

EUROPEAN  
JOB DAYS

# EoJD – GUIDA ESPOSITORI

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



NOVEMBRE 2024



Europeanjobdays.eu

EURES

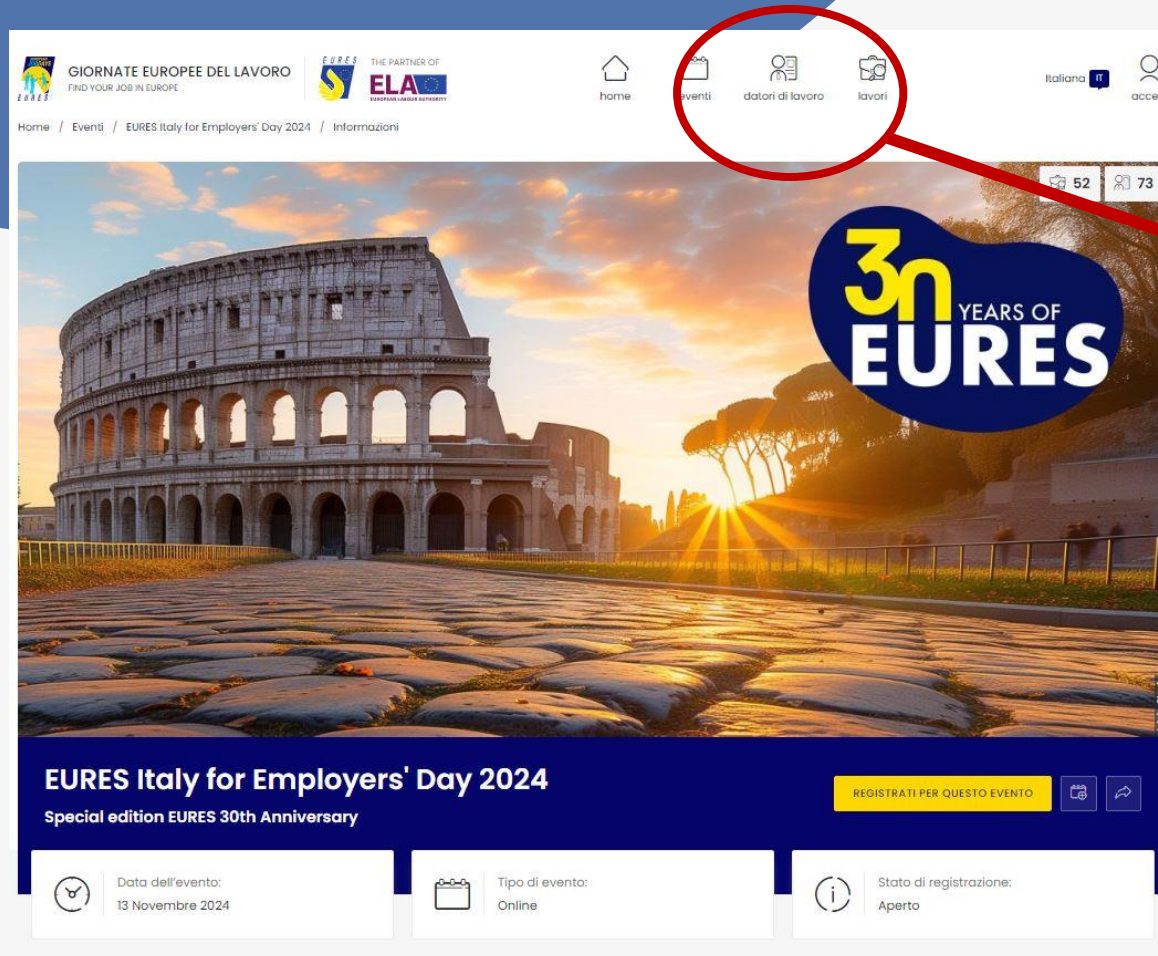
**#EURESjobs**



# 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 >

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Follow ELA on







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log in

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

[LOG IN](#)

[REGISTER](#)

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**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

## 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 is circled in red. Below the header, a navigation bar includes logos for "EUROPEAN JOB DAYS" and "EURES THE PARTNER OF ELA", along with icons for "dashboard", "events", "exhibitors", and "jobs". A red circle highlights the "My dashboard" link in the left sidebar. The main content area is titled "My events" and features two event listings. The first event, "Find your Beat in Gothenburg, West Sweden", is dated July 21 and includes details about the event date, type, venue, and registration status (APPROVED). The second event, "ICT & TECHNOLOGY - Austria is Calling together with Croatia, Italy, Slovakia and Slovenia", is dated September 08. Both event listings include a "LIVE EVENT" badge and a thumbnail image. On the right side of the interface, a dropdown menu is open, showing options for "My profile", "Account settings", and "Log out". An arrow points from the user icon in the header to this menu. The bottom right corner features the EURES logo.

Logged in as Testing EXHIBITOR exhibitor

My profile > English EN

Account settings > cations

Log out >

EUROPEAN JOB DAYS

EURES THE PARTNER OF ELA

dashboard events exhibitors jobs

notifications English EN

My dashboard

My events

Jul 21

**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

LIVE EVENT

5 10

Sep 08

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

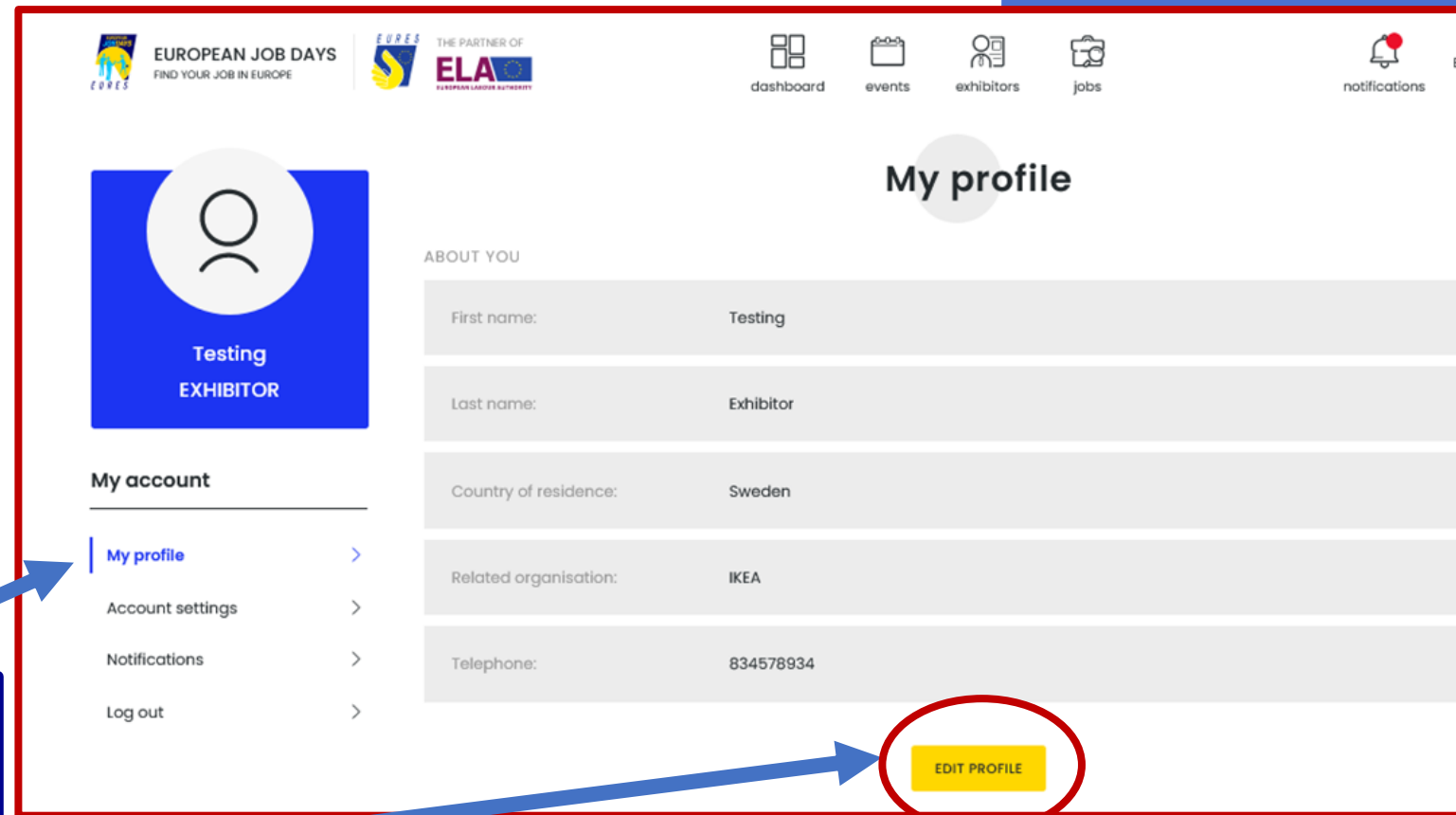
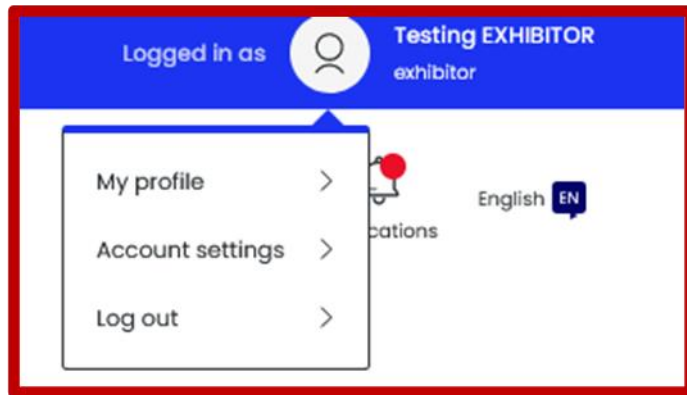
Event date:  
08 September 2022

LIVE EVENT

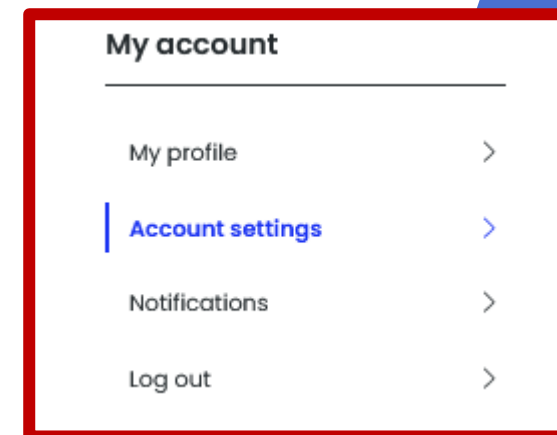
7 15

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

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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*     Format 

Date of expiry — Mandatory field  
09 / 01 / 2023

Nice to have  

**B** *I*     Format 

Benefits  

**B** *I*     Format 

Number of positions

Type of position

Salary range  
From  to

Salary currency

Job requirements  

**B** *I*     Format 

Type of position

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

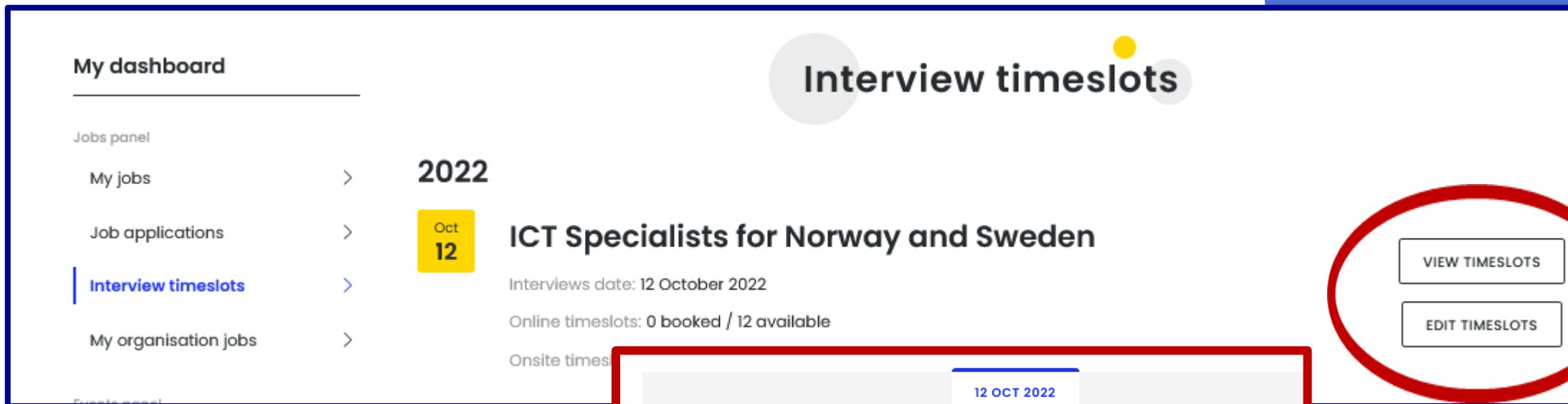
- Upload -

# 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

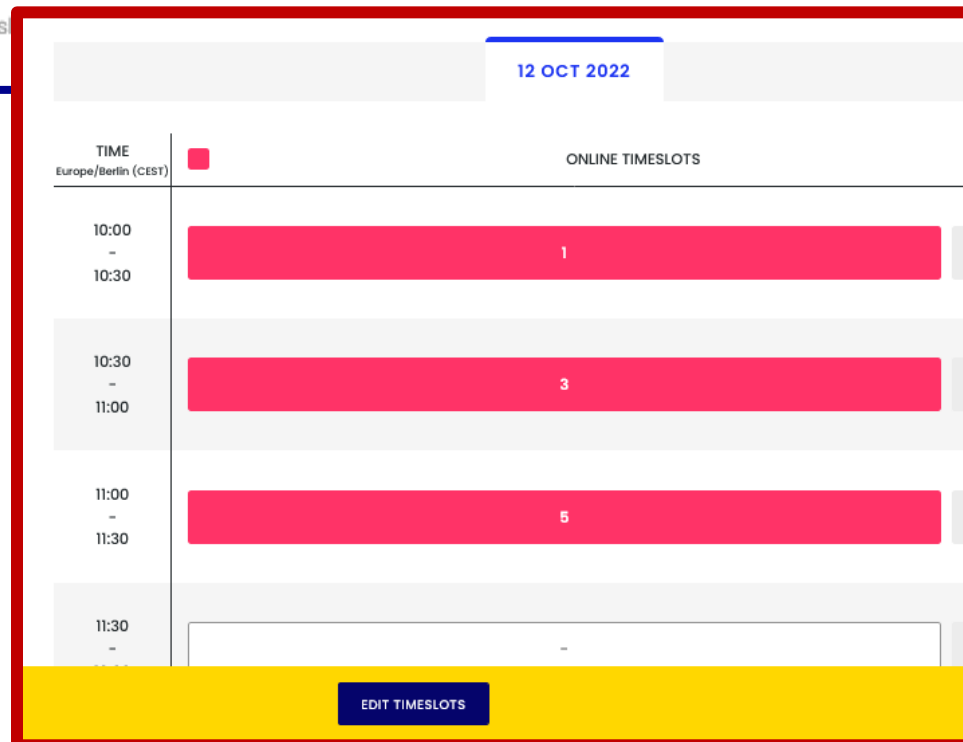
Online timeslots: 0 booked / 12 available

Onsite times

[VIEW TIMESLOTS](#)

[EDIT TIMESLOTS](#)

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



| TIME<br>Europe/Berlin (CEST) | ONLINE TIMESLOTS |
|------------------------------|------------------|
| 10:00<br>-<br>10:30          | 1                |
| 10:30<br>-<br>11:00          | 3                |
| 11:00<br>-<br>11:30          | 5                |
| 11:30<br>-<br>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

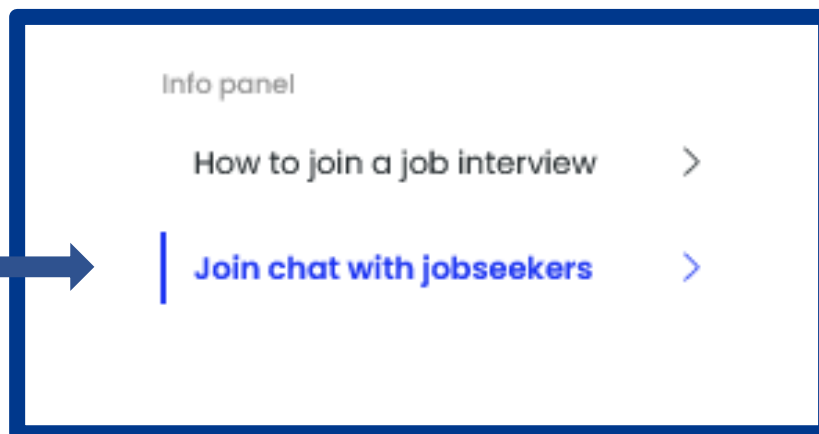
## Organisation's panel

View my organisation >

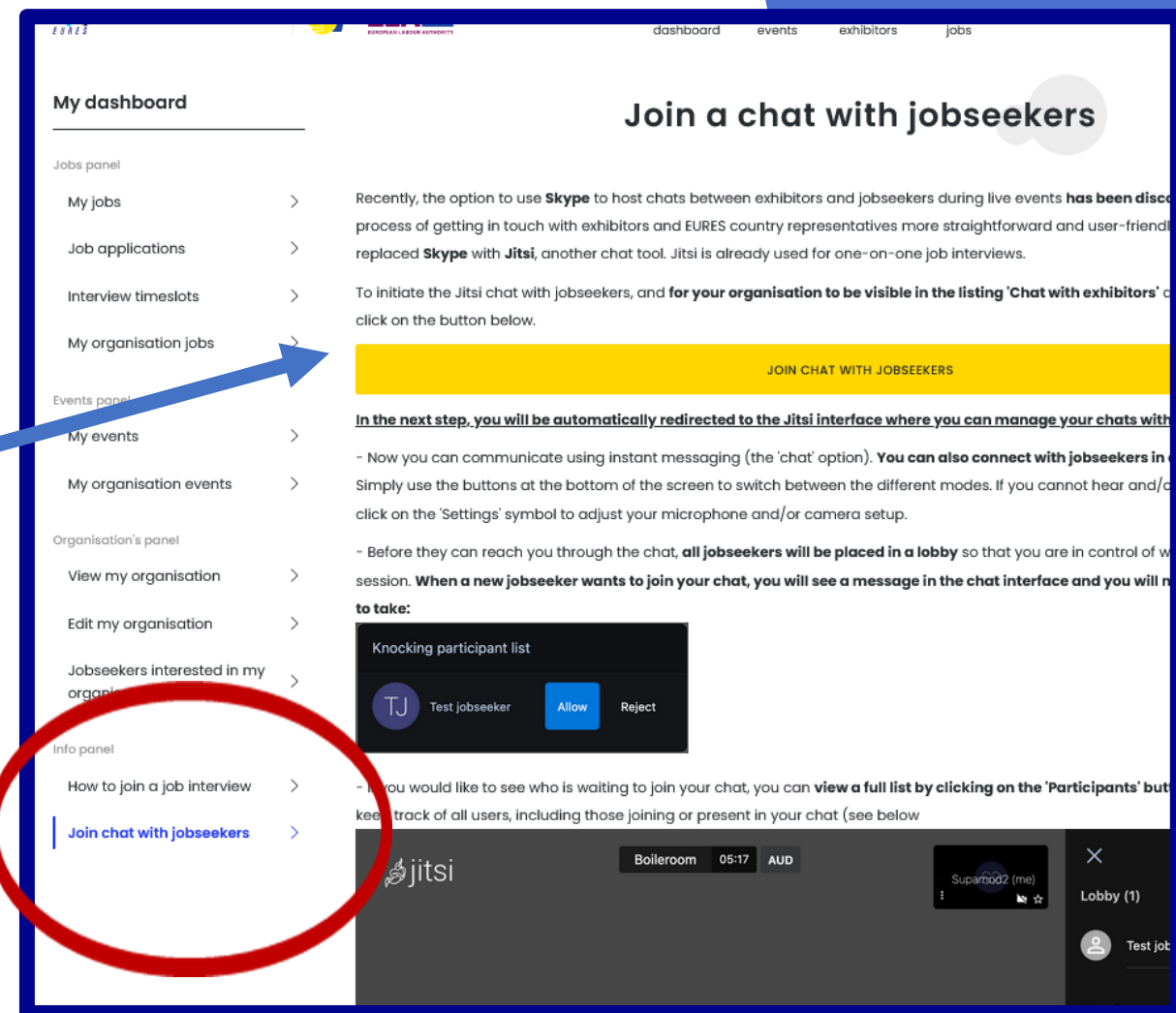
Edit my organisation >

Jobseekers interested in my organisation >

# My dashboard - «CHAT with Jobseekers»



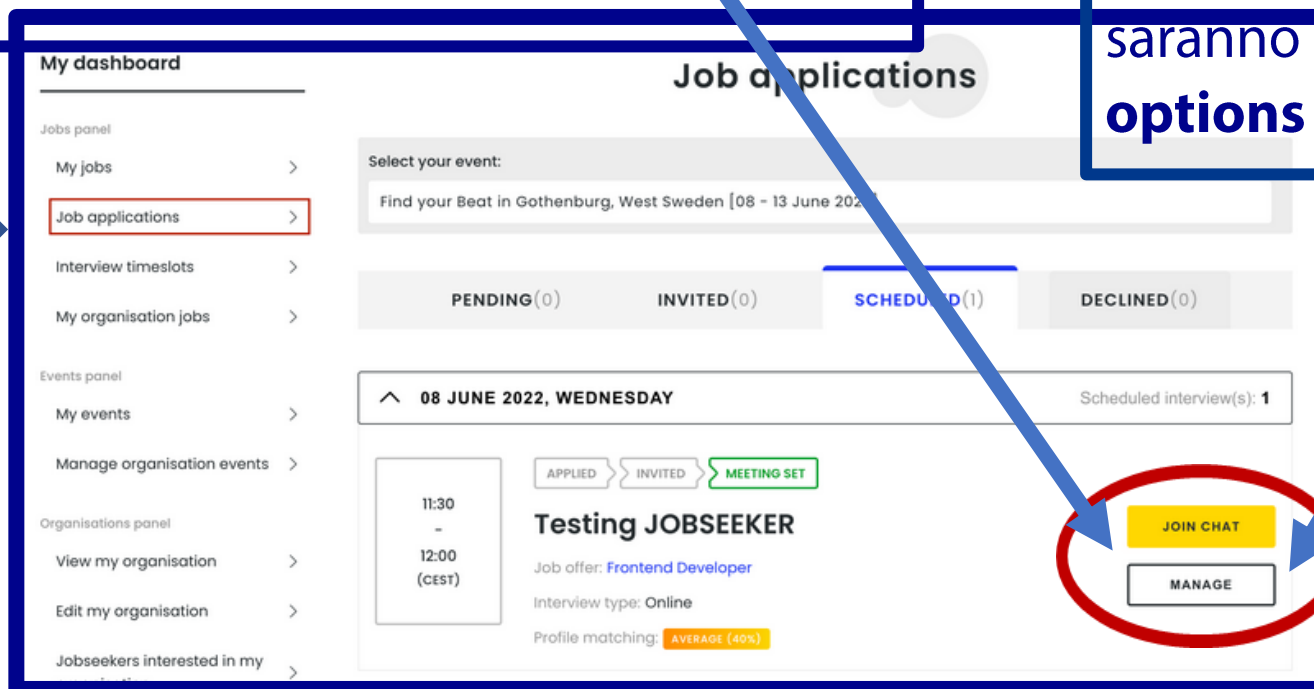
- Il giorno dell'evento è possibile chattare con i visitatori collegati
- Dopo essersi loggati cliccare qui:
- **EVENTO LIVE: in PROGRAMME** è possibile chattare pubblicamente



# 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**".



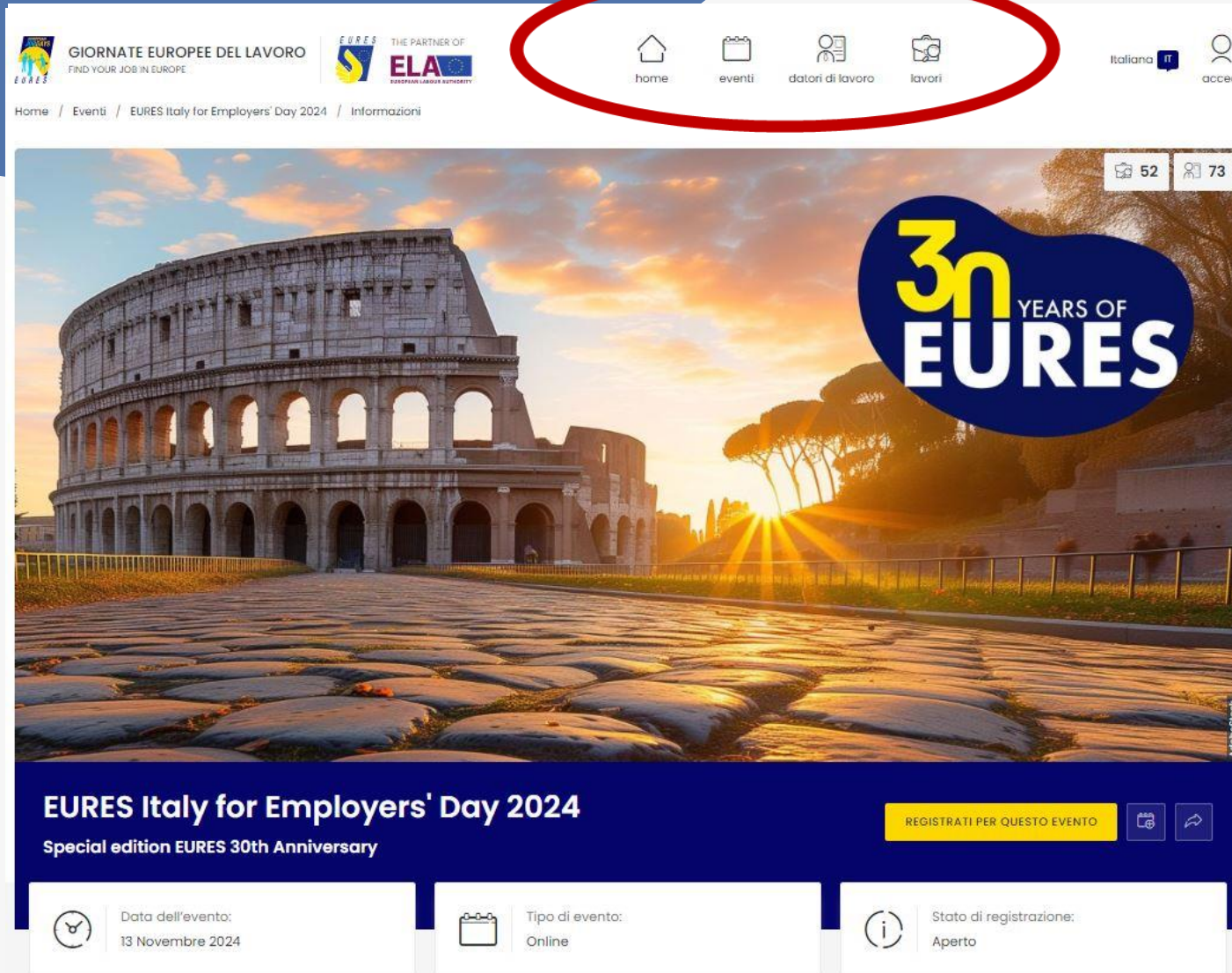
The screenshot displays the 'My dashboard' interface. On the left, a sidebar menu includes 'Jobs panel' (My jobs, Job applications, Interview timeslots, My organisation jobs), 'Events panel' (My events, Manage organisation events), and 'Organisations panel' (View my organisation, Edit my organisation, Jobseekers interested in my...). 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 a 'Scheduled interview(s): 1' indicator. The interview details for 'Testing JOBSEEKER' are shown, including a time slot of 11:30 - 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).



# 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](http://www.europeanjobdays.eu)



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



# [www.europeanjobdays.eu](http://www.europeanjobdays.eu)

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 home

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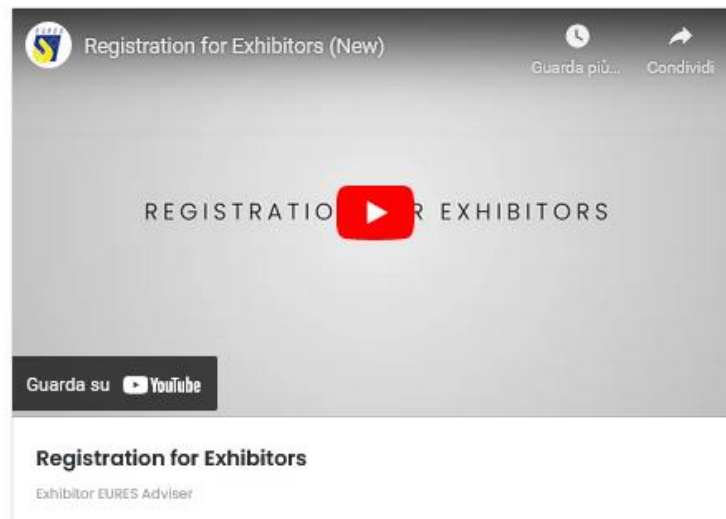
 jobs

 log in

English 

**APPLY**

## Video tutorials



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



Per ulteriori informazioni

**euresitalyeojd@lavoro.gov.it**



**#EURESjobs**

