



Allegato 1 al Verbale n. 7 del 19 luglio 2022

SELEZIONE PUBBLICA, PER ESAMI, FINALIZZATA ALL'ASSUNZIONE CON CONTRATTO DI LAVORO SUBORDINATO A TEMPO INDETERMINATO E PIENO DI **N. 3 UNITA' DI PERSONALE TECNICO-AMMINISTRATIVO DI CATEGORIA C – AREA AMMINISTRATIVA – PER LE ESIGENZE DEGLI UFFICI/PLESSI DELL'AMMINISTRAZIONE CENTRALE** DELL'UNIVERSITÀ DEGLI STUDI DI URBINO CARLO BO DI CUI N. 1 UNITA' PRIORITARIAMENTE ALLE CATEGORIE DI PERSONALE DI CUI AGLI ARTT. 1014 E 678 DEL D.LGS. N. 66/2010.

(D.D.G. n. 144 DEL 21 MARZO 2022)

Comunicazione ai sensi dell'art. 19 del D. Lgs n. 33/2013 e s.m.i.

La Commissione Giudicatrice, nominata con Decreto del Direttore Generale n. 342 del 23 giugno 2022 e modificata con Decreto del Direttore Generale n. 380 dell'11 luglio 2022, risulta così composta:

- Dott. Alessandro PERFETTO Direttore Generale
Università degli Studi di Urbino Carlo Bo
Presidente;
- Dott.ssa Carla DATENA Cat. EP – Area Amministrativa-Gestionale
Università Politecnica delle Marche
Componente;
- Dott.ssa Mary Cruz BRAGA Cat. D - Area Amministrativa-Gestionale
Università degli Studi di Urbino Carlo Bo
Componente;
- Dott.ssa Simona MEGNA Cat. C – Area amministrativa
Università degli Studi di Urbino Carlo Bo
Segretaria.

La Commissione giudicatrice, per lo svolgimento della prova orale, nominata con Decreto del Direttore Generale n. 342 del 23 giugno 2022 e modificata con Decreto del Direttore Generale n. del 18 luglio 2022, è così integrata:

- Dott.ssa Claudia RIGHETTI Psicologa del lavoro - Esperta in valutazione delle competenze e
selezione del personale – Membro aggregato
- Dott. Francesca Ida CARDUCCI Collaboratore ed Esperto Linguistico di madrelingua inglese
Università degli Studi di Urbino Carlo Bo – Membro aggregato
- Dott. Marco CAPPELLACCI Cat. D – Area Amministrativa-gestionale
Università degli Studi di Urbino Carlo Bo – Membro aggregato

comunica le tracce delle prove scritte e delle prove orali predisposte:



PROVE SCRITTE

PROVA (prova sorteggiata)

1. In base a quanto previsto dalla Legge n. 240/2010 e dallo Statuto di Ateneo il candidato illustri gli organi e le competenze dei Dipartimenti universitari.
2. Il procedimento amministrativo: il candidato ne descriva le principali fasi.
3. Il candidato illustri il principio di minimizzazione dei dati così come contenuto nel GDPR UE 2016/679 in materia di privacy.

PROVA

1. Il candidato illustri brevemente l'introduzione del bilancio unico di Ateneo e il passaggio alla contabilità economica patrimoniale.
2. Le declinazioni dell'autonomia universitaria.
3. Il candidato descriva, ai sensi della L. n. 241/1990 e del D. Lgs. n. 33/2013, le caratteristiche delle tipologie di accesso documentale, civico semplice e civico generalizzato (FOIA).

PROVA

1. Illustri il candidato le fonti che disciplinano il rapporto di pubblico impiego.
2. Il procedimento amministrativo: il candidato descriva il ruolo del responsabile del procedimento.
3. Il candidato descriva sinteticamente il ruolo del Responsabile della Prevenzione della Corruzione e della Trasparenza (RPCT) dell'Università.

PROVE ORALI:

PROVA

- 1) Budget: definizione e funzioni
- 2) Il procedimento amministrativo: il candidato descriva il ruolo del responsabile del procedimento.

ACCERTAMENTO LINGUA INGLESE

TEAM-BUILDING THROUGH ACTIVITIES

Nowadays, company bosses are increasingly trying to find unusual teambuilding events as part of their training programme. An activity park called Fast-track has just opened to offer such events. It specialises in events to attract the corporate entertainment market, which is growing all the time.

The park is situated just a few kilometres outside the city centre and it provides events that will entertain as well as train.

Clients can try outdoor attractions such as sailing or climbing, although availability clearly depends entirely on the weather. Activities of this kind are perfect team-building exercises.

'I'd never been to an activity park before,' explained James Black, a company manager. 'Before we came, I didn't think we would enjoy ourselves so much, and I didn't expect the huge difference that Fast-track's programme has made to my team. Now we work better together than we did before.'

ACCERTAMENTO PROVA INFORMATICA

In Microsoft Excel prima di inserire una formula, quale segno si deve inserire?

PROVA

- 1) Il differente ruolo del Senato Accademico e del Consiglio di Amministrazione
- 2) L'accesso civico semplice



ACCERTAMENTO LINGUA INGLESE

An email request

Dear James,

As you know, we have been working on the new perfume that we are launching in April and we are unsure about some of the packaging details. We have seen some of your creative work in the sales department and we think you have a very good eye for detail.

Do you have some time before close of business this Friday to sit down with us and talk about some of our designs? We would truly appreciate your advice on this. It shouldn't take longer than two hours of your time and we would be happy to ask Patricia, your department head, for permission if necessary.

Best regards,

Sarah Ford

Head of Department

Product Design

ACCERTAMENTO PROVA INFORMATICA

A che cosa serve la funzione "CONCATENA" in Microsoft Excel?

PROVA

- 1) I principali regolamenti che disciplinano l'attività didattica dell'Ateneo
- 2) I profili generali del silenzio amministrativo

ACCERTAMENTO LINGUA INGLESE

Agile working (workspace)

Agile working is not just about allowing employees to work from home and decide their own working hours. An example of agile working might be workspaces designed to suit the different kinds of work taking place. This is an environment that helps people to be at their best and most productive. An agile workspace might include open areas with small tables for people to gather and work together and standing desks to improve energy levels and productivity. It might include quiet zones for a bit of thinking time and social areas for staff to chat and relax together. Like most things with agile working, there is no one-size-fits-all approach. Agile workspaces have to be adapted to the individuals and their roles in the company because agile working is about valuing people and their activities and not having them limited by the physical workplace.

ACCERTAMENTO PROVA INFORMATICA

Come viene identificata una cella in Microsoft Excel?

PROVA

- 1) L'accesso civico generalizzato (FOIA)
- 2) I principi e i contenuti del Codice Etico di Ateneo

ACCERTAMENTO LINGUA INGLESE

Mindfulness

Have you ever missed important information in a meeting because you were thinking about something else? If this sounds familiar, you're not alone. Research has shown that 47 per cent of the time, people are thinking about something other than what they're doing. People's minds are distracted, whether they are trying to read important emails, speaking to clients, or talking to colleagues. Interestingly, it was also found that people were less happy when they were not concentrating than when they were. Being mindful and paying attention to the



present can improve our focus and also help us reduce stress, improve relationships and allow us to feel more connected with the present moment.

According to Psychology Today, mindfulness is a state of active, open attention to the present. There are different ways that we can train our minds to do this. One easy and effective way is through meditation.

ACCERTAMENTO PROVA INFORMATICA

In Microsoft Word le note a fondo pagina utilizzano l'area deputata ad ospitare il piè di pagina?

PROVA

- 1) Il Collegio dei Revisori: le funzioni
- 2) RPD e responsabile del trattamento dei dati nello specifico in ambito universitario

ACCERTAMENTO LINGUA INGLESE

A new life

I used to work as a college lecturer in the north of England, running photography courses. It wasn't a bad job, and I really liked my students, but I began to feel tired of doing the same thing every day.

I decided I needed a break.

I'd always loved travelling, so one weekend I typed 'international volunteering' into an internet search engine. At the top of the results page was the opportunity to go and stay on an island in the Indian Ocean, thousands of miles away, and help to protect the beaches and the sea life. I began joking to friends about sending in an application. I had some diving experience, and the more I talked about it, the more I wanted to do it. So I contacted the organisation. One week later they offered to send me to the island and I accepted. Afterwards, some people were surprised by my decision, but I wasn't too worried. After all, the volunteer job was only for two months during the summer holidays. I thought after I'd finished, I'd come home.

ACCERTAMENTO PROVA INFORMATICA

In che cosa consiste la funzione stampa unione di Microsoft Word?

PROVA

- 1) Le caratteristiche delle tipologie di accesso documentale ai sensi della L. n. 241/1990
- 2) Il Direttore Generale funzioni e competenze

ACCERTAMENTO LINGUA INGLESE

Digital habits across generations

Today's grandparents are joining their grandchildren on social media, but the different generations' online habits couldn't be more different. In the UK the over-55s are joining Facebook in increasing numbers, meaning that they will soon be the site's second biggest user group, with 3.5 million users aged 55–64 and 2.9 million over-65s.

Sheila, aged 59, says, 'I joined to see what my grandchildren are doing, as my daughter posts videos and photos of them. It's a much better way to see what they're doing than waiting for letters and photos in the post.' Ironically, Sheila's grandchildren are less likely to use Facebook themselves. Children under 17 in the UK are leaving the site – only 2.2 million users are under 17 – but they're not going far from their smartphones.

ACCERTAMENTO PROVA INFORMATICA

Che cosa si intende per interlinea in Microsoft Word?



PROVA

- 1) I principali regolamenti che disciplinano le attività dell'Ateneo
- 2) Caratteristiche dell'interesse ai fini dell'accesso agli atti

ACCERTAMENTO LINGUA INGLESE

Agile working (management)

It is not only the time and location of the modern workplace that is changing. The role of the manager is evolving too. Many organizations are moving away from an approach where managers constantly supervise their staff and tell people exactly what to do. Instead, they are adopting a more project-based approach, where managers have the responsibility of clarifying project goals and enabling teamwork and collaboration. The roles that the individuals play might differ from project to project, and agile managers can serve to support team members in adapting the way they contribute to a team.

These changes in modern work practices mean that organizations need to adopt agile working approaches so that they can find the most appropriate and efficient way of getting things done. The consumer goods company Unilever describes agile working as 'an approach to getting work done with maximum flexibility and minimum constraints'.

ACCERTAMENTO PROVA INFORMATICA

Come si effettua in Microsoft Excel la selezione di più celle tra loro non adiacenti?

PROVA

- 1) L'autonomia universitaria
- 2) Le finalità dell'obbligo di pubblicazione di atti e documenti da parte della P.A.

ACCERTAMENTO LINGUA INGLESE

Conflict management

Many people feel uncomfortable with conflict, but it can help us to grow.

Fight or flight

When conflict arises, we can often see nature's fight-or-flight response – either attacking the enemy or running away. The 'fight' reaction is when people start to prepare themselves for an argument. But by getting aggressive, they might damage their relationships or miss the chance of growing through constructive feedback.

The 'flight' response involves totally ignoring the situation. People suppress their feelings, hide disagreements and pretend that everything is fine when it is not. However, the conflict remains unresolved and the problem gets worse.

So how can we go beyond our immediate reactions to make conflict a source of trust-building and development? Here are eight tips to help us manage conflict successfully.[continues].

ACCERTAMENTO PROVA INFORMATICA

Come si inseriscono i numeri di pagina in Microsoft Word? È possibile non inserire il numero nella prima pagina?

PROVA

- 1) Obblighi e responsabilità dei dipendenti pubblici
- 2) Le principali finalità del Bilancio preventivo e del Bilancio consuntivo



ACCERTAMENTO LINGUA INGLESE

THE BOSSES SPEAK

John Stuart is an executive recruitment specialist who has turned to writing. The result is this book, based on interviews with twenty Chief Executives.

Each top manager – none of them famous names, surprisingly – is given a short chapter, and there is some introductory material and a conclusion. This means you can jump from one person to another, in any order, which is good for people who are too busy to read a book from cover to cover. For a management book it isn't expensive, although whether it's good value for money is doubtful.

Some of the twenty interviewees started their own businesses, while others joined a company and worked their way up. Some are fairly new in their position, and others have had years of experience, though, strangely, Stuart doesn't seem interested in these differences. The interviewees work in everything, from retailing to airlines to software, and it is this variety that forms the main theme of Stuart's book.

ACCERTAMENTO PROVA INFORMATICA

In Microsoft Excel, la visualizzazione di una serie di cancelletti (#####) in una cella indica che?

PROVA

- 1) Il Nucleo di valutazione: le funzioni
- 2) I principi del trattamento dei dati personali

ACCERTAMENTO LINGUA INGLESE

Agile working (employees)

The world we live in is changing and it is changing rapidly. Whether this is driven by technology, globalisation or in response to specific crises, there is no doubt that the workplace of today needs to constantly adapt to ongoing changes in order to remain efficient and competitive.

In more traditional work settings, the definition of a good employee was someone who came to the office on time at 9 a.m., sat at their desk and worked hard, taking direction from their managers and following the rules. This model employee would be there rain or shine, always appearing busy until it was time to go home at 6 p.m. But with the development of smartphones and internet technologies, many companies are starting to form virtual teams with team members living in different time zones, and employees are now finding themselves answering emails, attending meetings and working on reports from home outside their usual working hours. People now need to work smarter and not just harder.

ACCERTAMENTO PROVA INFORMATICA

In Microsoft Excel a che cosa serve la formattazione condizionale?

PROVA

- 1) Le attività incompatibili con lo status di docente universitario
- 2) I principi essenziali in materia di trasparenza

ACCERTAMENTO LINGUA INGLESE

Remote teams

Remote teams bring advantages but also challenges. How can we bring out the best in our team members when they are located in different places?

As companies continue to think globally, and as modern-day technology makes remote working easier, remote teams have become common. Instant messaging, videoconferencing and other web-based tools all help. But



communication via modern technology does have its problems. Meetings, essential for team bonding and working together effectively, can be particularly challenging online. Other than having to coordinate people in different time zones and ensuring that no one is multitasking and getting distracted, meetings on virtual platforms are not always helpful for good communication. Videoconferencing is often characterised by uncomfortable silences and people talking over each other.

ACCERTAMENTO PROVA INFORMATICA

Come si inseriscono le intestazioni in Microsoft Word?

PROVA

- 1) Il candidato elenchi gli organi di Ateneo e ne indichi le principali competenze
- 2) I principi contabili ai sensi del DM n. 19 del 14/01/2014

ACCERTAMENTO LINGUA INGLESE

Save money and keep your staff happy

It can be expensive to keep the canteen open to serve drinks to your staff through the day. Our QVM hot drinks machine replaces this service, so that you can close the canteen between mealtimes. You can install the QVM hot drinks machine anywhere in the building. One machine is suitable for a staff of ten to fifteen people. It costs £1300 to buy, or £11.00 per week to rent over 60 months. It is not expensive to operate: for example, the cost of power for one day is 30p, nearly as cheap as the price of one hot drink from the machine. Our company will carry out a weekly service, at a charge of £10.00. We can also refill the machine with drinks ingredients for an extra charge of £8.00. Some customers prefer to do this themselves, however. There are eight choices of hot drink available from the QVM machine, and our company offers one month's trial free of charge, so that you can estimate how popular the machine will be and see what the actual savings are.

ACCERTAMENTO PROVA INFORMATICA

A cosa serve il simbolo "\$" in Microsoft Excel?

PROVA

- 1) Il docente universitario: descrizione dello status giuridico
- 2) Le fonti di finanziamento delle Università da soggetti pubblici e privati

ACCERTAMENTO LINGUA INGLESE

Artist Peter Fuller talks about his hobby

There's a popular idea that artists are not supposed to be into sport, but mountain biking is a huge part of my life. It gets me out of my studio, and into the countryside. But more importantly, racing along as fast as you can leaves you no time to worry about anything that's going on in your life. You're too busy concentrating on not crashing. The only things you pay attention to are the pain in your legs and the rocks on the path in front of you.

I'm in my sixties now, but I started cycling when I was a kid. In the summer my friends and I would ride our bikes into the woods and see who was brave enough to go down steep hills, or do big jumps. The bikes we had then weren't built for that, and often broke, so I used to draw pictures of bikes with big thick tyres that would be strong enough for what we were doing. They looked just like modern mountain bikes. However, it wasn't until many years later that someone actually invented one. By the 1980s, they were everywhere.

ACCERTAMENTO PROVA INFORMATICA

In Microsoft Excel, l'espressione "=SOMMA(A1:A3)" somma il contenuto di quante celle?



PROVA

- 1) Composizione e competenze del Consiglio di Amministrazione
- 2) Il piano triennale della prevenzione, della corruzione e della trasparenza

ACCERTAMENTO LINGUA INGLESE

Managing Meetings

Meetings are essential for team working and getting things done. But done badly, they can feel like a waste of time and energy.

We've all been in badly managed meetings: meetings that seem to go round in circles without any decisions being made; meetings that are dominated by the same few voices; meetings where people talk and talk with no clear objective; meetings that seem to go on forever.

A European survey found that the typical staff member spends 187 hours a year in meetings. The report suggested that 56 per cent of those meetings were considered unproductive. In a survey of office workers across the UK, it was found that each employee cost their company an average of £38.50 for every meeting they attended.

ACCERTAMENTO PROVA INFORMATICA

A che cosa serve la funzione "CONTA.SE" in Microsoft Excel?

Urbino, 19 luglio 2022

LA COMMISSIONE GIUDICATRICE

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