

Jury Meeting Minute

1 Project Manager

Reference IMM/CT/45-2020

The Instituto de Medicina Molecular João Lobo Antunes (iMM) opened a call for a Project Manager position under the project ***"Epileptogenesis and Epilepsy Network: from genes, synapses and circuits to pave the way for novel drugs and strategies"*** (GA 952455 – EpiEpiNet – H2020-WIDESPREAD-2018-2020), funded by EUROPEAN COMMISSION.

The job advert was published in EraCareers on 9th September 2020, and also disseminated in iMM website and social network and EURAXESS Portal.

The call was opened for from 10th September until 30th September 2020, having applied the following candidates:

- | | |
|-----------------------|-------------------------|
| - Ana Rita Carrageta | - Patrícia Morgado |
| - Anna Radomska | - Praveena Pentakota |
| - Carla Nuñez | - Prince Chimezie Odika |
| - Carolina Piedade | - Rafaela Agostinho |
| - Cátia Neto | - Ricardo Moreira |
| - Diana Delgado | - Ricardo Viais |
| - Filipe Delgado | - Rita Esteves |
| - Inês Ferreira | - Rita Félix |
| - Joana Dias | - Rodrigo Lima |
| - Joana Pais | - Rogério Mendes |
| - Joana Pires | - Sandra Cordeiro |
| - Lays Oliveira Rocha | - Sérgio Dinis |
| - Lina Juknaite | - Sheila Garcia-Rosa |
| - Mariana Simões | - Sofia Orisková |
| - Miguel Matias | - Thomson Doherty |
| - Nadia Rei | - Tiago Oliveira |
| - Pablo Bejarano | |

The applicants identified below were excluded since they did not send all required documents:

- Ana Rita Carrageta
- Mariana Simões
- Pablo Bejarano
- Ricardo Moreira
- Rogerio Mendes
- Sofia Orisková
- Thomson Doherty

Sara Alves Xapelli

Cláudia Valente

Ana Sebastião

On October 15th 2020, the jury composed by Professors Ana Sebastião, Cláudia Valente and Sara Xapelli (all PhD's), met to analyze the application documents (- Motivation Letter; - Detailed CV; - MSc Degree Certificate and contacts of 2 references) in accordance to the profile and work plan indicated in the job advert.

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

- Curriculum (50%);
- Motivation Letter (25%);

CV (50%)

The analysis of the Curriculum Vitae took in consideration:

- MSc in areas related to Biomedical Sciences (10%);
- Training in Neurosciences (5%);
- Experience in co-supervision of junior staff (5%);
- Experience in co-management project (15%);
- Experience in organizing scientific meetings and promoting training activities (15%).

Motivation Letter (25%)

The analysis of the motivation letter took in consideration the following:

- Logical thinking, drive, independence and ambition (12,5%);
- Previous experience necessary for successfully conducting the Project (12,5%).

The analysis and discrimination of each candidate classification in the First Phase is presented in the table of Annex I where all admitted applicants were ranked by order, from the highest to the lowest classification.

Following this, 10 applicants obtained a score equal and/or higher than 45%. In this case the applicants were selected for a first interview stage with the Human Resources Office before the second interview stage with the scientific jury and are identified below. The interview took place between October 28th and October 30th, 2020.

- | | |
|-----------------------|------------------|
| - Anna Radomska | - Nádia Rei |
| - Diana Delgado | - Ricardo Viais |
| - Inês Ferreira | - Rita Félix |
| - Lays Oliveira Rocha | - Rodrigo Lima |
| - Lina Juknaite | - Tiago Oliveira |

INTERVIEW (25%)

For the interview were considered the below requirements:

First Interview stage with Human Resources Office (5%):

- Profile adequacy to the position demands (2,5%);
- Social and Communication Skills (2,5%).

All applicants that obtained a score higher than 3% were selected for the second stage interview and are listed below:

- Anna Radomska
- Diana Delgado
- Inês Ferreira
- Ricardo Viais
- Rita Félix
- Nádia Rei (withdrew from the process)

Second Interview with Scientific Jury (20%) took place between November 3rd and November 17th:

- Communication and social skills (8%);
- Spoken English (4%);
- Commitment and independent thinking (8%).

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, where the applicants were ranked by order, from the highest to the lowest classification.

Lisbon, November 27th 2020

Ana Sebastião

(President of the Jury and Responsible for the project)

Cláudia Valente

Sara Xapelli

Validation by the Heads of the Institution

Professor M. Carmo-Fonseca
President of IMM

Professor Maria M. Mota
Executive Director

ANEXO I

ANNEX I - Employment Contract Reference IMM/CT/45-2020

Applicant	Curricular Evaluation(50%)					Motivation Letter (25%)		Total	Justification
	MSc in areas related to Biomedical Sciences (10%)	Training in Neurosciences (5%)	Experience in co-supervision of junior staff (5%)	Experience in co-management project (15%)	Experience in organizing scientific meetings and promoting training activities (15%)	Logical thinking, drive, independence and ambition (12,5%)	Previous experience necessary for successfully conducting the Project (12,5%)		
Inês Ferreira	10	0	5	13,5	13,5	12,25	12,25	66,5	Extensive management experience. Experience in meeting's organization and student's supervision. Extremely active with an excellent CV for her age. Excellent Cover Letter. Highly suitable for the Position.
Anna Radomska	7	0	4	15	15	12,5	12,5	66	Extensive management experience, including european projects. Experience in meeting's organization and student's supervision. Excellent Cover Letter. Highly suitable for the Position.
Lina Juknaite	10	5	5	12,25	10	11,25	10	63,5	Neuroscience field. Extensive experience in managemen, meeting's organization and student's supervision. Very good Cover Letter. Suitable for the Position.
Ricardo Viais	10	5	4	12	12	10	10	63	Neuroscience field. Experience in managemen, meeting's organization and student's supervision. Very good Cover Letter. Suitable for the Position.
Nádia Rei	10	5	3	5	12,25	10	9,5	54,75	Neuroscience field. Experience in meeting's organizations and students' supervision. Very good Cover Letter. Suitable for the Position.
Diana Delgado	9	0	3	12,5	7,5	10,5	10,5	53	Neuroscience field. Some experience in management, in meeting's organizations and students' supervision. Excellent Cover Letter. Highly suitable for the Position.
Rodrigo Lima	9	0	5	9,5	9	10	7,5	50	Neuroscience field. Some experience in management, in meeting's organizations and students' supervision. Very good Cover Letter.
Lays Oliveira Rocha	10	5	2,75	8,75	6,25	8,5	8,5	49,75	Neuroscience field. Some experience in management, in meeting's organizations and students' supervision. Good Cover Letter.
Tiago Oliveira	0	0	2,75	15	15	11	6	49,75	Neuroscience field. Some experience in management, in meeting's organizations and students' supervision. Very good Cover Letter.
Rita Félix	10	5	0,5	2,5	11,25	9,5	9,5	48,25	Neuroscience field. Some experience in management, in meeting's organizations and students' supervision. Very good Cover Letter.
Carla Nuñez	10	0	4,5	5	8,75	8,5	7,5	44,25	Experience in students' supervision. Some experience in management and meeting's organizations. Uninteresting Cover Letter.
Joana Pais	7	0	5	6,5	10	9	6	43,5	Refers "extensive background in Sustainability and Environmental Justice." Experience in meeting's organizations and students' supervision.
Sérgio Dinis	9	1,5	1	11	5	8	7,5	43	Experience in management and finishing a Management Course. Some experience in meeting's organizations and students' supervision.

ANEXO I

Rita Esteves	10	5	1,5	6	4	7,5	7	41	Neuroscience field. Some experience in management, in meeting's organizations and students' supervision.
Patrícia Morgado	9,5	0	3	5	2,5	11	7,5	38,5	Little experience in management, meeting's organizations and students' supervision. Well written Cover Letter.
Sandra Cordeiro	9	0	0	2,5	10	8	6,5	36	Some experience in meetings' organization and management, but no experience in students' supervision.
Carolina Piedade	10	0	0	5,5	5	7,5	7	35	Some experience in Lab management. Unaware of the Position. Thinks the application is for Laboratory Technician.
Miguel Matias	9	5	0	4	0	10	7	35	Neuroscience field. No experience in meeting's organizations and students' supervision. Activities in Industry.
Filipe Delgado	10	0	0	4,25	3,25	7	7	31,5	Little experience in meeting's organizations and students' supervision. Some activities in " team and stock management".
Joana Pires	10	5	0	0	1	8,5	6,5	31	Neuroscience field. Some (unspecified) activities related to the management of conferences and workshops. No experience in students' supervision.
Sheila Garcia-Rosa	10	5	0	0	0	8,5	5,5	29	Neuroscience field. Relevant CV for a Researcher Position. No experience in Management.
Praveena Pentakota	6,5	2,25	0,5	1	3,5	6,5	6,5	26,75	Project Management certification em 2020. Little experience in meetings' organization and students' supervision. Weak Cover Letter.
Rafaela Agostinho	9	0,5	0	0	3,5	7,5	5	25,5	Some experience in meeting's organizations. No experience in management and students' supervision. Weak Cover Letter.
Cátia Neto	9	0	0	3	0	7,5	5,5	25	Cátia has an online course on management, but little experience in meetings' organization and students' supervision. Weak Cover Letter.
Joana Dias	9	0	0	0	1	7,5	5	22,5	Little experience in management and meetings' organization, and no experience in students' supervision. Weak Cover Letter.
Prince Chimezie Odika	7,5	1	5	5	2	0	0	20,5	Little experience in meetings' organization and students' supervision. Highly confused Cover Letter in the body of the presentation email.

Ana Sebastião

Ana Sebastião
(President of the Jury and Responsible for the project)

Cláudia Valente de Castro

Cláudia Valente

Sara Alves Xapelli

Sara Xapelli

ANNEX II - Employment Contract Reference IMM/CT/45-2020

Applicant	Curricular Evaluation + Motivation Letter (75%)	Interview (25%)							Total Annex II	Justification	Total Annex I + II
		Human Resources Office (5%)		Total	Justification	Scientific Jury (20%)					
		Communication and social skills (2,5%)	Profile adequacy to the position demands (2,5%)			Communication and social skills (8%)	Spoken English (4%)	Commitment and independent thinking (8%)			
Inês Ferreira	66,5	2,5	2,5	5	Candidate with very good Communication skills and excellent profile for the position	8	4	8	20	Candidate with excellent communication skills and excellent profile for the position	91,5
Ricardo Viais	63	2,5	2	4,5	Candidate with very good Communication skills and suitable profile for the position	8	4	6	18	Candidate with excellent communication skills and suitable profile for the position	85,5
Anna Radomska	66	1,25	2,5	3,75	Candidate with good Communication skills and suitable profile for the position	8	4	3	15	Candidate with excellent communication skills and suitable profile for the position. Available only in 3 months.	84,75
Diana Delgado	53	1,5	1,5	3	Candidate with good Communication skills and suitable profile for the position	4	4	4	12	Candidate with poor communication skills and with no independent thinking	68
Lina Juknaite	63,5	1	1,25	2,25	Candidates communication skills are not adequate to the position demands and profile very good for a research position				0		65,75
Rita Félix	48,25	2	1	3	Candidate with good Communication skills and suitable profile for the position	4	4	3	11	Candidate with poor communication skills and completely unfocused for the position	62,25
Nádia Rei	54,75	2	1	3	Candidate withdrew from the application process				0		57,75
Rodrigo Lima	50	1,5	1	2,5	Candidate was interested in a research position not a Project manager position				0		52,5
Tiago Oliveira	49,75	1	1,5	2,5	Candidate with good Communication skills and a profile not focused on Neurosciences was a handicap				0		52,25
Lays Oliveira Rocha	49,75	1	1	2	Candidates communication skills are not adequate to the position demands and little experience for the position				0		51,75



Ana Sebastião
(President of the Jury and Responsible for the project)



Cláudia Valente



Sara Xapelli