

Jury Meeting Minute
Technical Support Specialist
Reference IMM/CT/91-2022

Instituto de Medicina Molecular João Lobo Antunes (iMM) opened a call for the hiring of a Technical Support Specialist to join the Information Systems Unit, under the Associate Laboratory statute within funding reference LA/P/0082/2020 supported by National Funds (FCT – OE).

The job advert was published in EURAXESS Portugal on 2nd of November 2022 and also disseminated in iMM website.

The call was opened from 3rd of November until 16th of November 2022, having applied the following candidate:

- Diogo Silva de Souza

On the 3rd of January 2023, the jury composed by Daniel Silva (President of the Jury), Nuno Barbosa Morais and José Rino (all PhDs), met to analyze the application documents (Motivation Letter, updated CV and Technical Specialization Course, Bachelor and/or Master Certificate).

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

- 1st Phase: Curriculum Evaluation: 40% and Motivation Letter: 20%;
- 2nd Phase: Interview: 40%.

Curricular Evaluation (40%)

The curricular evaluation was based in the following criteria:

- Experience with Windows, MacOS (installing and configuration);
- Experience in assembling Computer Hardware and configuring peripherals;
- Experience with Remote Desktop, TeamViewer or AnyDesk;
- Experience with configuring Microsoft Office, Microsoft Outlook, Apple Mail, OneDrive and Google Drive;
- Network Configuration;
- System Virtualization;
- Advanced knowledge in the configuration and optimization of services in Linux systems.
- Active Directory management;

Motivation letter (20%)

The motivation letter analysis was based in the following criteria:

- Motivation and interest for the activities to be performed (20%)

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 (40%)

Thus, following applicant(s) obtained at least 40% in First phase and were invited for an interview. The interview took place on 20 January 2023.

- Diogo Silva de Souza

For the interview, the jury considered the following criteria:

- Strong interpersonal and teamwork skills;
- Autonomy and sense of responsibility;
- Proactive attitude, resilience and capability to work under pressure;
- Good organizational, planning and time management skills;
- Ethical conduct in all daily tasks.

Lisbon, 31st of January of 2023



Daniel Silva
(President of the Jury)



Nuno Barbosa Morais



José Rino

Diogo Silva
 plus plus
 the job

ANNEX 1 - Employment Contract - Ref. IM/IC/791-2022

Applicants	Curriculum Analysis and references (40%)															
	Experience with Windows, MacOS (installing and configuration); (5%)			Experience in assembling Computer Hardware and configuring peripherals; (5%)			Experience with Remote Desktop, TeamViewer or AnyDesk; (5%)			Experience with configuring Microsoft Office, Microsoft Outlook, Apple Mail, OneDrive and Google Drive; (5%)						
Name of Jury	Daniel Silva	Nuno Barbosa Morais	José Rino	Average	Daniel Silva	Nuno Barbosa Morais	José Rino	Average	Daniel Silva	Nuno Barbosa Morais	José Rino	Average				
Diogo Silva de Souza	4,00%	3,50%	3,50%	3,67%	5,00%	5,00%	5,00%	5,00%	4,50%	5,00%	5,00%	4,83%	4,00%	4,50%	4,50%	4,33%
	10+ years experience working with Windows Operating System. No evident experience working with MacOS	Extensive experience with Windows. No evidence for experience with MacOS.	Experienced in Windows, no mention or evidence of MacOS know-how.	Justification	10+ years experience managing hardware repairs and support	Extensive experience in hardware support.	Experienced in hardware support, troubleshooting and repair	Justification	10+ years working with RemoteDesktop and VNC. More than compensates the lack of AnyDesk reference	Extensive experience with Remote Desktop, TeamViewer, VNC, etc.	Experienced in remote support with several remote desktop tools (LogmeIn, Windows RD, TeamViewer and VNC)	Justification	10+ years of experience with Microsoft solutions, 5+ years experience with google solutions. Lack of experience with apple solutions	Extensive experience with Windows and Google solutions. No evidence for apple solutions.	Experienced with Microsoft Office and Google Workspace, no mention or evidence of Apple Mail know-how.	Justification

Curriculum Analysis and references (40%)

Applicants	Curriculum Analysis and references (40%)															
	System Virtualization; (5%)			Active Directory management. (5%)			Advanced knowledge in the configuration and optimization of services in Linux systems. (5%)									
Name of Jury	Daniel Silva	Nuno Barbosa Morais	José Rino	Average	Daniel Silva	Nuno Barbosa Morais	José Rino	Average	Daniel Silva	Nuno Barbosa Morais	José Rino	Average				
Diogo Silva de Souza	3,50%	3,50%	3,50%	3,50%	3,00%	2,50%	3,00%	2,83%	5,00%	5,00%	5,00%	5,00%	3,00%	3,50%	3,50%	3,33%
	Medium to advanced experience in network configuration	Considerable experience with network protocols.	Experienced with network protocols.	Justification	Medium to advanced knowledge of system Virtualization.	Medium knowledge of system Virtualization.	Has know-how of system virtualization.	Justification	10+ years of active directory management	Extensive experience with Active Directory.	Experienced in Active Directory management.	Justification	Knowledge in configuration of servers in Linux Systems	Professional experience as administrator of Linux systems	Trained in Linux systems administration, know-how in systems configuration and optimization	Justification

Curriculum Analysis and references (40%)

Applicants	Curriculum Analysis and references (40%)											
	Network Configuration; (5%)			System Virtualization; (5%)			Active Directory management. (5%)			Advanced knowledge in the configuration and optimization of services in Linux systems. (5%)		
Name of Jury	Daniel Silva	Nuno Barbosa Morais	José Rino	Average	Daniel Silva	Nuno Barbosa Morais	José Rino	Average	Daniel Silva	Nuno Barbosa Morais	José Rino	Average
Diogo Silva de Souza	20,00%	19,00%	20,00%	19,67%	20,00%	19,00%	20,00%	19,67%	20,00%	19,00%	20,00%	19,67%
	Good Motivation letter adjusted to position	Somewhat laconic but objective and adjusted motivation towards the position.	Motivated and very interested in the position and in the activities to be performed, which suit his experience and personal goals.	Justification	Total ANNEX 1							

Curriculum Analysis and references (40%)

Applicants	Curriculum Analysis and references (40%)									
	Motivation Letter (20%)			Motivation and interest for the activities to be performed (20%)						
Name of Jury	Daniel Silva	Nuno Barbosa Morais	José Rino	Average						
Diogo Silva de Souza	20,00%	19,00%	20,00%	19,67%						

ANNEX II – Employment Contract - Ref. IMMCT91-2022

		Interview (40%)												Total ANNEX I → ANNEX II			
Applicants	Strong interpersonal and teamwork skills; (8%)	Autonomy and sense of responsibility; (8%)				Proactive attitude, resilience and capability to work under pressure; (8%)				Good organizational, planning and time management skills; (8%)				Ethical conduct in all daily tasks; (8%)			
		David Silva	Alvaro Ballesteros	Jose Risco	Mano Ballesteros	Jose Risco	David Silva	Mano Ballesteros	Jose Risco	David Silva	Mano Ballesteros	Jose Risco	David Silva	Mano Ballesteros	Jose Risco	Average	
		8,00%	8,00%	8,00%	8,00%	8,00%	8,00%	8,00%	8,00%	8,00%	8,00%	8,00%	8,00%	8,00%	8,00%	8,00%	86,50%
Diego Silva de Souza	Strong experience and ability to interact with equipment's	Good support and ability to work in team	Good interpersonal skills and ability to integrate a new team	Strong of autonomy and responsibility	High degree of autonomy and responsibility	Very positive attitude and willingness to challenge himself	Very motivated to learn new skills and has shown the capacity to adapt to new environments and challenges	Has started independent courses in order to improve his own skills. Demonstrated the capacity to work under pressure in previous experience.	Good organizational and planning skills. Minor errors in terms of negotiating firmness.	The ability to manage day-to-day work with many indications demonstrates very good time management skills.	Good time management skills and planning towards achieving the best result.	Strong voice and conduct	No questions about ethical conduct	Every interview topic showed high degree of professional ethics and conduct	8,00%	8,00%	35,33%

David Silva
Mano Ballesteros
Jose Risco