

INSTITUTO DE MEDICINA MOLECULAR JOÃO LOBO ANTUNES

Av. Professor Egas Moniz

Ed. Egas Moniz

1649 028 Lisboa

Phone: +351 217 999 411

Fax: +351 217 999 412

Jury Meeting Minute

Reference IMM/CT/62-2022

Instituto de Medicina Molecular João Lobo Antunes (iMM) opened a call to hire an Accounting Administrative to join the Finance and Operations Office coordinated by Fausto Lopo de Carvalho.

The ad was published at EURAXESS Portugal Portal on 19th of May 2022 and also disseminated in iMM website and Netempregos Portal.

Initially, the call was opened from 20th of May 2022 until 2nd of June 2022 and during which the following applicant applied:

- ✓ Ahmad Abdollahi
- ✓ Ana Sofia Oliveira Silva
- ✓ Fátima Crisóstomo
- ✓ Farruk Shahzad
- ✓ Jorge Nunes Caetano
- ✓ Manuel Vieira

Due to the reduced number of applicants, and considering the importance of this position for the good functioning of the Finance and Operations Office, the jury decided to extend the call from 3rd of June until 20th of June 2022. During this period, only two applicants applied:

- ✓ Ana Luísa Gonçalves
- ✓ Juliana Heiland

Due to the reduced number of applicants, and considering the importance of this position for the good functioning of the Finance and Operations Office, the jury decided to extend the call one more time from 21st of June until 8th of July.

However, taking in consideration that the call was already open for some time, for efficiency reasons, and since all candidates must be evaluated according to the objective criteria defined in the job ad and not by direct comparison between them, on the 23rd of June 2022, the jury composed by Sandra Duarte, Fausto Lopo de Carvalho and Cláudia Soeiro decided to start evaluating the admitted applications, which were received until the end of the second extension of the call (i.e until 20th June), which were:

- ✓ Ahmad Abdollahi
- ✓ Ana Sofia Oliveira Silva
- ✓ Fátima Crisóstomo
- ✓ Farruk Shahzad
- ✓ Jorge Nunes Caetano
- ✓ Manuel Vieira
- ✓ Ana Luísa Gonçalves
- ✓ Juliana Heiland

Handwritten initials: JN, FC, and others.

The applicants Jorge Nunes Caetano, Fátima Crisóstomo and Juliana Heiland were excluded since they didn't send all required documents and in the specific case of applicant Fátima Crisóstomo she also informed us that was no longer interested.

The evaluation of the admitted candidates was made in accordance with the work plan, profile and evaluation criteria defined in the job ad which are transcribed below:

Work Plan and Objectives:

- *Registration of supplier invoices in an software program;*
- *Record of reimbursements to be paid to employees;*
- *Registration of documents of various operations;*
- *Support to year-end accounting processes;*
- *Reconciliation of current accounts;*
- *Responsible for the update and control of accounting report files;*
- *Other tasks, in accumulation or not, without prejudice to the professional category and the corresponding remuneration.*

Candidate's Profile:

- *Technical or higher education in Accounting Area;*
- *Minimum experience of 2 years in similar activities;*
- *Advanced knowledge of Excel;*
- *High sense of responsibility, dynamism, organizational skills and method;*
- *Excellent interpersonal, communication and teamwork;*
- *Fluent spoken and written English (mandatory);*
- *Good knowledge and experience with computerized accounting systems;*
- *Immediate availability;*
- *The international experience of the candidate, although not a determining criterion for selection, will be valued.*

Evaluation Criteria: Applications will be evaluated by Sandra Duarte, Fausto Lopo de Carvalho and Cláudia Soeiro, in accordance with the following method:

1st Phase: Curricular Evaluation: 35% and Motivation Letter: 15%;

2nd Phase: Interview: 50%. Only candidates who score at least 30% in phase 1 will be selected for interview.

Curriculum Analysis (35%)

The analysis of the Curriculum Vitae took in consideration:

- *Technical or higher education in Accounting Area (10%);*
- *Experience in the proposed tasks for at least 2 years (10%);*
- *Knowledge and experience with accounting systems (5%);*
- *Very good Knowledge of English (5%);*
- *Advanced Knowledge of Excel (5%).*

Motivation Letter (15%)

The analysis of the Motivation Letter took in consideration:

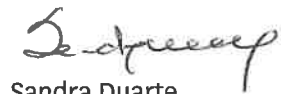
- *Motivation for the activities to be performed (8%);*
- *Fit between prior experiences/expertise/relevant knowledge and the work plan (5%);*
- *Written communication (2%)*

The analysis and discrimination of all admitted candidate's classification is presented in Annex I_table 1 attached to this minute.

Following this, the applicants Ana Sofia Oliveira Silva and Ana Luísa Gonçalves scored at least 30% and were contacted for an Interview. The candidate Ana Sofia Oliveira Silva rejected because she was already in a new job and no interview was done to her.

The interview of the candidate Ana Luísa Gonçalves was scheduled to the 4th of July 2022.

Lisbon, 29th of June 2022



Sandra Duarte



Fausto Lopo de Carvalho



Cláudia Soeiro

ANNEX I_Table 1 - Employment Contract Reference IMM/CT/62-2022

Applicant	Curriculum Analysis (35%)						Motivation Letter (15%)				Total	Justification
	Technical or higher education in Accounting Area (10%)	Experience in the proposed tasks for at least 2 years (10%)	Knowledge and experience with accounting systems (5%)	Very good knowledge of English (5%)	Advanced knowledge of Excel (5%)	Motivation for the activities to be performed (8%)	Fit between prior experiences/expertise/relevant knowledge and the work plan (5%)	Written communication (2%)				
Ahmad Abdollahi	10	0	0	5	4	4	1	2	26	Curricular Analysis: BSc and MSc degree in Accounting (Iran); Don't mention which tasks he executed in each professional experience in the Financial / Accounting Area; Seems to have a researcher / analytical profile in Accounting area; Informatic skills with knowledge and experience in statistical software for data science (Stata, SPSS), but not specific accounting system; Fluent in English language; Knowledge and experience with Excel (don't mention to have a certification on this). Motivation Letter: Demonstrates interest in working in a new environment; The candidate has a profile more oriented to research and consultant; The letter is very well written and structured.		
Ana Sofia Oliveira Silva	9	10	4	4	4	3	1	1	36	Curricular Analysis: University degree in Tecnologias de Gestao (related to Accounting / Finances); More than 2 years with experience in the proposed tasks; Knowledge and experience with accounting systems, namely, SAP; The applicant identify herself as an independent english user (oral, comprehension and written), but don't mention to have a certification on this; The applicant also mention to have skills on Excel. Motivation Letter: The letter isn't particularly addressed to this position; too much vague; in the letter the applicant didn't present her work, expertise in the area of the work plan.		
Ana Luisa Gonçalves	7	10	5	4	4	2	2	1	35	Curricular Analysis: Background in Management and not specifically in the Accounting Area; Experience for more than 2 years in the proposed activities; Mention to some informatic systems related to Accounting; Indicates to have good knowledge of English but don't mention any certification; Indicates to have good knowledge of Excel but don't mention any certification. Motivation Letter: Makes a resume of the professional path but do not referes how the profiles fits and can contribute for the position goals.		
Farrukh Shahzad	2	0	0	5	5	4	1	2	19	Curricular Analysis: Background in area not directly related to Accounting area; No experience in Accounting area; No mention about accounting systems. Has more a scientific profile; Very good knowledge in English language. Motivation Letter: Demonstrates interest in the position but the profile does not fit in the nature of the tasks. Good written skills in english.		
Manuel Vieira	5	7	4	3	4	2	2	1	28	Curricular Evaluation: Background and Management and not specifically in the Accounting Area; Most of the experience is in the Banking or Public sectors area and not directly in the activities proposed. Mention to some informatic systems, namely, ERP; Certification in B1 English (Intermediate level); had course in EXCEL. Motivation Letter: Makes a resume of the professional path but do not referes how the profiles fits and can contribute for the position goals.		


Jury Meeting Minute

Reference IMM/CT/62-2022 (1st Extension period – 3rd of June until 20th of June)

Following the score obtained by the applicant Ana Lúsa Gonçalves who was duly evaluated in accordance with the work plan, profile and evaluation criteria transcribed in the first jury minute, the jury interviewed this candidate.

The evaluation of the Interview is discriminated in ANNEX II- table 1 attached to this minute.

Lisbon, 4th of July 2022



Sandra Duarte



Fausto Lopo de Carvalho



Cláudia Soeiro

ANNEX II_Table I- Employment Contract Reference IMM/CT/62-2022

Applicant	Total Annex I	Interview (50%)				Total Annex II	Justification	Total Annex I + Annex II
		High sense of responsibility, honesty, organization, dynamism, proactivity, curiosity (10%)	Adequacy of the profile to the proposed work (20%);	Communication skills (10%)	Collaborative spirit (10%)			
Ana Luísa Gonçalves	35	5	10	5	6	26	The candidate showed interest in moving from the current job to another but not clearly communicated the motivation to work in IMM and what she can bring to IMM. The candidate is used to work in a team.	61

Jury Meeting Minute

Reference IMM/C1/62-2022 (2nd Extension period – 21st of June until 8th of July)

Instituto de Medicina Molecular João Lobo Antunes (iMM) opened a call to hire an Accounting Administrative to join the Finance and Operations Office coordinated by Fausto Lopo de Carvalho.

The ad was published at EURAXESS Portugal Portal on 19th of May 2022 and also disseminated in iMM website and Netempregos Portal.

Initially, the call was opened from 20th of May 2022 until 2nd of June 2022 but due to the reduced number of applicants, and considering the importance of this position for the good functioning of the Finance and Operations Office, the jury decided to extend the call twice, first from 3rd of June until 20th of June 2022 and then from 21st of June until 8th of July

Below are identified the candidates that applied from 21st of June until 8th of July:

- Jorge Lopes
- Marisa Nunes
- Madalena Pinheiro
- Cátia Almeida
- Isabel Seoane
- Carlos Pena
- Célia Dias Rodrigues
- Paula Paulino
- Razvan Ovidiu Mitrica
- Sónia Maravilha
- Gilberto Júnior
- Inocêncio Mupila
- Andreia Paiva
- Crislayne Campos
- Elisângela Costa
- Francisco Silva
- Henrique Barata
- Lurdes Barbosa
- Maria Rosa Lima
- Nelson Raposo
- Pedro Teles

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

- Andreia Paiva
- Crislayne Campos
- Elisângela Costa
- Francisco Silva
- Henrique Barata
- Lurdes Barbosa
- Maria Rosa Lima
- Nelson Raposo
- Pedro Teles

The jury also verified if the applicants Jorge Nunes Caetano and Juliana Heiland had sent the required documents that were missing in his application, during the additional extensions of the call. Since no additional documents were sent, they were also excluded.

All admitted candidates were duly evaluated in accordance with the work plan, profile and evaluation criteria transcribed in the first jury minute.

The evaluation is discriminated in ANNEX I_Table 2 attached to this minute.

Following the evaluation of the CV and motivation letter, the jury invited for an interview the candidates that obtained a score equal and/or higher than 30%. The candidates are identified below.

- Cátia Almeida
- Célia Dias Rodrigues
- Marisa Nunes
- Razvan Mitrica
-

The candidate Cátia Almeida communicated that she was no longer interested.

The interview took place on 27th of July 2022. The interview was based in the following criteria:

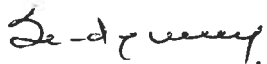
- High sense of responsibility, honesty, organization, dynamism, proactivity, curiosity (10%);
- Adequacy of the profile to the proposed work (20%);
- Communication skills (10%);
- Collaborative spirit (10%).

The analysis and discrimination of these candidates' classification in the interview phase and the total classification in both phases are presented in Annex II-table 2.

Since all admitted candidates were evaluated by the same criteria, despite the time when their application was received, for sake of clarity, the analysis and discrimination of the candidates' classification (CV and Motivation letter) from all candidates that applied to this call are presented in Annex I- Table 3 and the analysis and discrimination of the candidates' classification from all candidates who were interviewed are presented in Annex II-table 3

At this stage, the candidate with the highest score presented in Annex II- table3 will be selected for the position.

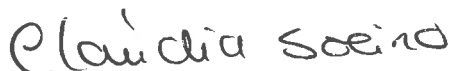
Lisbon, 29th of July 2022



Sandra Duarte



Fausto Lopo de Carvalho



Cláudia Soeiro

ANNEX I_ Table 2 - Employment Contract Reference IMM/CT/62-2022

Applicant	Curriculum Analysis (35%)							Motivation Letter (15%)			Total	Justification
	Technical or higher education in Accounting Area (10%)	Experience in the proposed tasks for at least 2 years (10%)	Knowledge and experience with accounting systems (5%)	Very good knowledge of English (5%)	Advanced knowledge of Excel (5%)	Motivation for the activities to be performed (8%)	Fit between prior experiences/expertise/ relevant knowledge and the work plan (5%)	Written communication (2%)				
Carlos Pena	5	6	5	4	4	2	2	2	1	29	Curricular Analysis: Background in Economics; 2.5 years experience in accounting; However, the candidate has more a consultant profile and the proposed activities does not fit exactly in the profile. Experience in informatic systems related to Accounting; Indicates to have an advanced knowledge of English but no certification is mentioned. The same for the EXCEL. Motivation Letter: Makes a resume of the professional path and his motivation is based in the tasks executed in previous jobs as Accounting technician and don't emphasises his personal skills neither the way he can contribute for the position goals.	
Cátia Almeida	7	5	5	2	4	8	4	4	1	36	Curricular Analysis: Bachelor Degree in Accounting and Management; 2 years experience in the proposed activities and/or related activities; Knowledge and experience in accounting systems; Basic user of the English language; Domain of the Excel but no mention to a certification. Motivation Letter: Makes a resume of her professional path and explains how her profile, despite junior, can fit in the position, reinforcing the personal skills. Demonstrates motivation to work in IMM.	
Célia Dias Rodrigues	7	10	5	4	2	8	4	4	2	42	Curricular Analysis: Bachelor Degree in Management and other trainings directly related with Accounting; More than 2 years experience in the proposed activities; Knowledge and experience in accounting systems; Knowledge and experience in accounting informatic systems; B1 user of the English language (Has a certification); Knowledge of the Excel. Motivation Letter: Makes a resume of her professional path and explains how her profile can fit in the position, reinforcing the personal skills. Demonstrates motivation to work in IMM.	
Gilberto Junior	8	6	4	2	4	2	2	2	1	29	Curricular Analysis: Degree in Accounting and Audits in Angola and have concluded the 1st phase of the MSc in Accounting and Tax; Experience for more than 2 years in activities related with Accounting but in a more Consulting environment; Knowledge of accounting informatic systems, namely Primavera; Indicates to have an Advanced knowledge of Excel by Deloitte & Touche; Indicates to have a good knowledge of English but do not catassifies or indicates certification. Motivation Letter: Makes a resume of the professional path and his motivation is based in the tasks executed in previous jobs as Accounting technician and don't emphasises his personal skills neither the way he can contribute for the position Goals.	
Inocência Mupila	8	0	0	0	0	0	0	0	0	8	Curricular Analysis: Degree in Ciências Económicas Empresariais - Accounting and Audits; No experience in the proposed activities; no mention to have knowledge and/or experience in accounting informatic systems; no mention to English or Excel. Motivation Letter: Confused motivation letter, referring that worked in a Consulting company but in the CV there is no mention to that. No fit to the position.	

HA 18.02

ANEXO I

Isabel Seoane	0	0	0	5	0	0	0	0	0	2	7	Curricular Analysis: No background in accounting area; No experience in the area / proposed activities. Knowledge of TOC Online; Advanced English User (C1) with certification. No mention to Excel knowledge and/or experience. <u>Motivation Letter</u> : Does not fit with the position open. Does not demonstrate in execute the activities indicated in the job ad.
Jorge Lopes	5	5	2,5	0	3	0	0	0	0	2	17,5	Curricular Analysis: Degree in Management; Indicates to have performed tasks in Accounting and Tax area but don't specifies which tasks which does not allow us to understand if has experience in the activities proposed. Indicates to have knowledge and experience in accounting informatic systems but don't indicate which; No knowledge of English language; Knowledge of the Excel but no mention to certification. <u>Motivation Letter</u> : The interest is in Business Administration which it is not what IMM is looking for.
Marisa Nunes	10	10	5	5	4	6	4	4	4	1	45	Curricular Analysis: Degree in Accounting; More than 2 years experience in the proposed activities, including in international environment; Knowledge and experience in Accounting informatic systems; Has a certification in English (Advanced); Knowledge and experience in EXCEL. <u>Motivation Letter</u> : Motivation and interest to perform the proposed activities based in new challenges and in the core bussiness of IMM.
Madalena Pinheiro	7	8	4	1	4	2	2	2	2	1	29	Curricular Analysis: Technical course in Accounting certified by IEFP; More than 2 years experience in the proposed activities and knowledge and experience with accounting informatic systems; Indicates to have domain of Excel but no certification is mentioned; Basic user in English language. <u>Motivation Letter</u> : Makes a resume of the professional path but does not explains how the profile / experience fits in the position goals.
Paula Paulino	7	8	4	4	1	2	3	1	2	1	28	Curricular Analysis: Technical course in Accounting (Técnico Oficial de Contas); More than 2 years experience in the proposed activities and knowledge and experience with accounting informatic systems; Indicates to have a medium knowledge of English but don't indicate the classification or if have a certification; Indicates to have knowledge of Excel but no certification is mentioned; <u>Motivation Letter</u> : Makes a resume of the professional path but does not explains how the profile / experience fits in the position goals / IMM.
Razvan Mitrica	10	10	5	3	3	6	4	3	4	2	43	Curricular Analysis: Degree in Accounting and Administration; More than 2 years experience in the proposed activities; Knowledge and experience in accounting informatic systems; Basic user of English language (no mention to certification) and indicates to have a very good knowledge of Excel (no mention to certification). <u>Motivation Letter</u> : Demonstrates interest and motivation to perform the proposed activities and explains how his profile can contribute for the position goals.
Sónia Maravilha	1	2	3	2,5	5	2	2	5	2	1	18,5	Curricular Analysis: No degree or training in Accounting Area, specifically; No experience in the proposed work plan activities; Knowledge in primavera (financial area and HR); Course in Advanced Excel; Knowledge and Experience in Excel; Intermediate/Advanced user in English (no mention to a certification). <u>Motivation Letter</u> : Makes a resume of the professional path but does not explains how the profile / experience fits in the position goals / IMM.



ANNEX II_Table 2 - Employment Contract Reference IMM/CT/62-2022

Applicant	Total Annex I	Interview (50%)				Total Annex II	Justification	Total Annex I + Annex II
		High sense of responsibility, honesty, organization, dynamism, proactivity, curiosity (10%)	Adequacy of the profile to the proposed work (20%);	Communication skills (10%)	Collaborative spirit (10%)			
Célia Dias Rodrigues	42	5	10	5	6	26	The candidate showed interest in getting a job but not clearly communicated the motivation to work in IMM and what she can bring to IMM. The candidate is used to work in a team.	68
Marisa Nunes	45	8	10	7	8	33	The candidate demonstrates to have a good knowledge about what IMM does and identifies and wants to make part of something important, such, the importance of new therapeutics to improve health. The experience in international companies outside Portugal provided to her skills and maturity to be in an international environment like the one IMM has due to the variety of researchers nationalities. Very used to work in a team. Communicated very well what she wanted.	78
Razvan Mitrica	43	10	10	9	9	38	The candidate demonstrates to have a good knowledge about what IMM does and identifies with the work function in IMM accounting. His experience and what he wants to do fits in what IMM needs. Very curious candidate and very used to work in a team. Communicated very well what he wanted.	81

ANNEX I_ Table 3 – Employment Contract Reference IMM/CT/62-2022

Applicant	Curriculum Analysis (35%)						Motivation Letter (15%)			Total	Justification
	Technical or higher education in Accounting Area (10%)	Experience in the proposed tasks for at least 2 years (10%)	Knowledge and experience with accounting systems (5%)	Very good knowledge of English (5%)	Advanced knowledge of Excel (5%)	Motivation for the activities to be performed (8%)	Fit between prior experiences/expertise/ relevant knowledge and the work plan (5%)	Written communication (2%)			
Ahmad Abdollahi	10	0	0	5	4	4	1	2	26	Curricular Analysis: BSc and MSc degree is Accounting (Iran); Don't mention which tasks he executed in each professional experience in the Financial / Accounting Area; Seems to have a researcher / analytical profile in Accounting area; Informatic skills with knowledge and experience in statistical software for data science (Stata, SPSS), but not specific accounting system; Fluent in English language; Knowledge and experience with Excell (don't mention to have a certification on this). <u>Motivation Letter</u> : Demonstrates interest in working in a new environment; The candidate has a profile more oriented to research and consultant; The letter is very well written and structured.	
Ana Sofia Oliveira Silva	9	10	4	4	4	3	1	1	36	Curricular Analysis: University degree in Tecnologias de Gestão (related to Accounting / Finances); More than 2 years with experience in the proposed tasks; Knowledge and experience with accounting systems, namely, SAP; The applicant identify herself as an independent english user (oral, comprehension and written), but don't mention to have a certification on this; The applicant also mention to have skills on Excell. <u>Motivation Letter</u> : The letter isn't particularly addressed to this position; too much vague; in the letter the applicant didn't present her work, expertise in the area of the work plan.	
Ana Luisa Gonçalves	7	10	5	4	4	2	2	1	35	Curricular Analysis: Background in Management and not specifically in the Accounting Area; Experience for more than 2 years in the proposed activities; Mention to some informatic systems related to Accounting; Indicates to have good knowledge of English but don't mention any certification. Indicates to have good knowledge of Excel but don't mention any certification. <u>Motivation Letter</u> : Makes a resume of the professional path but do not referes how the profiles fits and can contribute for the position goals.	
Farrukh Shahzad	2	0	0	5	5	4	1	2	19	Curricular Analysis: Background in area not directly related to Accounting area; No experience in Accounting area; No mention about accounting systems. Has more a scientific profile; Very good knowledge in English language. <u>Motivation Letter</u> : Demonstrates interest in the position but the profile does not fit in the nature of the tasks. Good written skills in english.	
Manuel Vieira	5	7	4	3	4	2	2	1	28	Curricular Evaluation: Background and Management and not specifically in the Accounting Area; Most of the experience is in the Banking or Public sectors area and not directly in the activities proposed. Mention to some informatic systems, namely, ERP; Certification in English (Intermediate level); had course in EXCEL. <u>Motivation Letter</u> : Makes a resume of the professional path but do not referes how the profiles fits and can contribute for the position goals.	

ANEXO I

Carlos Pena	5	6	5	4	4	2	2	2	1	29	Curricular Analysis: Background in Economics; 2.5 years experience in accounting; However, the candidate has more a consultant profile and the proposed activities does not fit exactly in the profile. Experience in informatic systems related to Accounting; Indicates to have an advanced knowledge of English but no certification is mentioned. The same for the EXCEL. Motivation Letter: Makes a resume of the professional path and his motivation is based in the tasks executed in previous jobs as Accounting technician and don't emphasises his personal skills neither the way he can contribute for the position goals.
Cátia Almeida	7	5	5	2	4	8	4	4	1	36	Curricular Analysis: Bachelor Degree in Accounting and Management; 2 years experience in the proposed activities and/or related activities; Knowledge and experience in accounting systems; Basic user of the English language; Domain of the Excel but no mention to a certification. Motivation Letter: Makes a resume of her professional path and explains how her profile, despite junior, can fit in the position, reinforcing the personal skills. Demonstrates motivation to work in IMM.
Célia Dias Rodrigues	7	10	5	4	2	8	4	4	2	42	Curricular Analysis: Bachelor Degree in Management and other trainings directly related with Accounting; More than 2 years experience in the proposed activities; Knowledge and experience in accounting systems; Knowledge and experience in accounting informatic systems; B1 user of the English language (has a certification); Knowledge of the Excel. Motivation Letter: Makes a resume of her professional path and explains how her profile can fit in the position, reinforcing the personal skills. Demonstrates motivation to work in IMM.
Gilberto Junior	8	6	4	2	4	2	2	2	1	29	Curricular Analysis: Degree in Accounting and Audits in Angola and have concluded the 1st phase of the MSc in Accounting and Tax; Experience for more than 2 years in activities related with Accounting but in a more Consulting environment; Knowledge of accounting informatic systems, namely Primavera; Indicates to have an Advanced knowledge of Excel by Deloitte & Touche; Indicates to have a good knowledge of English but do not classifies or indicates certification. Motivation Letter: Makes a resume of the professional path and his motivation is based in the tasks executed in previous jobs as Accounting technician and don't emphasises his personal skills neither the way he can contribute for the position goals.
Inocência Mupila	8	0	0	0	0	0	0	0	0	8	Curricular Analysis: Degree in Ciências Económicas Empresariais - Accounting and Audits; No experience in the proposed activities; no mention to have knowledge and/or experience in accounting informatic systems; no mention to English or Excel. Motivation Letter: Confused motivation letter, referring that worked in a Consulting company but in the CV there is no mention to that. No fit to the position.
Isabel Seoane	0	0	0	5	0	0	0	0	2	7	Curricular Analysis: No background in accounting area; No experience in the area / proposed activities. Knowledge of TOC Online; Advanced English User (C1) with certification. No mention to Excel knowledge and/or experience. Motivation Letter: Does not fit with the position open. Does not demonstrate in execute the activities indicated in the job ad.
Jorge Lopes	5	5	2.5	0	3	0	0	0	2	17.5	Curricular Analysis: Degree in Management; Indicates to have performed tasks in Accounting and Tax area but don't specifies which tasks which does not allow us to understand if has experience in the activities proposed. Indicates to have knowledge and experience in accounting informatic systems but don't indicate which; No knowledge of English language; Knowledge of the Excel but no mention to certification. Motivation Letter: The interest is in Business Administration which it is not what IMM is looking for.

ANEXO I

Marisa Nunes	10	10	5	5	4	6	4	1	45	Curricular Analysis: Degree in Accounting; More than 2 years experience in the proposed activities, including in international environment; Knowledge and experience in Accounting Informatic systems; Has a certification in English (Advanced); Knowledge and experience in EXCEL. <u>Motivation Letter:</u> Motivation and interest to perform the proposed activities based in new challenges and in the core bussiness of IMM.
Madalena Pinheiro	7	8	4	1	4	2	2	1	29	Curricular Analysis: Technical course in Accounting certified by IEFP; More than 2 years experience in the proposed activities and knowledge and experience with accounting informatic systems; Indicates to have domain of Excel but no certification is mentioned; Basic user in English language. <u>Motivation Letter:</u> Makes a resume of the professional path but does not explains how the profile / experience fits in the position goals.
Paula Paulino	7	8	4	1	3	2	2	1	28	Curricular Analysis: Technical course in Accounting (Técnico Oficial de Contas); More than 2 years experience in the proposed activities and knowledge and experience with accounting informatic systems; Indicates to have a medium knowledge of English but don't indicate the classification or if have a certification; Indicates to have knowledge of Excel but no certification is mentioned; <u>Motivation Letter:</u> Makes a resume of the professional path but does not explains how the profile / experience fits in the position goals / IMM.
Razvan Mitrica	10	10	5	3	3	6	4	2	43	Curricular Analysis: Degree in Accounting and Administration; More than 2 years experience in the proposed activities; Knowledge and experience in accounting informatic systems; Basic user of English language (no mention to certification) and indicates to have a very good knowledge of Excel (no mention to certification). <u>Motivation Letter:</u> Demonstrates interest and motivation to perform the proposed activities and explains how his profile can contribute for the position goals.
Sónia Maravilha	1	2	3	2,5	5	2	2	1	18,5	Curricular Analysis: No degree or training in Accounting Area, specifically; No experience in the proposed work plan activities; Knowledge in primavera (financial area and HR); Course in Advanced Excel; Knowledge and Experience in Excel; Intermediate/Advanced user in English (no mention to a certification). <u>Motivation Letter:</u> Makes a resume of the professional path but does not explains how the profile / experience fits in the position goals / IMM.

HA 8-2



ANNEX II_Table 3 - Employment Contract Reference IMM/CT/62-2022

Applicant	Total Annex I	Interview (50%)				Total Annex II	Justification	Total Annex I + Annex II	Ranking
		High sense of responsibility, honesty, organization, dynamism, proactivity, curiosity (10%)	Adequacy of the profile to the proposed work (20%);	Communication skills (10%)	Collaborative spirit (10%)				
Ana Luísa Gonçalves	35	5	10	5	6	26	The candidate showed interest in moving from the current job to another but not clearly communicated the motivation to work in IMM and what she can bring to IMM. The candidate is used to work in a team.	61	4
Célia Dias Rodrigues	42	5	10	5	6	26	The candidate showed interest in getting a job but not clearly communicated the motivation to work in IMM and what she can bring to IMM. The candidate is used to work in a team.	68	3
Marisa Nunes	45	8	10	7	8	33	The candidate demonstrates to have a good knowledge about what IMM does and identifies ans wants to make part of something important, such, the importance of new therapeutics to improve health. The experience in international companys outside Portugal provided to her skills and maturity to be in an international environment like the one IMM has due to the variety of researchers nationalities. Very used to work in a team. Communicated very well what she wanted.	78	2
Razvan Mitrica	43	10	10	9	9	38	The candidate demonstrates to have a good knowledge about what IMM does and identifies with the work function in IMM accounting. His experience and what he want to do fits in what IMM needs. Very curious canddiade and very used to work in a team. Communicated very well what he wanted.	81	1

