



## **Allegato n. 1**

SELEZIONE PUBBLICA, PER ESAMI, FINALIZZATA ALL'ASSUNZIONE CON CONTRATTO DI LAVORO SUBORDINATO A TEMPO INDETERMINATO E PIENO DI N. 5 UNITA' DI PERSONALE TECNICO-AMMINISTRATIVO DI CATEGORIA C – AREA AMMINISTRATIVA – RISERVATA AGLI APPARTENENTI ALLE CATEGORIE DI CUI AGLI ARTT. 1 E 18 DELLA LEGGE N. 68/1999, ISCRITTI ALLE LISTE DI COLLOCAMENTO OBBLIGATORIO, PER LE ESIGENZE DEGLI UFFICI/PLESSI DELL'AMMINISTRAZIONE CENTRALE DELL'UNIVERSITÀ DEGLI STUDI DI URBINO CARLO BO. (COD. 23PTA12). DDG N. 534 DEL 26 OTTOBRE 2023

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

La Commissione giudicatrice, nominata con D.D.G. n. 23 del 19 gennaio 2024, risulta così composta:

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|-----------------------------|--|
| - Dott. Alessandro PERFETTO | - Direttore Generale<br>Università degli Studi di Urbino Carlo Bo<br>Presidente;                       |
| - Dott.ssa Monica CORDELLA  | - Cat. D – Area Amministrativa- gestionale<br>Università degli Studi di Urbino Carlo Bo<br>Componente; |
| - Dott.ssa Daniela GARULLI  | - Cat D – Area amministrativa-gestionale<br>Università degli Studi di Urbino Carlo Bo<br>Componente;   |
| - Dott.ssa Laura FUOCO      | - Categoria C – Area Amministrativa<br>Università degli Studi di Urbino Carlo Bo<br>Segretaria.        |

La Commissione Giudicatrice, per l'accertamento nella prova orale della conoscenza della lingua inglese, è integrata da:

- |                                   |  |
|-----------------------------------|--|
| - Dott.ssa Francesca Ida CARDUCCI | - Collaboratore ed Esperto Linguistico di Lingua inglese<br>Università degli Studi di Urbino Carlo Bo<br>Membro aggregato. |
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La commissione comunica le tracce delle prove scritte e delle prove orali predisposte.

#### **Tracce prove scritte:**

PROVA 3 (prova sorteggiata)

1. La/il candidata/o illustri sinteticamente le principali missioni istituzionali dell'Università.
2. La/il candidata/o descriva brevemente le tipologie di personale dipendente delle Università ai sensi della Legge n. 240/2010.
3. La/Il candidata/o illustri in breve le fasi del procedimento amministrativo soffermandosi in particolare sull'obbligo di motivazione del provvedimento amministrativo.



### PROVA 1

1. La/Il candidata/o descriva funzioni e responsabilità del Presidio di Qualità di un Ateneo.
2. Illustri la/il candidata/o il regime delle incompatibilità del personale tecnico-amministrativo.
3. La/Il candidata/o descriva funzioni del Responsabile del procedimento ai sensi della Legge n. 241/1990.

### PROVA 2

1. La/Il candidata/o descriva le finalità e le attività del Comitato unico di garanzia per le pari opportunità, la valorizzazione del benessere di chi lavora e contro le discriminazioni (CUG) come previsto dallo Statuto di Ateneo.
2. La/Il candidata/o illustri sinteticamente le norme che regolano il rapporto di lavoro del personale tecnico-amministrativo dell'Università.
3. La/il candidata/o illustri le varie tipologie di accesso ai documenti amministrativi e ne descriva brevemente le differenze.

### **Tracce prove orale:**

#### PROVA 1

1. Le principali fonti di finanziamento delle Università.
2. Le funzioni e responsabilità del Nucleo di Valutazione Interno di Ateneo.

Informatica:

Come si giustifica un testo word?

Inglese:

#### **Fake News**

Every time you're online, you are bombarded by pictures, articles, links and videos trying to tell their story. Unfortunately, not all of these stories are true. Here are some tips to avoid falling for fake news.

Check the source

1. Look at the website where the story comes from. Does it look real? Is the text well written? Are there a variety of other stories or is it just one story? Fake news websites often use addresses that sound like real newspapers, but don't have many real stories about other topics.

2. Watch out for fake photos

Many fake news stories use images that are Photoshopped or taken from an unrelated site. Sometimes, if you just look closely at an image, you can see if it has been changed.

3. Check the story is in other places

Look to see if the story you are reading is on other news sites that you know and trust. If you do find it on many other sites, then it probably isn't fake.

4. Look for other signs

There are other techniques that fake news uses. These include using ALL CAPS and lots of ads that pop up when you click on a link. Also, think about how the story makes you feel. If the news story makes you angry, it's probably designed to make you angry.

### PROVA 2

1. Le differenze tra accesso documentale di cui alla Legge n. 241/1990 e accesso civico (D.Lgs. n. 33/2013).
2. I doveri dei dipendenti pubblici.



Informatica:

Come si fa la somma di un gruppo di celle in Excel?

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 was not 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.

### PROVA 3

4. Il silenzio significativo: silenzio assenso e silenzio rigetto.

5. Le principali differenze che caratterizzano il ruolo del Rettore e del Direttore Generale.

Informatica:

Che cos'è la funzione di Stampa unione in Word?

Inglese:

### **Trillionaire**

For decades, having a million dollars was the goal of the super-rich. Now, the goal is a billion dollars. The anti-poverty charity Oxfam has just issued a report that says in the next ten years, the world will have its first trillionaire. A trillion is a huge number and an unbelievable amount of money. It is a one, followed by 12 zeros. A trillion is equal to one million million. The charity said the wealth gap between the rich and poor is growing. It said the gap has been "supercharged" since the coronavirus pandemic. It added: "We will have a trillionaire within a decade, whereas to fight poverty, we need more than 200 years." Oxfam spoke about inequality at the World Economic Forum's annual meeting. As an example, it said the world's five richest people have seen their wealth increase by 114 per cent since 2020. A charity spokesperson said: "The top five billionaires have doubled their wealth. On the other hand, almost five billion people have become poorer." Tesla CEO Elon Musk is the richest man on the planet. He has a personal fortune of just under \$250 billion. Oxfam said the world is now at the start of a "decade of division". It called for a "new era of public action" to reduce the wealth gap.

### PROVA 4

1. L'autonomia regolamentare dell'Università.

2. Le finalità, le attività e gli organi di un Dipartimento universitario.

Informatica:

Come si inserisce una tabella in Word?

Inglese:

### **Quiet Quitting**

The concept of "quiet quitting" is quietly spreading around offices, factories and workplaces worldwide. This is when workers stop doing things that are not in their contract. Entrepreneur.com says quiet quitting is going



to work "to achieve the minimum requirements of your role in the time that you're there, then leaving". It added that workers do not offer to do overtime, do not do duties not in their contract, and do not go "the extra mile".

Quiet quitting became popular because of the pandemic. People want a better work-life balance. They do not want to get burnt out at work. Workers are not doing things they once did voluntarily. They are doing the bare minimum and leaving exactly on time. Bosses are responding with "quiet firing" to get workers to leave. They are not raising salaries and are ignoring workers' ideas. A poll found that 48 per cent of workers have seen quiet firing in their workplace.

### PROVA 5

1. Personale docente e personale tecnico-amministrativo: le differenze dello status giuridico.
2. Il ruolo del Comitato unico di garanzia per le pari opportunità, la valorizzazione del benessere di chi lavora e contro le discriminazioni (CUG) in un Ateneo.

Informatica:

In Excel è possibile rappresentare con un grafico una tabella dati in forma aggregata?

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.

### PROVA 6

1. Le modalità di reclutamento del personale tecnico-amministrativo dell'Università
2. I principi ispiratori dell'azione amministrativa.

Informatica:

Cosa indica il campo "ccn" nella posta elettronica?

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.



### PROVA 7

1. Le attività del personale docente e ricercatore all'interno dell'Università.
2. Il rapporto di lavoro a tempo parziale e a tempo pieno del personale tecnico-amministrativo.

Informatica:

Esiste una funzione che permetta di sostituire velocemente una parola che si ripete molte volte in un testo?

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 organisations 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 organisations 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'.

### PROVA 8

1. Le cause di cessazione del rapporto di lavoro presso una pubblica amministrazione
2. Il Nucleo di Valutazione interno dell'Ateneo: composizione e funzioni

Informatica:

A cosa serve la funzione "Salva con nome" in Word?

Inglese:

#### **Delegating**

Delegating means trusting someone else in your team with work and responsibilities. Why is it so important, and how can we do it better?

It might be nice to think you can do everything faster and better than your team members. It might be hard to hand over tasks you enjoy doing. But trying to do everything all by yourself shows poor leadership and can end in failure. You will be overworked, stressed and unable to be the leader your team needs.

Leading a team brings new responsibilities and challenges, and managers need to learn to delegate as much as possible. That means sharing or transferring some of your responsibilities, and trusting other people to do some of the work that you normally do. Effective delegation gives you the time and space to offer the support needed, deal with the problems that arise and pay more attention to truly important things.

### PROVA 9

1. Il regime del tempo pieno e tempo definito dei professori universitari e ricercatori.
2. Il Collegio di Disciplina: composizione e funzioni

Informatica:

A cosa serve la funzione Copia formato nel programma Word?

Inglese:

#### **Effective Collaboration**

What are the benefits of working collaboratively and how can we work together more effectively?



Collaboration means two or more people working together to achieve a goal. Studies have found that working together makes people more motivated and helps them perform much better. People who are collaborating on tasks stay interested longer, feel less tired and get better results than people who are working alone.

Working together as a team allows people to do things that could never be done by just one person. What's more, the communication needed in order for team members to share goals and explain ideas is part of a process that improves the quality of everyone's thinking and contributions.

Here are five tips for effective collaboration and strong teamwork that will improve productivity and get better results. [*continues*]

### PROVA 10

1. Il dovere di esclusività del pubblico dipendente.
2. Il Collegio dei Revisori dei Conti: composizione e funzioni

Informatica:

Come si inserisce l'intestazione di una pagina in Word?

Inglese:

#### **Stress**

There is a famous expression in English: "Stop the world, I want to get off!" This expression refers to a feeling of panic, or stress, that makes a person want to stop whatever they are doing, try to relax, and become calm again. Stress is one of the most common causes of health problems in modern life.

Stress can affect the heart. It can increase the pulse rate, make the heart miss beats, and can cause high blood pressure. Stress can negatively affect the respiratory and digestive systems as well, and these are only a few examples.

Emotions are also easily affected by stress. People suffering from stress often feel anxious. They may have panic attacks. They may feel tired all the time. When people are under stress, they often overreact to little problems. Stress can make people angry, moody, or nervous.

It is obvious that stress is a serious problem. It attacks the body. It affects the emotions. Untreated, it may eventually result in mental illness. Stress greatly impacts our health and general well-being. So, reduce stress: stop the world and rest for a while.

Urbino, 15 febbraio 2024

#### **LA COMMISSIONE GIUDICATRICE**

F.to Dott. Alessandro Perfetto (Presidente)

F.to Dott.ssa Monica Cordella (Componente)

F.to Dott.ssa Daniela Garulli (Componente)

F.to Dott.ssa Francesca Ida Carducci (membro aggregato)

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