

EUROPEAN
JOB DAYS

EoJD – GUIDA ESPOSITORI

<https://europeanjobdays.eu/it/event/eures-italy-employers-day-2024>



NOVEMBRE 2024



Europeanjobdays.eu

EURES

#EURESjobs

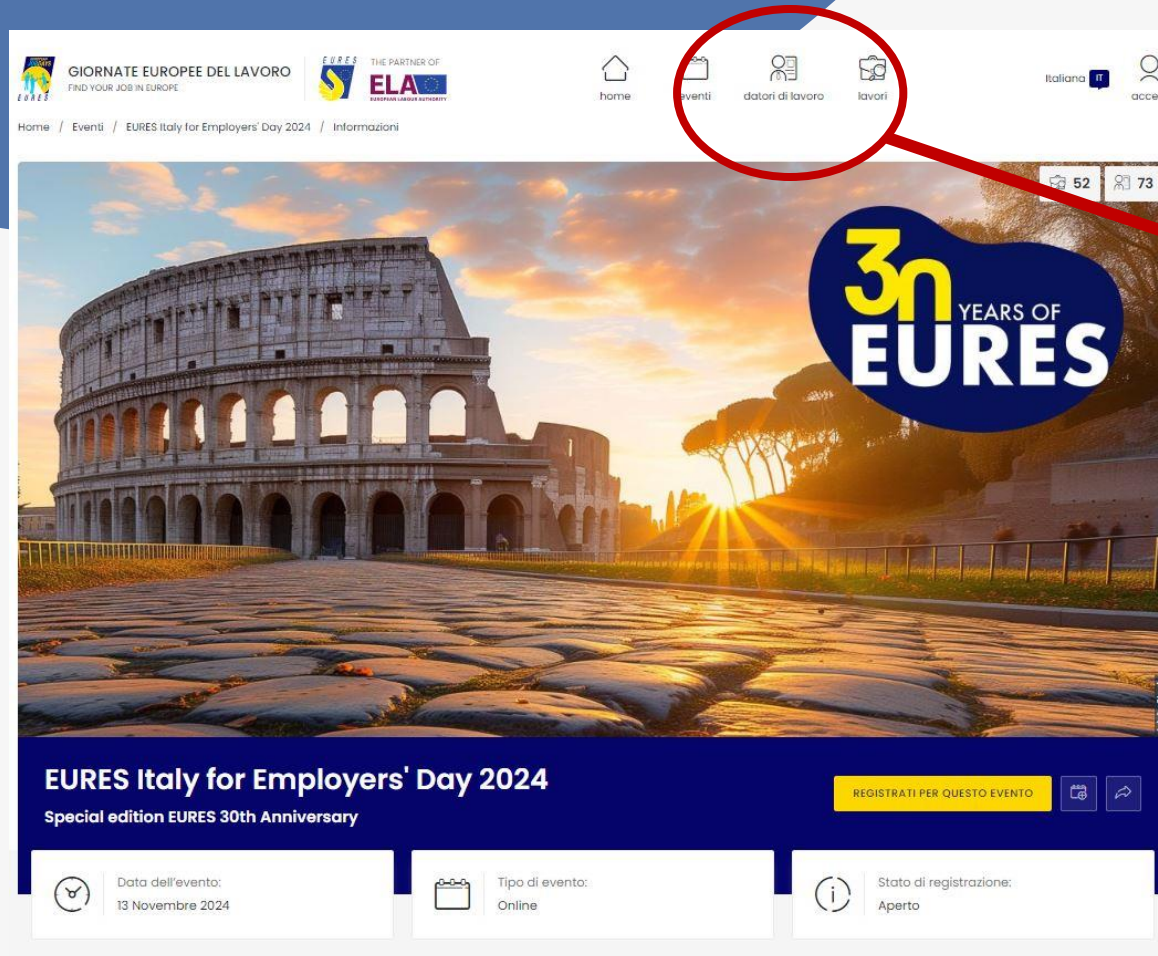


EMPLOYERS

REGISTRAZIONE



LOGIN



- In alto a destra della home
 - Prima registrazione
- Oppure
- Login al proprio account per registrarsi ad un **nuovo evento**

LOGIN

LOGIN - ACCEDI

REGISTER - REGISTRATI

RESET PASSWORD – CAMBIA PASSWORD

**EUROPEAN JOB DAYS**
FIND YOUR JOB IN EUROPE

THE PARTNER OF
ELA
EUROPEAN LABOUR AUTHORITY

home

events

employers

jobs

English **EN**

log in

Home / Log In

LOG INREGISTERRESET PASSWORD

Log in

Email or username – Mandatory field



Password – Mandatory field



LOG IN

Don't have an account? [Click here](#)

About >

Contact us >

Video tutorials >

Legal notice >

Privacy statement and specific conditions >

Follow EURES on



Follow ELA on







EUROPEAN JOB DAYS
FIND YOUR JOB IN EUROPE



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home



events



employers



jobs

English **EN**



log in

[Home](#) / [Register](#)

[LOG IN](#)

[REGISTER](#)

[RESET PASSWORD](#)

Tell us who you are

Create your free account now



I am a
Jobseeker

[CREATE ACCOUNT](#)



I am an
Employer

[CREATE ACCOUNT](#)

Are you a EURES Adviser? [Click here](#)

CREA UN ACCONT



Create an Employer account - Account information



English



[Home](#) / [Register](#) / [Employer](#)

Create an Employer account

Account information

Username — Mandatory field



Email — Mandatory field



Time zone — Mandatory field

UTC: Monday, November 6, 2023 - 13:33 +0000



- Questi dati serviranno per accedere
- **La e-mail non è pubblica ma deve essere valida** la finalizzazione della registrazione dopo l'approvazione da parte degli Organizzatori
- Campi obbligatori
- Spiegazione: tasto celeste



Create an Employer account - Your personal event participation

Your personal event participation

Select at least one event you will be participating in — Mandatory field

☐ Work in SLOVEnia [14 November 2023]

☐ Make it in Germany 2023 [16 November 2023]

☐ Work in Portugal 2023 [22 November 2023]

☒ EURES Italy for Employers' Day 2024 – 13 November 2024

☒ Online

☐ Level Up Your Career! [28 November 2023]

☐ Building Ireland's Future: Careers in Construction [30 November 2023]

☐ Work in Denmark - Destination Kalundborg [05 December 2023]

- All'atto della prima registrazione è **necessario indicare un evento**
- ATTENZIONE: l'espositore già registrato **NON lo è automaticamente ad ogni evento!** Dopo il LOGIN dovrà indicare il prossimo evento di interesse



Create an Employer account - 1

About you

First name — Mandatory field

Last name — Mandatory field

Telephone — Mandatory field

Country of residence — Mandatory field

About your organisation



Join an already registered organisation



Create a new organisation

Related organisation — Mandatory field

- Tutti i campi **sono obbligatori e non sono pubblici**
- **Se è già stata creata l'organizzazione** da un collega, è possibile raggiungere la stessa, senza dover crearne una nuova o condividere le stesse credenziali, digitandone il nome qui

Create an Employer account – Creare una nuova Organizzazione 2

About your organisation



Join an already registered organisation



Create a new organisation

Organisation name — Mandatory field

Organisation description — Mandatory field

B **I**        Format

- Nel creare una **nuova Organizzazione** è necessario indicare alcuni dati
- **Nome**
- **Descrizione** Organizzazione (può essere **modificata** dopo l'approvazione)

Create an Employer account – Creare una nuova Organizzazione 3

Sector — Mandatory field

- Select -

Logo

- Upload - 

Organisation type — Mandatory field

- Select -

Country — Mandatory field

- Select -

Contact details — Mandatory field

- **Settore:** scelta con digitazione
- **Logo:** formato indicato
- **Tipo:** Company (nel caso di aziende o Servizi per l'Impiego che inseriscano offerte)
- **Paese**
- **Dettagli di contatto**



Create an Employer account - Legal and privacy

Legal and privacy

☐ I would like my account to remain accessible for other events, until I delete it myself.

(Otherwise it will be deleted after 12 weeks – please refer to the ["Privacy statement and specific conditions"](#))

☐ I would like to receive information on new and upcoming events

I have read the [legal notice](#) and the [privacy statement and specific conditions](#) and agree to their terms and conditions.

☐ By registering for this event, my organisation commits to providing feedback to the European Job Days team by responding to a short online questionnaire and providing a reply on:

- The usefulness of the event for the organisation in general.
- The number of interviews carried out with candidates encountered at the event.
- The number of people subsequently given an offer of employment.

☐ I have read the [legal notice](#) and the [privacy statement and specific conditions](#) and agree to their terms and conditions.

- Si consiglia di **lasciare accessibile il proprio account** anche dopo l'evento, per non dover "riallestire" in eventuale altro spazio espositivo

I confirm that I am the owner of all content contributed by me to this event (including visuals and sounds, if applicable).

Since some of the events may be streamed (also live) using the European Job Days platform, the national EURES website and/or EURES Social Media accounts and/or a dedicated Facebook or LinkedIn account, I agree to appear in these video(s). By ticking this box I agree in particular to:

- My contribution, including my presentation, being streamed, using the channels listed above.
- Handing over the rights of publication to the European Commission for the purpose of this event.

Create an Employer account

- Siamo **alla fine della creazione dell'account**
- ATTENZIONE: si riceverà **una e-mail per la conferma della registrazione** non appena un Event Organizer avrà approvato la partecipazione stessa
- Fate attenzione alla e-mail che consentirà **poi la creazione della password e la gestione dell'account**

CREATE ACCOUNT



EMPLOYER **GESTIONE ACCOUNT**



Login con USERNAME e Password

The screenshot displays the EURES portal interface. At the top, a blue header bar contains the text "Logged in as" followed by a user icon and the name "Testing EXHIBITOR exhibitor". This header bar is circled in red. To the right of the header bar, there is a dropdown menu with the following options: "My profile", "Account settings", and "Log out". This menu is also circled in red. Below the header bar, the main content area is divided into two sections: "My dashboard" and "My events". The "My dashboard" section is circled in red and contains a list of links: "My jobs", "Job applications", "Interview timeslots", "My organisation jobs", "Events panel", "My events", "My organisation events", "Organisation's panel", "View my organisation", "Edit my organisation", "Jobseekers interested in my organisation", "Info panel", "How to join a job interview", and "Join chat with jobseekers". The "My events" section displays two event cards. The first card is titled "Find your Beat in Gothenburg, West Sweden" and features a cityscape image. The second card is titled "ICT & TECHNOLOGY - Austria is Calling together with Croatia, Italy, Slovakia and Slovenia" and features a person working on a computer. Both event cards include details such as the event date, event type, event venue, and registration status. The bottom of the page features the EURES logo and the text "EUROPEAN JOB DAYS".

Logged in as Testing EXHIBITOR exhibitor

My profile >

Account settings >

Log out >

English EN

My dashboard

My events

Find your Beat in Gothenburg, West Sweden

Event date: 21 July 2022

Event type: Online / Onsite, Recruitment event

Event venue: Gothenburg, Sweden

Registration status: APPROVED

EDIT PARTICIPATION

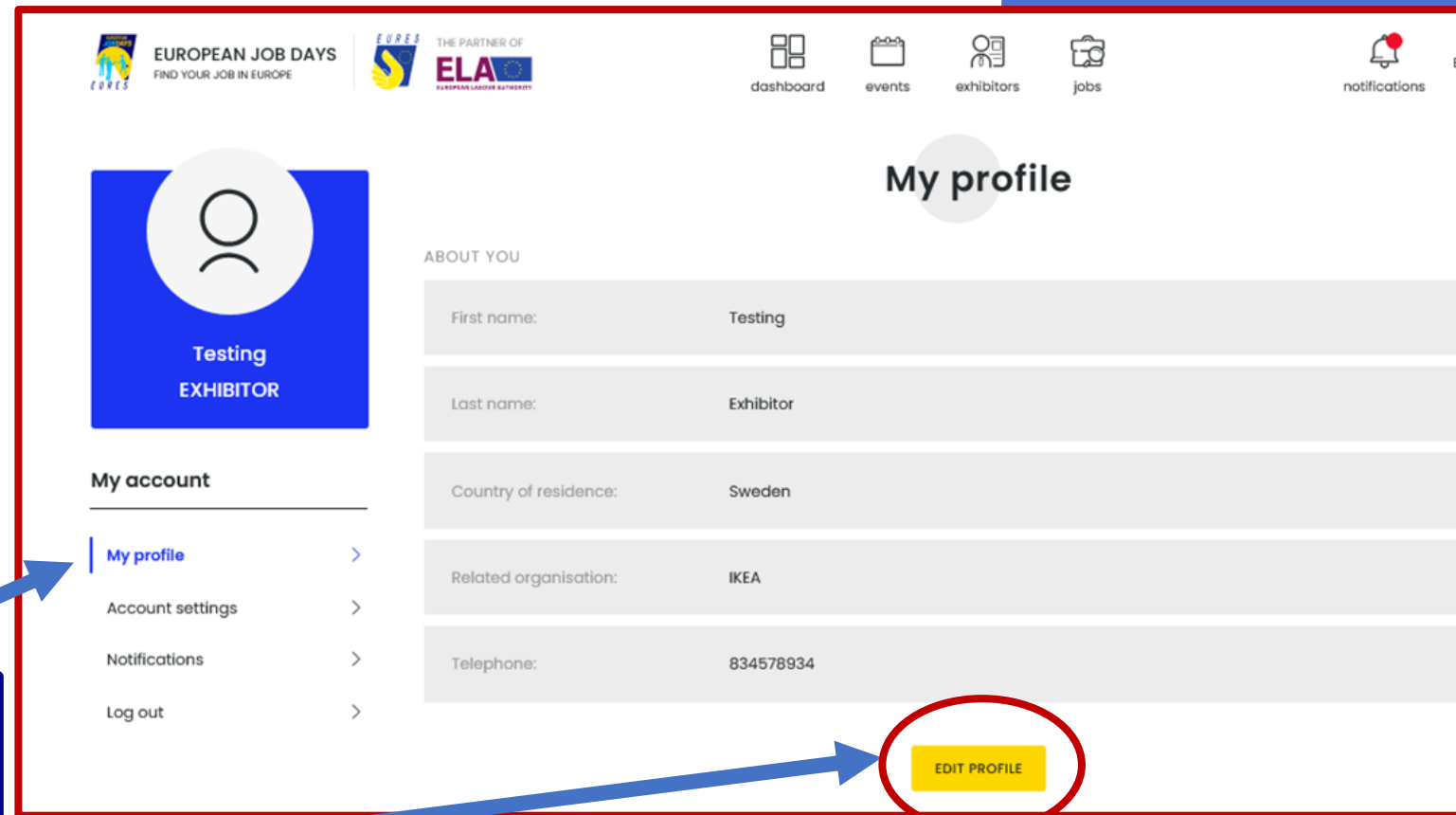
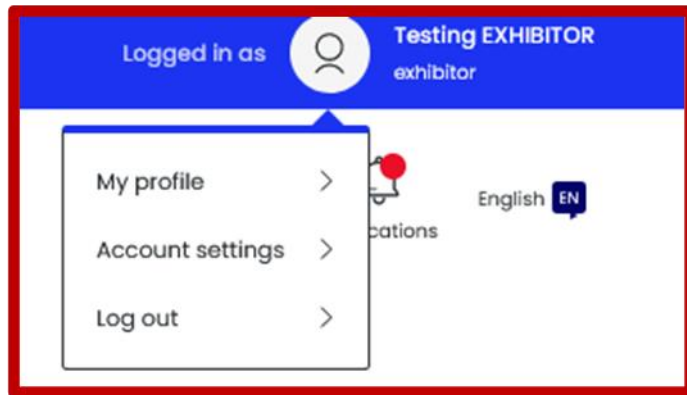
ICT & TECHNOLOGY - Austria is Calling together with Croatia, Italy, Slovakia and Slovenia

Event date: 08 September 2022

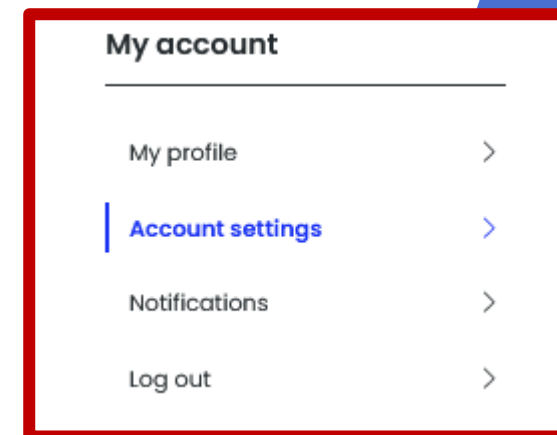
EUROPEAN JOB DAYS

EURES

My account



- E' possibile **modificare** il profilo
- E' possibile **gestire l'account** e **impostare le notifiche**



My dashboard

My event

- Menù del cruscotto sulla sinistra
- MY EVENTS
- Verificare di essere registrati all'evento di interesse!
- Register for another event
- E' possibile invitare un college a registrarsi

Logged in as Testing EXHIBITOR exhibitor

EUROPEAN JOB DAYS FIND YOUR JOB IN EUROPE

THE PARTNER OF ELA EUROPEAN LABOUR AUTHORITY

dashboard events exhibitors jobs notifications English EN

Search by keywords FILTERS APPLY

My dashboard

Jobs panel

- My jobs >
- Job applications >
- Interview timeslots >
- My organisation jobs >

Events panel

- My events >**
- My organisation events >

Organisation's panel

My events

Oct 12 **ICT Specialists for Norway and Sweden**

Event date: 12 October 2022

Event type: Online event

Registration status: APPROVED

EDIT PARTICIPATION

REGISTER FOR ANOTHER EVENT

Events panel

- My events >
- My organisation events >**

Organisation's panel

- View my organisation >
- Edit my organisation >
- Jobseekers interested in my organisation >

Info panel

- How to join a job interview >
- Join chat with jobseekers >

Registration status: APPROVED

EDIT PARTICIPATION

Oct 03 - Oct 05 **EOJD workshop**

Event date: 03 - 05 October 2022

Event type: Online event

Registration status: APPROVED

EDIT PARTICIPATION

INVITE OTHER ORGANISATION MEMBER



My dashboard JOBS panel

- **My JOBS**
- **Modificare le offerte già inserite**
- **Aggiungere nuove offerte**

My dashboard

My jobs

Jobs panel

- My jobs**
- Job applications
- Interview timeslots
- My organisation jobs

Events panel

- My events
- My organisation events

Organisation's panel

- View my organisation
- Edit my organisation
- Jobs I'm interested in my organisation

Info panel

- How to join a job interview
- Join chat with jobseekers

Marketing specialist in Sweden

Created on: 05 Oct 2022

Published by: Testing Exhibitor

Available for the following event: EOJD workshop

Marketing assistant in Spain

Created on: 05 Oct 2022

Published by: Testing Exhibitor

Available for the following event: EOJD workshop

Marketing manager in Portugal

Created on: 03 Oct 2022

Published by: Testing Exhibitor

Available for the following event: EOJD workshop

manager ventes

Created on: 22 Sep 2022

Published by: Testing Exhibitor

Available for the following event: Find your Beat in Gothenburg, West Sweden

Test job IKEA

Created on: 26 Jun 2022

ADD NEW JOB

My dashboard

JOBS nuova offerta 1

- La nuova offerta si può importare dal portale EURES
- Oppure si crea ex novo
- Compilando i campi
- Nella tipologia è possibile selezionare anche il lavoro da remoto

Basic information

Related organisation — Mandatory field

IKEA (33187)

Job title — Mandatory field

Available for event — Mandatory field

Find your Beat in Gothenburg, West Sweden [21 July 2022]

Job summary — Mandatory field

B I [Rich text editor]

Date of expiry — Mandatory field

09 / 01 / 2023

Nice to have

B I [Rich text editor]

Benefits

B I [Rich text editor]

Number of positions

1

Type of position

- None - X

Salary range

From to

Salary currency

- None -

Job requirements

B I [Rich text editor]

Type of position

- None - X

- None -

Full-time

Part-time

Remote

Internship / Traineeship

Apprenticeship

Seasonal

My dashboard

JOBS nuova offerta 2

- Si può importare un file
- Modalità di candidatura: non si può escludere "via piattaforma"
- Si può aggiungere "via e-mail" o via website"

How to apply

Application method — Mandatory field

☒ Application on the platform only

☐ Application on the platform + via e-mail

☐ Application on the platform + via website

SAVE

Additional information

Sector — Mandatory field

- Select a value -

Workplace country — Mandatory field

- Select a value -

Workplace city

Education level — Mandatory field

- Select a value -

Education field

- None - x

One / all of the Education fields listed above is / are

☐ One of those listed above is required

☐ All of those listed above are required

Language skills

t -

ADD ANOTHER

Required ESCO skills

- None - x

Occupation field — Mandatory field

- Select a value -

☐ Work experience

Are there any restrictions that may apply to this the job offer? — Mandatory field

☐ Yes

☐ No

Link for more information

URL

Link text

Add a new file

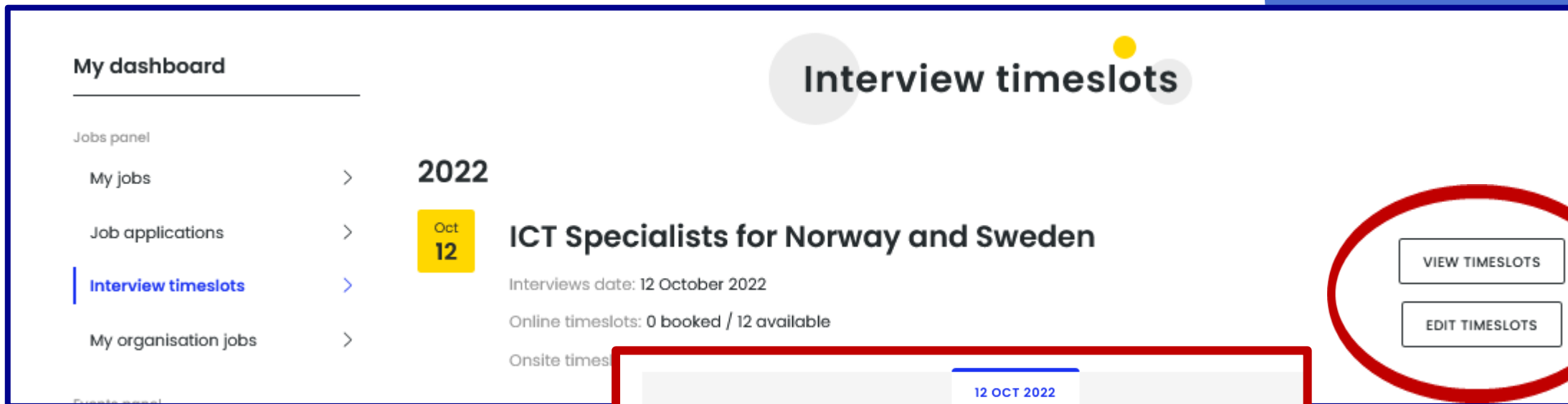
- Upload -

My dashboard - JOBS APPLICATION



- **Verificare lo stato delle candidature**
- **Le candidature in sospeso si possono declinare o il candidato si può invitare programmando una interview, il candidato dovrà rispondere per finalizzare l'appuntamento**

My dashboard - INTERVIEW TIMESLOT



My dashboard

Jobs panel

- My jobs > 2022
- Job applications > Oct 12
- Interview timeslots >**
- My organisation jobs >

Interview timeslots

ICT Specialists for Norway and Sweden

Interviews date: 12 October 2022

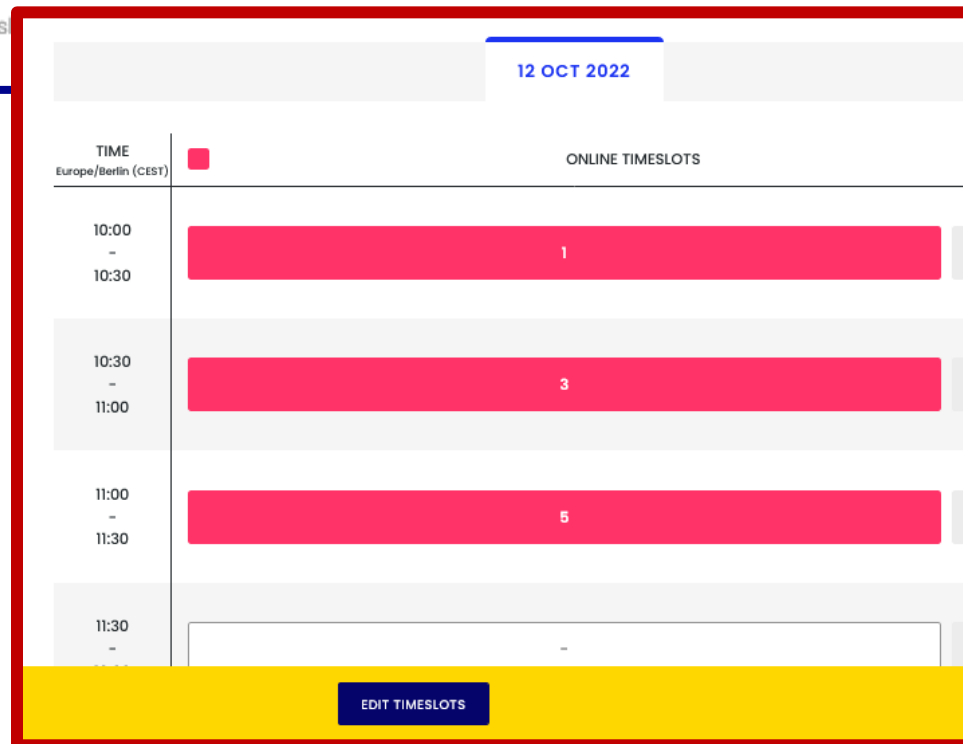
Online timeslots: 0 booked / 12 available

Onsite times

VIEW TIMESLOTS

EDIT TIMESLOTS

Attenzione! Per poter programmare interview e invitare i candidati è **necessario programmare l'agenda personale (view – edit)**



TIME Europe/Berlin (CEST)	ONLINE TIMESLOTS
10:00 - 10:30	1
10:30 - 11:00	3
11:00 - 11:30	5
11:30 - 12:00	-

EDIT TIMESLOTS

My dashboard - Organization's panel

- In questa sezione è possibile **modificare la descrizione** della propria Organizzazione
- ATTENZIONE! E' qui che è possibile anche accedere ai **Cv/dati di candidati che abbiamo espresso interesse all'Organizzazione**, pur senza una candidatura per una specifica offerta

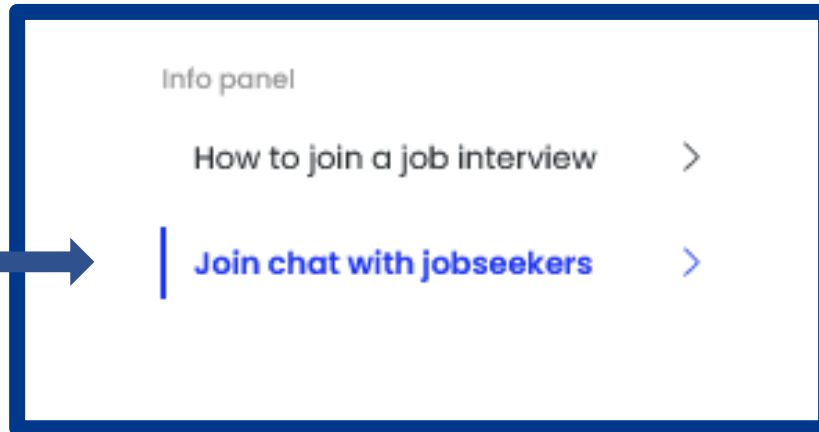
Organisation's panel

View my organisation >

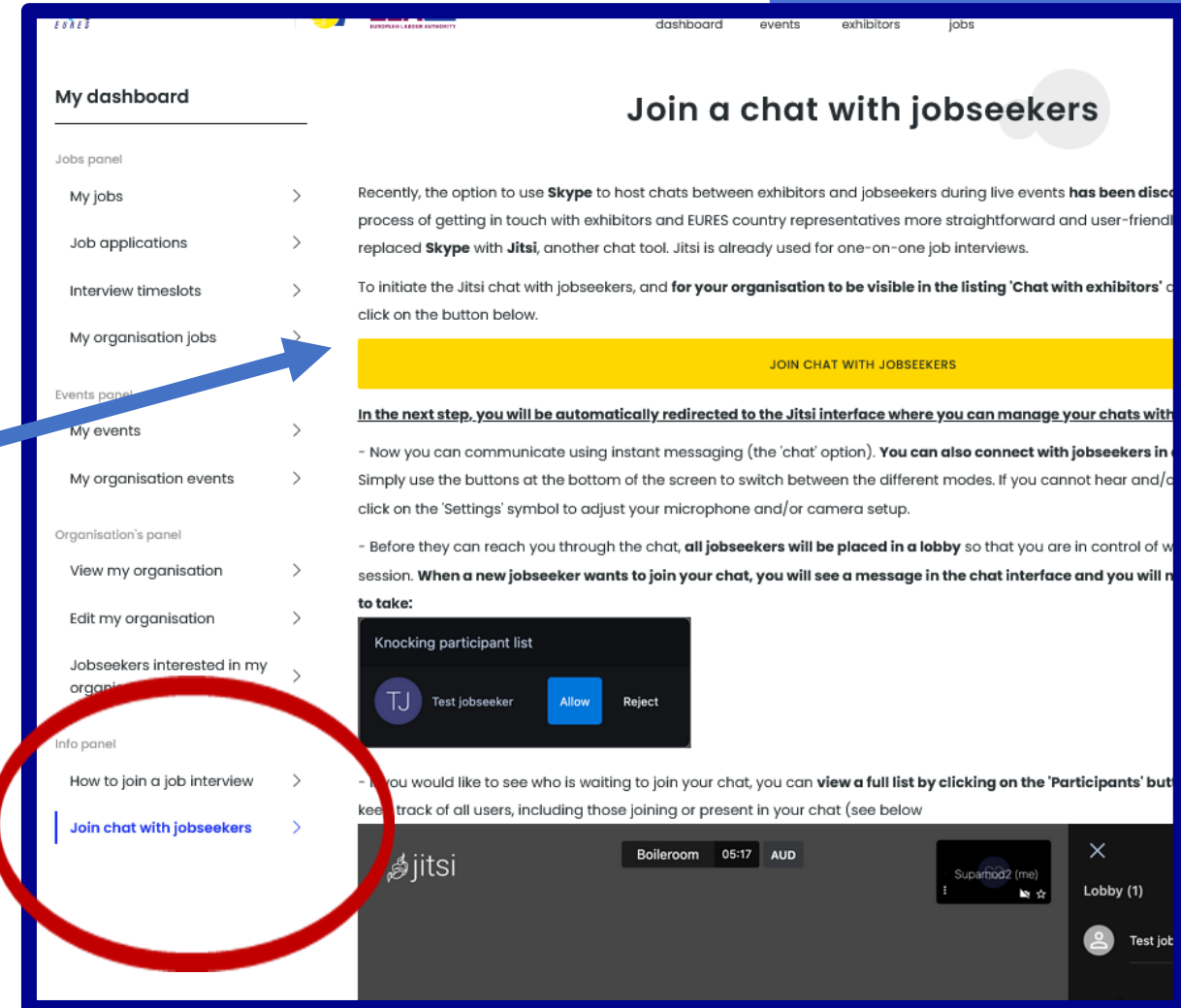
Edit my organisation >

Jobseekers interested in my organisation >

My dashboard - «CHAT with Jobseekers»



- Il giorno dell'evento è possibile chattare con i visitatori collegati
- Dopo essersi loggati cliccare qui:
- **EVENTO LIVE: in PROGRAMME** è possibile chattare pubblicamente



My dashboard - «Conducting JOB INTERVIEW»

Se è stata confermata una fascia oraria per il colloquio con una persona in cerca di lavoro, è sufficiente andare nella sezione "**Job applications**" del menu del cruscotto e **clickare sul pulsante "JOIN CHAT"** per incontrare il candidato all'ora concordata per il colloquio. Verrete **automaticamente reindirizzati** a una videochiamata in cui si svolgerà il colloquio..

Inoltre, potrete accedere a tutti gli strumenti di comunicazione indicati dalla persona in cerca di lavoro e **utilizzarli esternamente** per condurre un colloquio online con il candidato. Per trovare queste informazioni, cliccate sul pulsante "**Manage**" e poi su "**See profile**". Se disponibili, le opzioni di contatto alternative saranno elencate nella sezione "**Contact options**".

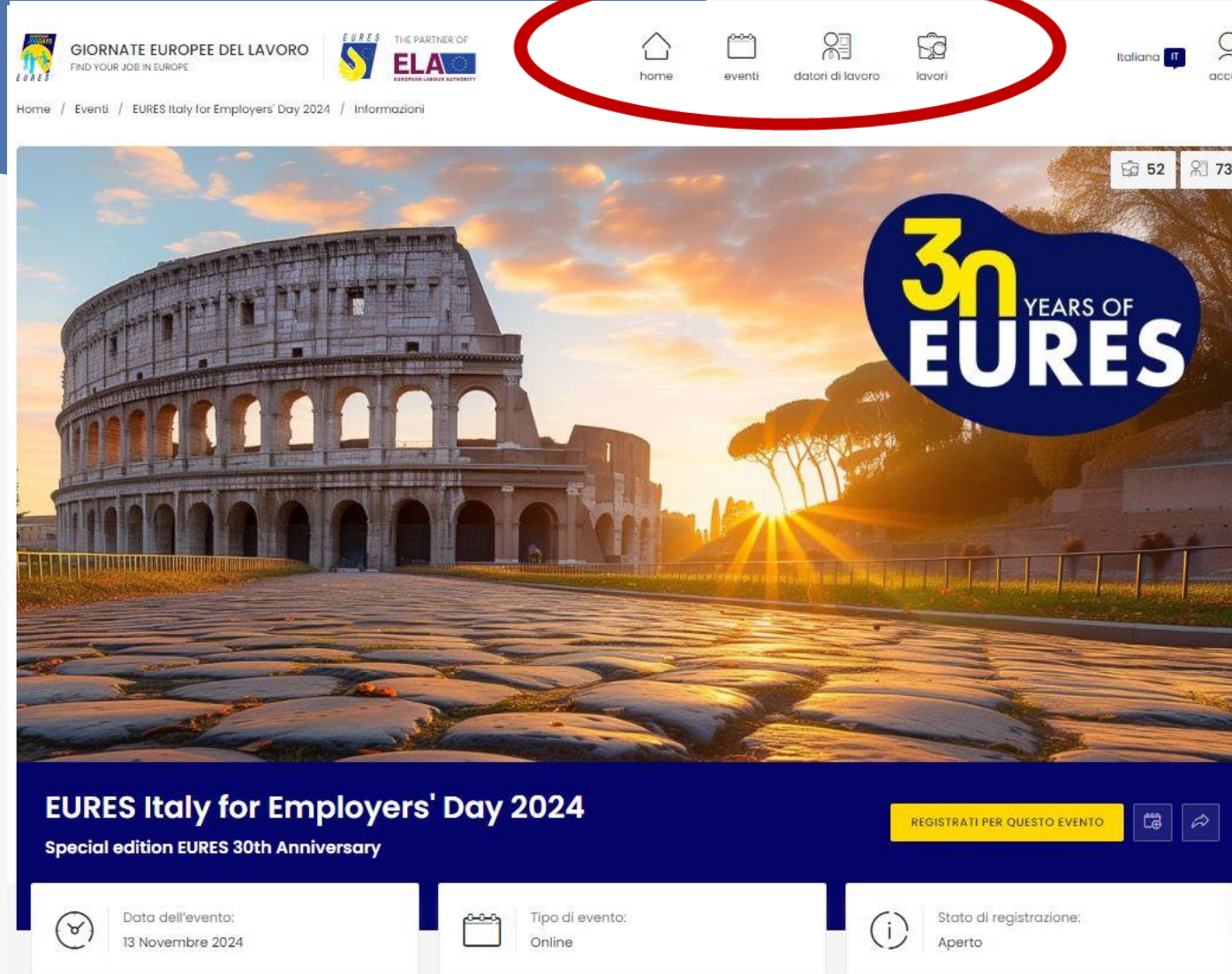
The screenshot shows the 'My dashboard' interface. On the left, the 'Jobs panel' includes 'My jobs', 'Job applications' (highlighted with a red box), 'Interview timeslots', and 'My organisation jobs'. The main content area is titled 'Job applications' and shows a 'Select your event:' dropdown with 'Find your Beat in Gothenburg, West Sweden [08 - 13 June 2022]'. Below this are tabs for 'PENDING(0)', 'INVITED(0)', 'SCHEDULED(1)', and 'DECLINED(0)'. The 'SCHEDULED' tab is active, showing a calendar view for '08 JUNE 2022, WEDNESDAY' with 'Scheduled interview(s): 1'. The interview details for 'Testing JOBSEEKER' are shown, including a time slot from 11:30 to 12:00 (CEST), job offer 'Frontend Developer', interview type 'Online', and profile matching 'AVERAGE (40%)'. At the bottom of the details, there are two buttons: 'JOIN CHAT' (yellow) and 'MANAGE' (grey), both of which are circled in red.



HOME PAGE EoJD



HOME PAGE



Se si è loggati è sempre possibile raggiungere, dal menu orizzontale in alto, la propria dashboard o tutti gli eventi, le offerte, gli espositori

oppure

Il menù orizzontale in alto indica home, events, exhibitors, jobs ed è possibile **FARE LA RICERCA con gli apposite FILTRI**

VIDEO TUTORIAL



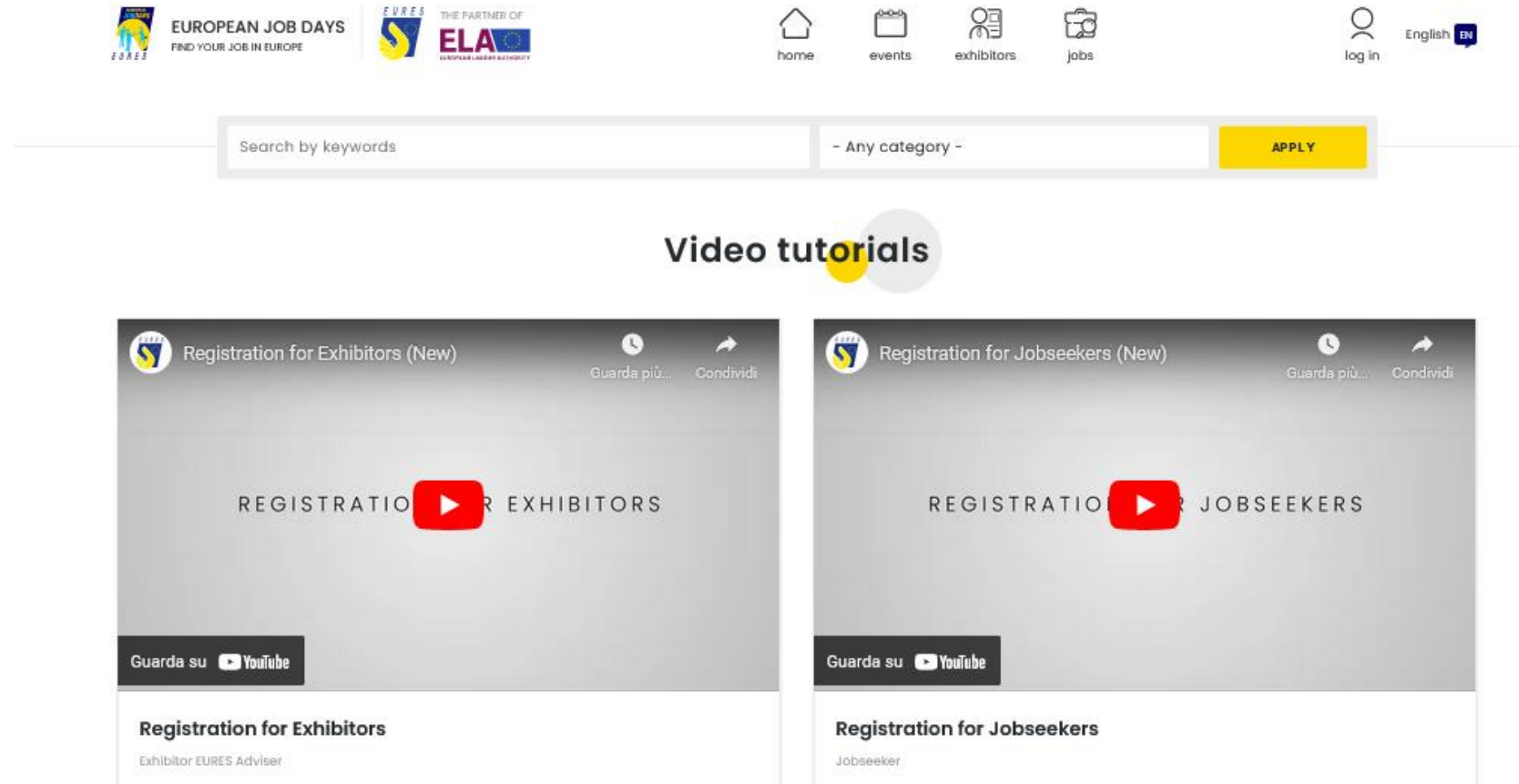
www.europeanjobdays.eu



<https://www.youtube.com/watch?v=PohgfTCPYrY>



www.europeanjobdays.eu



The screenshot displays the top navigation bar of the European Job Days website. It includes the EURES logo, the text "EUROPEAN JOB DAYS FIND YOUR JOB IN EUROPE", and the EURES logo with "THE PARTNER OF ELA EUROPEAN LABOUR AUTHORITY". Navigation icons for home, events, exhibitors, and jobs are present, along with a "log in" button and a language selector set to "English". Below the navigation bar is a search bar with the placeholder "Search by keywords", a category dropdown menu set to "- Any category -", and a yellow "APPLY" button. The main content area features a "Video tutorials" section with two video thumbnails. The first thumbnail is titled "Registration for Exhibitors (New)" and shows a video player with the text "REGISTRATION FOR EXHIBITORS". The second thumbnail is titled "Registration for Jobseekers (New)" and shows a video player with the text "REGISTRATION FOR JOBSEEKERS". Both thumbnails include a "Guarda su YouTube" button and a "Jobseeker" label.

Video tutorials

Registration for Exhibitors (New)
Guarda più... Condividi

REGISTRATION FOR EXHIBITORS

Guarda su YouTube

Registration for Exhibitors
Exhibitor EURES Adviser

Registration for Jobseekers (New)
Guarda più... Condividi

REGISTRATION FOR JOBSEEKERS

Guarda su YouTube

Registration for Jobseekers
Jobseeker

<https://www.europeanjobdays.eu/en/video-tutorials>



Per ulteriori informazioni

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#EURESjobs

