

MINUTE N.º 1

COMMON TENDER PROCEDURE FOR RECRUITING A SENIOR TECHNICIAN IN A PUBLIC EMPLOYMENT CONTRACT BY UNCERTAIN TERM, P048-21-11023

On the twenty-fifth day of August, two thousand and twenty-one, at the Institute for Interdisciplinary Research, the members of the jury of the tender procedure identified above were brought together, respectively, by Professor Cláudia Margarida Gonçalves Cavadas, Vice-Rector and Director of the Institute of Interdisciplinary Research of the University of Coimbra, in the capacity of President, Jorge Humberto Gomes Noro, Executive Coordinator of the Institute of Interdisciplinary Research of the University of Coimbra, in the capacity of member and Ana dos Santos Carvalho, PhD Researcher of the Institute of Interdisciplinary Research of the University of Coimbra as alternate member, following the absence of the members Marta Daniela Passadouro Caetano, Advisor to the Office of the Rector of the University of Coimbra and Natacha Violante Gomes Leite, Science Manager of the Institute for Interdisciplinary Research of the University of Coimbra.

The purpose of the meeting was to set the criteria and consider the various selection methods.

The competitive procedure is for the occupation of a job in the category of Senior Technician, in the form of employment contract in public functions for an uncertain resolutive term, from the staff map of the University of Coimbra, with the following characteristics:

Consultative, study, planning, programming, evaluating and applying methods and processes of a technical and/or scientific nature, which support and prepare the decision, exercised with responsibility and technical autonomy, even if with a qualified senior management, as well as other activities of specialized support, in the areas of operational performance of the structure in which the workstation is inserted, namely: Monitoring, development and implementation of activities within the scope of the European project "Research & Innovation for Cities & Citizens" in conjunction with partners and activities in the implementation of the EC2U European university. The specific activities to be developed are the following: design of the strategy and definition of the action plan for the implementation in the UC of the excellence strategy for welcoming researchers (HRS4R) with the international partners of the consortium in line with the priorities of the European Commission; creation of an action plan to implement a code of conduct for recruiting researchers in accordance with the European Charter & Code for Researchers; development of a research career planning scheme; aggregation of materials and content for the development of a tool to be made available to all members of the consortium; survey of the best practices implemented by the partners of the European consortium; writing texts and publications; monitoring the activities and meetings of the European consortium; representation in



events, activities and meetings associated with the European consortium; planning and implementation of content to be developed, preparation of invitations and recommendation for editing footage of Masterclasses in Gender Equality in research; reporting and communicating project results in different formats.

Educational qualifications required: Degree.

Preferred requirements: Master's Degree

SELECTION METHODS

Whereas, by rectoral order issued on 8/17/2021, it was determined (in accordance with the provisions of no. 6 of article 36 of Law no. 35/2014, of 20/06 and in art. .º 5 and 6 of Ordinance No. 125-A/2019, of 30/04, in its current wording), only one mandatory selection method should be applied to candidates holding a public employment relationship for a period of time. undetermined, and, further, that according to the bond to be established – public employment bond with a resolutive term – the only mandatory selection method to be used would be the Curriculum Assessment (AC);

Considering also that it was also defined, in the same order, that the optional selection method to be used in this tender procedure will be (under the provisions of paragraph 4 of article 36 of the LTFP and pursuant to paragraph a) of no. 1 of article 6 of Ordinance No. 125-A/2019, of 30/04, in its current wording) the Professional Selection Interview (EPS);

The selection methods to be applied to all candidates will be as follows:

- Curriculum assessment (AC)
- Professional selection interview (EPS) - optional selection method

FOR EACH SELECTION METHOD THE FOLLOWING CRITERIA FOR ASSESSMENT AND WEIGHTING OF THE EVALUATION FACTORS WILL BE USED:

CURRICULUM ASSESSMENT - aims to analyze the qualifications of candidates, considering the most relevant elements for the job position to be filled. Curricular evaluation is expressed on a scale of 0 to 20 values, with valuation up to the hundredths, with the classification being obtained through the weighted arithmetic average of the classifications of the elements to be evaluated.

Considering the position to occupy, we unanimously decided on the most relevant elements to be considered and their respective weighting:



A. ACADEMIC QUALIFICATION	
20	PhD in the area of technical requirements and skills of the workplace
14	Master's Degree in the area of technical requirements and skills of the workplace
10	Degree in the area of technical requirements and skills of the workplace
B. CURRICULUM VALUATION	
20	Authorship in international scientific publications, in magazines or journals with review (≥ 10)
15	Authorship in international scientific publications, in magazines or journals with review (≥ 4 and < 10)
10	Authorship in international scientific publications, in magazines or journals with revision (> 0 and < 4)
0	No scientific publications
C. ORGANIZATION OF EVENTS AND ACTIVITIES IN THE LAST 5 YEARS	
20	Organization of academic/scientific, national or international events (≥ 10)
15	Organization of academic/scientific, national or international events (≥ 5 and < 10)
10	Organization of academic/scientific, national or international events (≥ 1 and < 5)
0	No organization of events
D. PROFESSIONAL EXPERIENCE CONSIDERING THE PERFORMANCE OF ACTIVITIES INHERENT TO THE JOB AND ITS DEGREE OF COMPLEXITY	
20	Exercise of functions identical to those of the job, with evidence of actions developed for a period equal to or greater than 3 years.
16	Exercise of functions identical to those of the workplace, with evidence of the actions carried out for a period between 1 year and less than 3 years.
12	Exercise of functions identical to those of the workplace, with evidence of actions undertaken for a period of less than 1 year.
0	Exercise of functions identical to those of the workplace, without evidence of the actions taken.
E. PERFORMANCE EVALUATION FOR THE LAST 3 YEARS	
20	2 mentions of Excellent Performance
16	2 mentions of Relevant / Very Good Performance or higher rating
12	2 mentions of Adequate Performance
10	For candidates who, for reasons not attributable to them, do not have a performance evaluation for 2 or 3 years (under the terms of subparagraph c) of paragraph 2 of article 8 of Ordinance no. 125-A/ 2019, in its current wording).
0	1 or more mentions of Inadequate/Insufficient Performance
F. ENGLISH LANGUAGE KNOWLEDGE LEVEL (REF.: COMMON EUROPEAN FRAMEWORK OF REFERENCE FOR LANGUAGES)	
20	Advanced user, with a level of knowledge of C2 or equivalent, attested by a Reputable/Certified School, or clear evidence of mastery of the language as a native equivalent speaker.

16	Independent user, with a level of knowledge of C1 or equivalent, attested by a Reputable/Certified School, or clear evidence of prolonged use of the language in highly complex situations.
10	Independent user, above basic level, with other levels of Knowledge.
0	No reference to English language skills.
G. PARTICIPATION IN PROJECTS FINANCED IN THE LAST 5 YEARS	
20	Coordination of at least one funded project, with evidence of the actions developed in this area.
16	Member of the funded projects team with evidence of the developed actions (>=2).
10	Member of the funded projects team with evidence of the developed actions (1).
0	No participation in funded projects.

The final result of the evaluation will be obtained through the weighted arithmetic average of the classifications of the parameters to be evaluated, expressed in the following formula:

$$AC = (a \times 15\%) + (b \times 15\%) + (c \times 15\%) + (d \times 20\%) + (e \times 5\%) + (f \times 15\%) + (g \times 15\%)$$

THE PROFESSIONAL SELECTION INTERVIEW - aims to assess professional experience and behavioral aspects, namely those related to communication and interpersonal skills. In this context, we decided to evaluate in the interview:

- a. Ability to express yourself and verbal fluency: assessing the ability to communicate through oral language, as well as the harmonious and logical development of the candidate's speech;
- b. Assessing the fluency in the English language;
- c. Motivation and interest: assessing the reasons for submitting the application to the job and the candidate's interest in exercising the functions inherent to the post, namely his capacity for dedication and commitment to a constant technical update.
- d. Knowledge and quality of professional experience: assessing the candidate's level of preparation and adequacy of professional experience for the exercise of the job functions.

This method will be classified as “High”, “Good”, “Sufficient”, “Reduced” and “Insufficient”, which correspond, respectively, to the classifications of 20, 16, 12, 8 and 4 values. The final result of the interview will be obtained through the simple arithmetic mean of the classifications of the parameters to be evaluated, expressed in the following formula:

$$EPS = (a + b + c + d) : 4$$

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STAGED APPLICATION OF SELECTION METHODS

The selection methods will be used in a phased manner, by successive sets of ten candidates, in accordance with the rectory determination contained in the order opening the tender procedure, and in accordance with the provisions of paragraph 1 and paragraph 3 of art. 7 of Ordinance No. 125-A/2019, in its current wording. Thus, the application will be made, at first, to all candidates, only the mandatory method (Curricular Evaluation); the application of the following method (Professional Selection Interview) will be made only to the part of the candidates approved in the immediately previous method, to be called by successive sets of 10 candidates, in descending order of classification, respecting the legal priority of their legal-functional situation, to the satisfaction of needs; when the candidates approved in the previous terms meet the needs that gave rise to the publicity of the tender procedure, the remaining candidates, who are considered excluded, without prejudice to the provisions of paragraph d) of paragraph 3 of article 3, are exempt from applying the optional method 7 of Ordinance No. 125-A/2019.

Candidates with a valuation of less than 9.5 in one of the methods or phases are excluded from the procedure, and the following method or phase is not applied, as stipulated in no. 10 of article 9 of Ordinance no. 125-A/2019, in its current wording.

FINAL ORDERING

The final ranking of candidates to whom, under current legislation, are applied, as selection methods, the Curriculum Evaluation and Professional Selection Interview will be expressed from 0 to 20 values, as a result of the weighted arithmetic average of the classifications obtained in each method selection, calculated using the following formula

$$CF = (AC \times 70\%) + (EPS \times 30\%)$$

Where CF = Final Classification, AC = Curriculum Evaluation, and EPS = Professional Selection Interview.

The final ranking list of successful candidates is unitary, even though different selection methods were applied to them in the procedure.

Each of the selection methods described above is eliminatory.

Candidates who do not attend any of the selection methods or drop out will also be excluded from the procedure.

In case of equal valuation between the candidates, the preferential ranking criteria provided for in article 27 of Ordinance No. 125-A/2019, in its current wording, will be adopted.

The ranking of candidates who are in a situation of equal valuation and in a situation not configured by law as preferential is carried out, in descending order, with reference to the following criteria:

a) Valuation of Professional Experience.

Also considering the number of places to be filled, the Jury is aware of the need to respect the quota of disabled people under the terms of article 3 of Decree-Law no. 29/2001, of 3 February.

Recruitment is always initiated by candidates holding a previously constituted public employment legal relationship, approved in all selection methods, in order to comply with the provisions of article 30, paragraph 3 of the General Law on Workers in Functions Public, in its current wording.

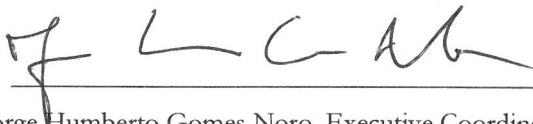
With nothing further to discuss, the meeting was closed and these minutes were drawn up and signed by all members of the Jury.

President

Professor Cláudia Margarida Gonçalves Cavadas, Vice-Rector for Research and Director

Institute for Interdisciplinary Research of Universidade of Coimbra

Members



Jorge Humberto Gomes Noro, Executive Coordinator

Institute for Interdisciplinary Research of Universidade of Coimbra



Ana dos Santos Carvalho, PhD Researcher

Institute for Interdisciplinary Research of Universidade of Coimbra