INSTITUTO DE MEDICINA MOLECULAR JOÃO LOBO ANTUNES

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Jury Meeting Minute
Reference IMM/CT/37-2022

Instituto de Medicina Molecular João Lobo Antunes (iMM) opened a call for one Lab Manager position with the funding support from "Enhancing TissuE ResideNT ImmuniTY" by "la Caixa" Foundation.

The ad was published at EURAXESS Portugal Portal on 5th of April 2022 and also disseminated in iMM website.
The call was opened from 6th of April 2022 until 28th of April 2022 and during which the following applicant applied:

- ✓ Alireza Goodarzi
- ✓ Beatriz Rodrigues
- ✓ Beatriz Vicente
- ✓ Carlos Silva
- ✓ Hélio Crespo
- ✓ Miguel Mira
- ✓ Stephanie Andaluz

The following applicants were excluded since they did not fulfill all application criteria:
- ✓ Carlos Silva

On the 30 of April 2022 the jury composed by Marc Veldhoen, Cristina Ferreira and Silvia Ariotti (all PhD's), met to analyze the application documents (Motivation Letter, CV, Degree Certificate, two reference letters and/or reference contacts) in accordance to the profile and work plan indicated in the job advert.

Work Plan and Objectives: *Is expected of the candidate , to carry out the following activities under the supervision of Marc Veldhoen, aimed at studying tissue immunity mediated by T cells:*
- Genotyping and maintaining mouse colonies;
- Ordering and organising lab stocks;
- Practical help with cell isolation, and cell culture;
- Flow cytometry analysis;
- Running an own independent side project

Candidate's Profile:
- MSc or PhD in biological sciences and related areas;
- Organised and meticulous with record keeping;
- Good command of the Portuguese and English languages;
- Interest in immunology
- Ability to work independently and as part of a team
- Experience with DNA isolation and PCR
- Experience with animal (mouse) work
- Experience with flow cytometry is an advantage
- Ability to use software such as MS-Office.

Necessary Documents for Applications: *1) a motivation Letter in English; 2) detailed CV; 3) Degree Certificate; 4) two reference letters and/or reference contacts.*

Selection Method: First phase: Curriculum Analysis (50%) and Motivation Letter (10%) - The Curriculum will be analyzed qualitatively in what concerns the relevance of the candidate's experience for the tasks to be performed, including executed and/or published scientific work, with special emphasis on areas related to the work plan (20%); research experience and relevant knowledge in the area of the proposed work plan as described in the candidate's profile, (20%), the fit between the applicant's prior experiences/expertise/relevant knowledge and the work plan (10%). The motivation and interest for the activities to be performed (5%) and the command of the English language (5%) will be analyzed based on the Motivation Letter.

Second phase: The jury will select for the interview (evaluation: 40%) the candidates who obtained a minimum of 50% in the first phase of the evaluation. In the event of a tie, the decision will be responsibility of the chairman of the jury.

Curriculum Analysis (50%)

The analysis of the Curriculum Vitae took in consideration:

- MSc or PhD in biological sciences and related areas (10%);
- Organised and meticulous with record keeping (10%);
- Experience with DNA isolation and PCR (10%);
- Experience with animal (mouse) work (5%);
- Experience with flow cytometry is an advantage (10%);
- Ability to use software such as MS-Office (5%).

Motivation Letter (10%)

The analysis of the Motivation Letter took in consideration:

- *Motivation and adequacy for the activities to be performed (5%);*
- *Good command of the English language (5%).*

The analysis and discrimination of all admitted candidate's classification is presented in Annex I.

Interview (40%)

Following the evaluation of the CV and motivation letter, the jury decided to invite for an interview the 3 candidates that obtained a minimum score of 50%. The candidates are identified below. The interview took place on 03 of May 2022.

- ✓ Beatriz Vicente
- ✓ Hélio Crespo
- ✓ Stephanie Andaluz

The interview was based in the following criteria:
- Communication and social skills (25%);
- Grasp of the project, commitment and independent thinking (10%);
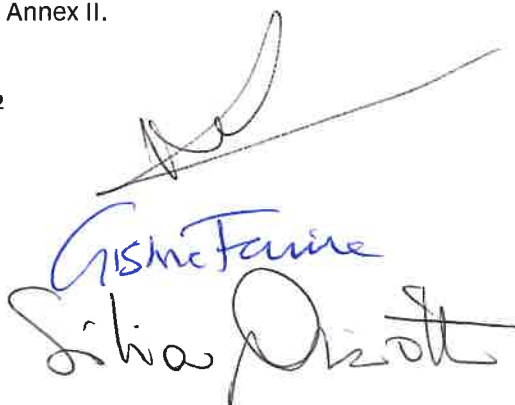- Good command of the Portuguese and English languages (5%);

The analysis and discrimination of the candidates' classification in the interview phase and the total classification in both phases are presented in Annex II.

Lisbon, 03 of May 2022

Marc Veldhoen (iMM)

Cristina Ferreira (iMM)

Silvia Ariotti (iMM)

ANNEX I - Lab Manager Employment Contract Reference IMM/CT/37-2022

Applicant	Curriculum Analysis (50%)						Motivation Letter (10%)		Total	Justification (*must be clear, transparent and enough*)
	MSc or PhD in biological sciences and related areas (10%)	Organised and meticulous with record keeping (10%)	Experience with DNA isolation and PCR (10%)	Experience with animal (mouse) work (5%)	Experience with flow cytometry is an advantage (10%)	Ability to use software such as MS-Office (5%)	Motivation and adequacy for the activities to be performed (5%)	Good command of the English language (5%)		
Alireza Goodarzi	5	5	0	0	8	5	1	5	29	Experience with flow cytometry, but no mouse work and no molecular biology experience. Doesn't speak portuguese, essential to comunicate with portuguese suppliers
Beatriz Rodrigues	6	4	0	0	0	5	3	5	23	No experience with any of the techniques required indicated in cv or letter. Mostly used microscopy techniques.
Beatriz Vicente	6	8	8	0	8	5	4	5	44	No animal work experience, but has molecular biology and flow cytometry skills. International experience
Hélio Crespo	8	7	8	4	8	5	4	5	49	PhD candidate. Has experience in all techniques required
Miguel Mira	6	6	6	0	0	5	4	5	32	Experience in molecular biology . No cytometry or animal work
Stephanie Andaluz	5	8	6	3	8	5	3	5	43	Experience in the techniques required, but motivation letter indicates she intends to return to Macau to pursue a PhD

ANEXO I

ANNEX II – Lab Manager Employment Contract Reference IMM/CT/37-2022

Applicant	Total Annex I	Interview (40%)			Total Annex II	Justification (*must be clear, transparent and enough*)	Total Annex I + Annex II
		Communication and social skills (25%)	Grasp of the project, commitment and independent thinking (10%)	Good command of the Portuguese and English languages (5%)			
Alireza Goodarzi	29				0		29
Beatriz Rodrigues	23				0		23
Beatriz Vicente	44	24	9	5	38	Very nice and pleasnt to talk to, would be a very good fit in the lab. Some inexperience, but very wel prepared for the interview, on time, laptop with presentation, enthousiams.	82

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Name						Comment	Total
Hélio Crespo	49	18	9	5	32	Plenty of experience, has had many jobs: focus is not clear. Fit with the lab is possible but was uncertain. With company experience, a job in industry he could find soon	81
Miguel Mira	32				0		32
Stephanie Andaluz	43	20	8	5	33	Nice to tarlk to, very organised: but very keen to start het PhD and is awaiting for a invitation this month; due to the urgency, preference to other candidates	76