
- ✓ João Carlos Ferreira
- ✓ Marco Neves
- ✓ Maria Catarina Neves
- ✓ Patrícia Silva

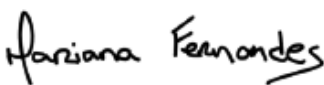
Based in the interview, the jury evaluated the following criteria:

- ✓ Motivation and interest for the activities to be performed (20%);
- ✓ Adequacy for the activities to be performed (20%);
- ✓ Communication and Interpersonal Skills (5%);
- ✓ Communication in English (5%).

The analysis and discrimination of each candidate classification in the Second Phase and 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.

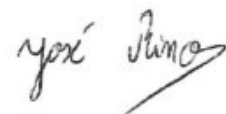
Lisbon, 21st of May of 2024



Mariana Fernandes

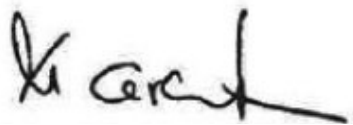


Marc Veldhoen

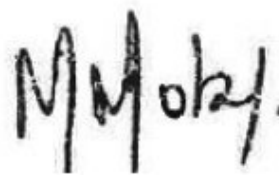


José Rino

Validation by the Heads of the Institution



Professor M. Carmo-Fonseca
President of IMM



Professor Maria M. Mota
Executive Director

ANNEX I - Employment Contract - Ref. IMM/CT/28-2024

Handwritten signatures:
 Mariana Fernandes
 José Nunes
 Nelson

Applicants	Curricular Evaluation (30%)					Motivation letter (20%)		Total ANNEX I	Justification
	MSC degree in Immunology, Biology, Chemistry or related field (5%)	Previous experience in Flow Cytometry (10%)	Previous experience in cell separation by flow cytometry (Cell Sorting) (5%)	Knowledge of the common flow cytometry software (FACSDiva, SpectroFlo, INSPiRE, FlowJo, FCS Express, IDEAS) (5%)	Previous research lab experience (5%)	The motivation and interest to perform the activities described in the work plan (10%)	Written communication and mastery of the English language (10%)		
Aberham Abere Alemayehu	5,00	2,00	0,00	0,00	2,00	1,00	1,00	11,00	The candidate has a MSc in Immunology, Biology, Chemistry or related field; previous experience in Flow Cytometry, but no previous experience in Cell Sorting or knowledge of the common flow cytometry software and has little experience in a research lab. The motivation letter does not convey enough motivation and interest to perform the activities described in the work plan. It also does not show good written communication and mastery of the English language.
Alexandra Rusu	5,00	0,00	0,00	0,00	3,00	5,00	7,00	20,00	The candidate has a MSc in Immunology, Biology, Chemistry or related field; no previous experience in Flow Cytometry, Cell Sorting or knowledge of the common flow cytometry software, but has some experience in a research lab. The motivation letter shows motivation and interest to perform the activities described in the work plan and shows good written communication and mastery of the English language.
Bruno Monteiro	5,00	0,00	0,00	0,00	5,00	10,00	10,00	30,00	The candidate has a MSc in Immunology, Biology, Chemistry or related field; no previous experience in Flow Cytometry, Cell Sorting or knowledge of the common flow cytometry software, but has relevant experience in a research lab. The motivation letter shows high motivation and interest to perform the activities described in the work plan and shows excellent written communication and mastery of the English language.
Cristiana Tomaz	5,00	5,00	0,00	2,00	4,00	5,00	10,00	31,00	The candidate has a MSc in Immunology, Biology, Chemistry or related field and previous experience in Flow Cytometry, but no previous experience in Cell Sorting. The candidate has some knowledge of the common flow cytometry software and relevant experience in a research lab. The motivation letter shows motivation and interest to perform the activities described in the work plan and shows excellent written communication and mastery of the English language.
Inês Chaves Santos	5,00	4,00	0,00	3,00	2,00	1,00	2,00	17,00	The candidate has a MSc in Immunology, Biology, Chemistry or related field; has previous experience in Flow Cytometry, but no experience in Cell Sorting. The candidate has some knowledge of the common flow cytometry software and has little experience in a research lab. The motivation letter does not show motivation and interest to perform the activities described in the work plan and does not show good written communication and mastery of the English language.
Isa Fernandes Mota	5,00	1,00	0,00	0,00	4,00	3,00	10,00	23,00	The candidate has a MSc in Immunology, Biology, Chemistry or related field; very little experience in Flow Cytometry, no experience in Cell Sorting or knowledge of the common flow cytometry software, but has relevant experience in a research lab. The motivation letter does not show motivation and interest to perform the activities described in the work plan. It shows excellent written communication and mastery of the English language.
João Carlos Ferreira	5,00	8,00	2,00	5,00	5,00	10,00	10,00	45,00	The candidate has a MSc in Immunology, Biology, Chemistry or related field; has relevant experience in Flow Cytometry, some experience in Cell Sorting and knowledge of the common flow cytometry software and relevant experience in a research lab. The motivation letter shows high motivation and interest to perform the activities described in the work plan and shows excellent written communication and mastery of the English language.
João Nabo	5,00	3,00	0,00	1,00	3,00	3,00	2,00	17,00	The candidate has a MSc in Immunology, Biology, Chemistry or related field; has previous experience in Flow Cytometry, but no experience in Cell Sorting and very limited knowledge of the common flow cytometry software. The candidate has some experience in a research lab. The motivation letter shows low motivation and interest to perform the activities described in the work plan and does not show good written communication and mastery of the English language.
Marco Neves	5,00	6,00	0,00	2,00	5,00	5,00	7,00	30,00	The candidate has a MSc in Immunology, Biology, Chemistry or related field; has previous experience in Flow Cytometry and Imaging Flow Cytometry, but no experience in Cell Sorting. The candidate has some knowledge of the common flow cytometry software and relevant experience in a research lab. The motivation letter shows motivation and interest to perform the activities described in the work plan and shows good written communication and mastery of the English language.
Maria Catarina Neves	5,00	4,00	0,00	2,00	3,00	10,00	10,00	34,00	The candidate has a MSc in Immunology, Biology, Chemistry or related field; has previous experience in Flow Cytometry, but no experience in Cell Sorting. The candidate has some knowledge of the common flow cytometry software and some experience in a research lab. The motivation letter shows high motivation and interest to perform the activities described in the work plan and shows excellent written communication and mastery of the English language.
Mariana Rita Silvestre Baleia	5,00	0,00	0,00	0,00	2,00	0,00	2,00	9,00	The candidate has a MSc in Immunology, Biology, Chemistry or related field; no previous experience in Flow Cytometry, Cell Sorting or knowledge of the common flow cytometry software and has little experience in a research lab. The motivation letter does not show motivation and interest to perform the activities described in the work plan and does not show good written communication and mastery of the English language.
Nur Muhammad Shahedul	5,00	5,00	0,00	2,00	3,00	5,00	8,00	28,00	The candidate has a MSc in Immunology, Biology, Chemistry or related field; has previous experience in Flow Cytometry, but no previous experience in Cell Sorting. The candidate has some knowledge of the common flow cytometry software and has some experience in a research lab. The motivation letter shows motivation and interest to perform the activities described in the work plan and good written communication and mastery of the English language.
Patrícia Silva	5,00	10,00	0,00	5,00	5,00	10,00	10,00	45,00	The candidate has a MSc in Immunology, Biology, Chemistry or related field; has relevant experience in Flow Cytometry (including spectral), but no experience in Cell Sorting. The candidate has knowledge of the common flow cytometry software and relevant experience in a research lab. The motivation letter shows high motivation and interest to perform the activities described in the work plan and shows excellent written communication and mastery of the English language.
Saifullah Khan	5,00	5,00	0,00	1,00	2,00	5,00	6,00	24,00	The candidate has a MSc in Immunology, Biology, Chemistry or related field; has previous experience in Flow Cytometry, but no previous experience in Cell Sorting. The candidate has very limited knowledge of the common flow cytometry software and has little experience in a research lab. The motivation letter shows motivation and interest to perform the activities described in the work plan and good written communication and mastery of the English language.

Mariana Fernandes
 Mello
 Ygor Pinho

ANNEX II - Employment Contract - Ref. IMM/CT/28-2024

Applicants	Total ANNEX I	Interview (50%)				Total ANNEX II	Justification	Total ANNEX I + ANNEX II
		Motivation and interest for the activities to be performed (20%)	Adequacy for the activities to be performed (20%)	Communication and Interpersonal Skills (5%)	Communication in English (5%)			
Bruno Monteiro	30,00	18,00	15,00	5,00	5,00	43,00	The candidate clearly demonstrated motivation and interest for the activities to be performed. The skillset of the candidate is adequate to perform the activities in the work plan. The candidate showed excellent interpersonal skills and very good command of spoken English.	73,00
Cristiana Tomaz	31,00	4,00	4,00	3,00	2,00	13,00	The candidate demonstrated no motivation and interest for the activities to be performed. The skillset of the candidate is not adequate to perform the activities in the work plan. The candidate showed good interpersonal skills and some difficulties in communication in English.	44,00
João Carlos Ferreira	45,00	10,00	5,00	4,00	5,00	24,00	The candidate demonstrated some motivation and interest for the activities to be performed. The skillset of the candidate is not adequate to perform the activities in the work plan. The candidate showed good interpersonal skills and very good command of spoken English.	69,00
Marco Neves	30,00	18,00	15,00	5,00	5,00	43,00	The candidate clearly demonstrated motivation and interest for the activities to be performed. The skillset of the candidate is adequate to perform the activities in the work plan. The candidate showed excellent interpersonal skills and very good command of spoken English.	73,00
Maria Catarina Neves	34,00	20,00	20,00	5,00	5,00	50,00	The candidate clearly demonstrated high motivation and interest for the activities to be performed. The skillset of the candidate is well-suited to perform the activities in the work plan. The candidate showed excellent interpersonal skills and very good command of spoken English.	84,00
Patrícia Silva	45,00	10,00	8,00	4,00	5,00	27,00	The candidate demonstrated some motivation and interest for the activities to be performed. The skillset of the candidate is not adequate to perform the activities in the work plan. The candidate showed good interpersonal skills and very good command of spoken English.	72,00

Final Jury Meeting Minute

IMM/CT/28-2024

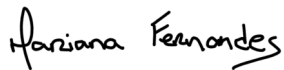
After the preliminary hearing period of 10 working days, no changes were verified in what concerns to classification and ranking of the admitted candidates.

The jury will contact the candidate ranked in 1st Maria Catarina Neves, 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, 11th of June 2024

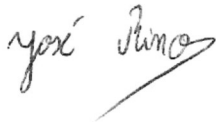
Mariana Fernandes



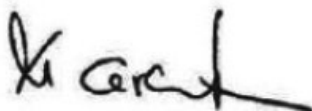
Marc Veldhoen



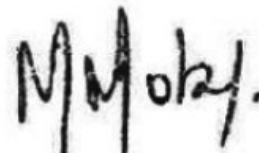
José Rino



Validation by the Heads of the Institution



Professor M. Carmo-Fonseca
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 Catarina Neves	84
2	Bruno Monteiro and Marco Neves	73
3	Patrícia Silva	72
4	João Carlos Ferreira	69
5	Cristiana Tomaz	44
6	Nur Muhammad Shahedul	28
7	Saifullah Khan	24
8	Isa Fernandes Mota	23
9	Alexandra Rusu	20
10	Inês Chaves Santos and João Nabo	17
11	Aberham Abere Alemayehu	11
12	Mariana Rita Silvestre Baleia	9