

## Annex I

### Process Phases and Evaluation Criteria

*Conservation and Restoration Laboratory Support Technician*

*REF: REST 06/2019*

### SUMMARY OF PHASES AND EVALUATION CRITERIA

CANDIDATE EVALUATION	Maximum score
<b>I.- List of Admitted and Excluded Candidates</b>	<b>-</b>
<b>II.- English Test</b>	<b>1</b>
<b>III.- Curricular Evaluation</b>	<b>10</b>
Academic degree	3
Specific training	2
Experience	5
<b>IV.- Practical Exercise</b>	<b>8</b>
<b>V.- Personal Interview</b>	<b>11</b>
<b><u>TOTAL EVALUATION</u></b>	<b>30</b>

#### **PHASE I: LIST OF ADMITTED AND EXCLUDED CANDIDATES**

The Selection Committee will examine the applications received to determine whether they comply with all the requirements and documentation given in points 2 (the requirement of the degree) and 3 (required documentation) of the basis, formalizing for this purpose a list of admitted and excluded candidates.

Only the applications that appear as Admitted on this List, which will be approved by all members of the Selection Committee, will be passed onto the next phases.

#### **PHASE II: LANGUAGE TEST (ENGLISH)**

**Maximum score: 1 point.**

Candidates admitted to the process will be summoned by email and/or regular mail to take an English test, which will take place on 18 October 2019 at the Center's facilities, to assess the knowledge of English of the candidate.

Likewise, this call will be used for candidates to fill out a questionnaire on their career to obtain more information for the curricular evaluation in the next phase.

Candidates who fail to submit to the language test will automatically be excluded from the process.

LEVEL	SCORE
<b>B1 and higher</b>	1.0
<b>A2</b>	0.3
<b>A1</b>	0

### PHASE III: CURRICULAR EVALUATION

**Evaluation of the CV with a maximum score of 10** points:

CANDIDATE EVALUATION	Maximum score
Academic degree	3
Specific training	2
Experience	5
<b>TOTAL EVALUATION CV</b>	<b>10</b>

#### 1. Academic qualification (maximum 3 points):

DEGREE	Maximum score
1.- Undergraduate degree in Conservation and Restoration of Cultural Archaeological Assets, or similar degrees.	3.00
2.- Other degrees.	0.25

#### 2. Specific training (maximum 2 points):

CANDIDATE EVALUATION	Maximum score
Complementary training in preventive conservation of cultural heritage (*)	0.75
Complementary training in the field of cultural heritage: management, protection, museology (*)	0.65
Advanced office IT; image design and processing programs (CorelDRAW or equivalent); databases (FileMaker, ACCESS or equivalent)	0.40
Second language (mainly French or Italian) (**)	0.20

<b>MAXIMUM TOTAL</b>	<b>2</b>
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(\*) The duration and applicability of the training to the duties of the position will be assessed.

(\*\*) Only knowledge of the language accredited by an official qualification will be evaluated.

### 3. Experience:

<b>PROFESSIONAL EXPERIENCE</b>	<b>Maximum score</b>
1.- Experience in interventions in the field of archaeological heritage conservation: lithic industry, metals, stone, wood, ceramics, glass, mosaics, etc. In the field and/or in the laboratory (*)	1.5
2.- Experience in interventions in the field of paleontological heritage conservation. In the field and/or in the laboratory (*)	1.5
3.- Experience in the application of preventive conservation criteria for the safeguarding of cultural heritage: analysis of environmental conditions, use, handling, conditioning, transport, exhibition, etc. In the field and/or in the laboratory (*)	1
4.- Experience in making molds and replicas. In the field and/or in the laboratory (*)	1
<b>MAXIMUM TOTAL</b>	<b>5</b>

(\*) Both the duration of the experience and the diversity of spaces and techniques used will be assessed.

Applicants must obtain a minimum of 6 POINTS in the curricular evaluation to pass to the next phase. If no candidate achieves the minimum required score, the position will remain vacant.

### **PHASE IV: COMPLETION OF A PRACTICAL EXERCISE**

**Maximum score: 8 points.**

A questionnaire and a theoretical exercise on cultural heritage conservation intervention have been designed, related to the duties of the position on offer, to be carried out among the candidates who have passed the earlier phases.

Candidates will be notified of the date and time of the tests in writing, and they will take place at the CENIEH headquarters.

Applicants must obtain a minimum of 5 points in the practical test to pass this phase.

If no candidate achieves the minimum required score, the position will remain vacant.

### **PHASE V: PERSONAL INTERVIEW**

**Maximum score: 11 points.**

Candidates who have passed the previous phases will be called for a personal interview, aimed at assessing more accurately their level of the required skills. The interview will have a maximum score of 11 points.

The score awarded in phase III, the curricular evaluation, may be rectified, if it is subsequently verified that the information provided in the CV is inaccurate.

Applicants must obtain a minimum of 6 points in the interview evaluation to pass this phase. If no candidate achieves the minimum required score, the position will remain vacant.

Each member of the Committee shall score the candidates individually, and the average of each applicant's scores calculated to yield their final score for each phase.

Once the relevant selection phases have been completed, the individual evaluations obtained in each phase will be added together. The position will be awarded to the candidate who accumulates the highest score in the range between 17 and 30 points.

Once the selection process is finished, all documentation referring to it shall be returned to the Human Resources Department of the Consorcio CENIEH, the body responsible for its custody and control.

According to the regulations on data protection, and in particular, article 5.1.f) of the General Data Protection Regulation 2016/679/EU (the "GDPR"), members of the Selection Committee are obliged to maintain confidentiality and professional secrecy with respect to the personal data they may handle as part of their duties in this selection process.

All members of the Committee have been duly informed of the aforementioned evaluation criteria for assessing the candidacies submitted for the call.

In Burgos, on 19 August 2019.

Signed: Ms. Maria Martín Torres  
President of the Committee  
Director of the Consorcio CENIEH