

FAQs

1. How can I apply for open positions at i3S, IBMC, INEB and Ipatimup?

You can find information about the open positions on the i3S website under Jobs & Internships > Job Opportunities > <https://www.i3s.up.pt/job-opportunities.php>.

2. Where can I find out what documents are required to apply?

You can find the information in the full description of each open position by clicking on the "Job description" button (English) and on "Edital" (Portuguese).

3. Can the application be made by email to the President of the Jury?

Applications are made exclusively through the platform using the "APPLY" button. You will receive an e-mail confirming receipt of your application.

4. In what format can I submit the requested documents?

All documents must be submitted in pdf format. There is a specific place to put the curriculum vitae and the qualification certificate. All other documents must be submitted in a single pdf file or in a compressed zip folder. When attaching your pdf files, click on "UPLOAD".

5. I can't click the "Submit" button when I'm submitting my application. How can I proceed?

Please check that all the required fields are correctly filled in.

6. I haven't attached a document to my application or I want to replace it. Should I email it to the HR department?

No. Applications are made exclusively through our platform. You must make a new application, including all the documents and information requested within the time limit set for receiving applications. At the same time, you should send an email to rh.i3s@i3s.up.pt.

7. How can I get information about the results of the position?

All candidates receive an email notification indicating the results of the selection.

8. Are there any guidelines for my application?

Your application should be directed to the specific position open and we expect you to meet the admission requirements of the position. We would like your CV and motivation letter to explain the following:

- ✓ The reason for applying for the position;
- ✓ Identification of the qualities, knowledge and experience relevant to the position;
- ✓ A summary and detailed overview of your education, career and professional skills.

9. I have received the e-mail notifying me that I have been selected for the position. Do I need to take any additional steps?

Congratulations! When you are selected for a position, you will receive additional information about the hiring process by email.

10. How do you process the personal data submitted in the application?

For the purposes of the General Data Protection Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27 (GDPR), we inform you that the personal data collected will be processed exclusively within the scope of the application process, ensuring that its processing is lawful and limited to the purpose of the tender procedure.

11. Do you accept unsolicited applications?

No. All opportunities are available on the i3S website under Jobs & Internships - Job Opportunities, so please check the page regularly.

12. I still have additional questions, how can I get information?

You can send any questions relating to the recruitment process to the Human Resources department via the following email address rh.i3s@i3s.up.pt .