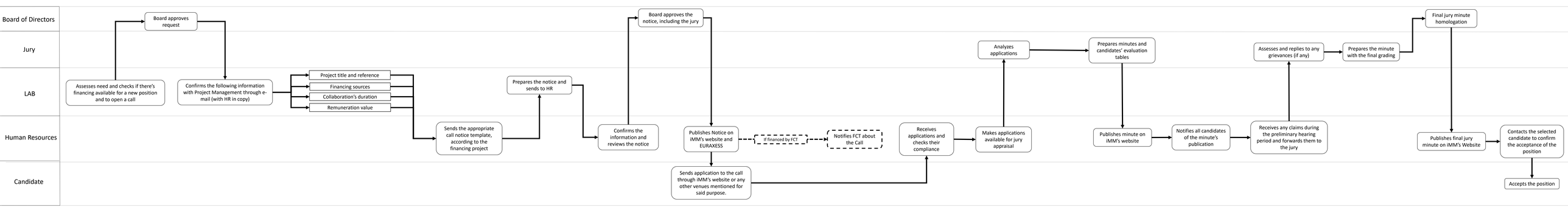
Board of Directors
Jury
LAB
Human Resources
Candidate
Board approves request
Assesses need and checks if there's financing available for a new position and to open a call
Confirms the following information with Project Management through e-mail (with HR in copy)
Project title and reference
Financing sources
Collaboration's duration
Remuneration value
Sends the appropriate call notice template, according to the financing project
Prepares the notice and sends to HR
Confirms the information and reviews the notice
Board approves the notice, including the jury
Publishes Notice on iMM's website and EURAXESS
If financed by FCT
Notifies FCT about the Call
Sends application to the call through iMM's website or any other venues mentioned for said purpose.
Receives applications and checks their compliance
Makes applications available for jury appraisal
Analyzes applications
Prepares minutes and candidates' evaluation tables
Publishes minute on iMM's website
Notifies all candidates of the minute's publication
Receives any claims during the preliminary hearing period and forwards them to the jury
Assesses and replies to any grievances (if any)
Prepares the minute with the final grading
Final jury minute homologation
Publishes final jury minute on iMM's Website
Contacts the selected candidate to confirm the acceptance of the position
Accepts the position