

EUROPEAN  
JOB DAYS

# EoJD – GUIDA ESPOSITORI

<https://europeanjobdays.eu/en/event/eures-italy-employers%E2%80%99-day-2022>



OTTOBRE 2022



Europeanjobdays.eu

EURES

**#EURESjobs**



ESPOSITORE

**REGISTRAZIONE**



# LOGIN

The screenshot shows the EURES website homepage. At the top left, there are logos for 'EUROPEAN JOB DAYS FIND YOUR JOB IN EUROPE' and 'EURES THE PARTNER OF ELA'. The top navigation bar includes icons for 'home', 'events', 'exhibitors', and 'jobs'. A 'log in' button with a person icon is circled in red, with a red arrow pointing from it to the instructions on the right. The main banner features the text 'EURES Italy for EMPLOYERS' DAY 2022', '6th Edition', and '15 November 2022 | Online, Recruitment event', with a 'FIND OUT MORE' button. Below the banner is a search bar with the text 'Find your opportunity' and dropdown menus for 'Category' and 'Country', followed by a yellow 'FIND' button. At the bottom, there is a section titled 'This might interest you' with four featured event cards.

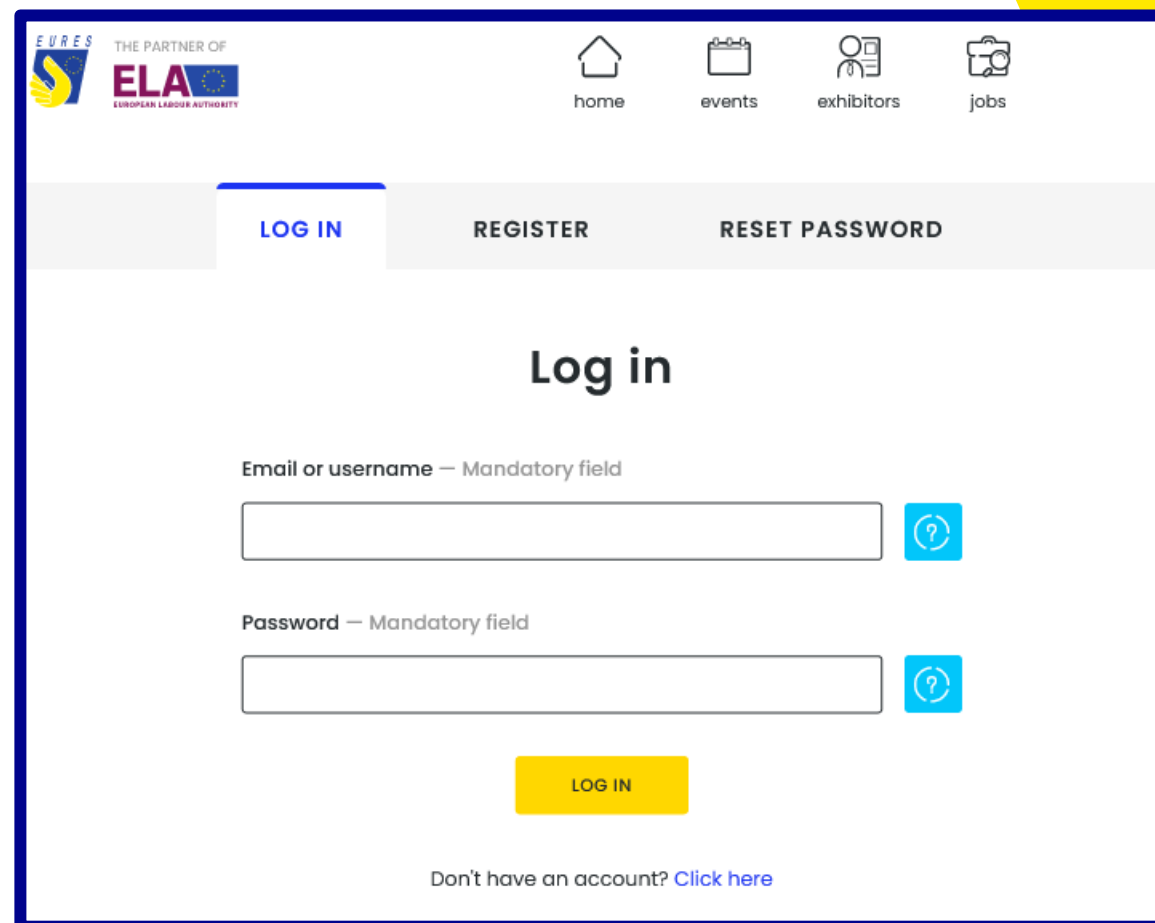
- In alto a destra della home
  - Prima registrazione
- Oppure
- Login al proprio account per registrarsi ad un **nuovo evento**

# LOGIN

**LOGIN - ACCEDI**

**REGISTER - REGISTRATI**

**RESET PASSWORD – CAMBIA PASSWORD**



The screenshot shows the EURES login interface. At the top left is the EURES logo and the text 'THE PARTNER OF ELA EUROPEAN LABOUR AUTHORITY'. To the right are navigation icons for 'home', 'events', 'exhibitors', and 'jobs'. Below these is a menu with 'LOG IN', 'REGISTER', and 'RESET PASSWORD' options. The 'LOG IN' option is selected. The main heading is 'Log in'. There are two input fields: 'Email or username – Mandatory field' and 'Password – Mandatory field'. Each field has a blue question mark icon to its right. Below the fields is a yellow 'LOG IN' button. At the bottom, there is a link: 'Don't have an account? [Click here](#)'.



# CHI SEI

The screenshot shows the EURES registration page. At the top left, there are logos for EURES, EUROPEAN JOB DAYS (FIND YOUR JOB IN EUROPE), and EURES THE PARTNER OF ELA (EUROPEAN LABOUR AUTHORITY). The top navigation bar includes icons for home, events, exhibitors, jobs, and a log in button. Below the navigation bar, there are three tabs: LOG IN, REGISTER (which is highlighted with a blue underline), and RESET PASSWORD. The main heading is "Tell us who you are", which is circled in red. Below it is the text "Create your free account now". There are two registration options: "I am a Jobseeker" and "I am an Exhibitor". Each option has a yellow "CREATE ACCOUNT" button. The "I am an Exhibitor" button is circled in red, and a blue arrow points from it to a separate box on the right. At the bottom of the registration area, there is a link: "Are you a EURES Adviser? [Click here](#)".

CREA UN ACCONT

# Create an Exhibitor account - Account information

Account information

Username — Mandatory field

Email — Mandatory field

Time zone — Mandatory field

- 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 Exhibitor account - Your personal event participation

**Your personal event participation**

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

Work in Flanders 2022 – Lisbon [18 – 19 October 2022]

Work@PL2022 [20 October 2022]

Work in Denmark: Life Science and Healthcare [26 October 2022]

Swedish Day 2022 [27 October 2022]

Austria is Calling! [09 – 10 November 2022]

EURES Italy for EMPLOYERS' DAY 2022 [15 November 2022]

Online

'Bienvenidos a Irlanda' 2022 [17 November 2022]

Work in Portugal 2022 [22 November 2022]

- 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 Exhibitor 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 Exhibitor 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 Exhibitor 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, InfoPoint
- **Paese**
- **Dettagli di contatto**

# Create an Exhibitor 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 Exhibitor 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



# ESPOSITORE GESTIONE ACCOUNT

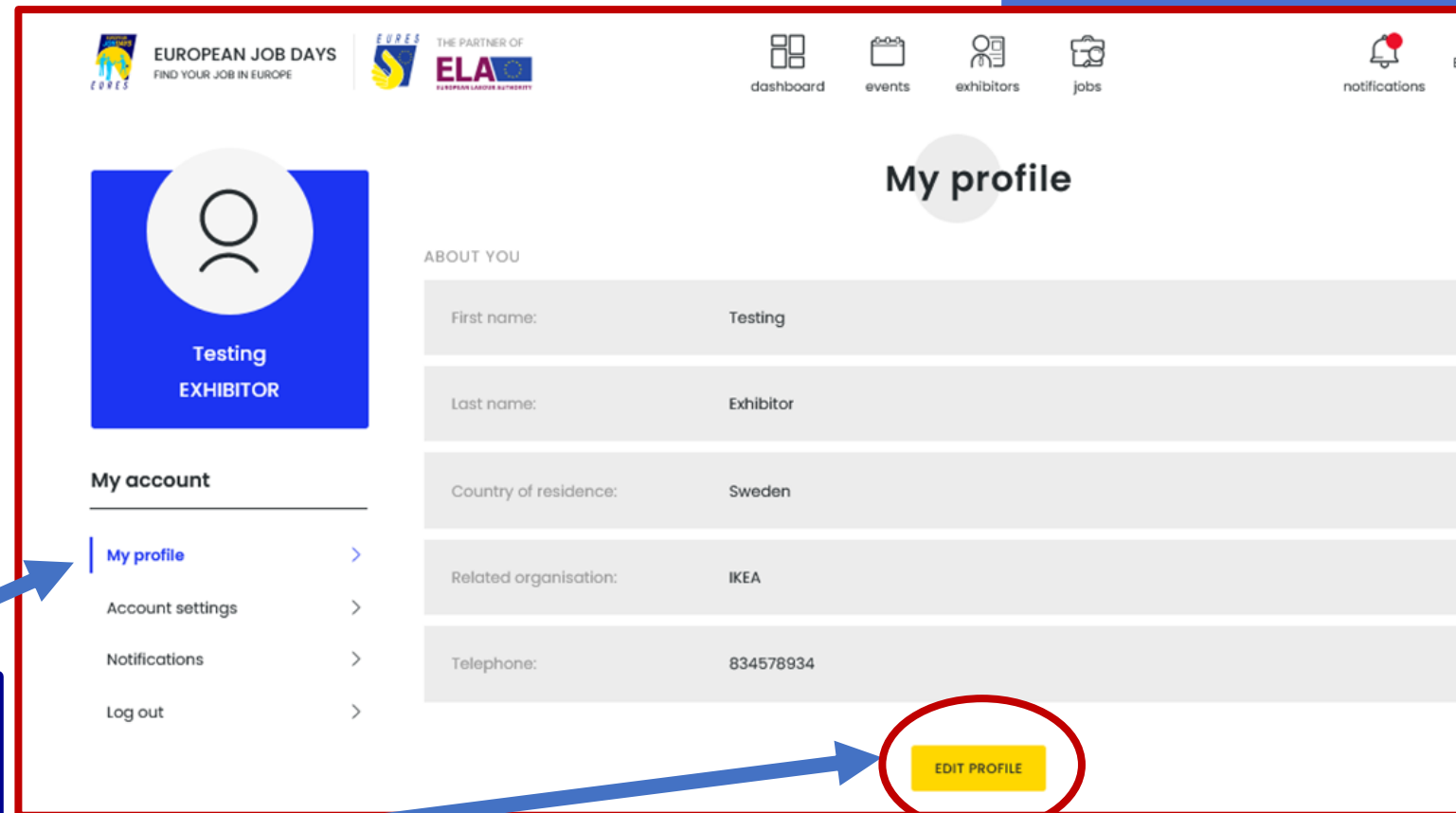
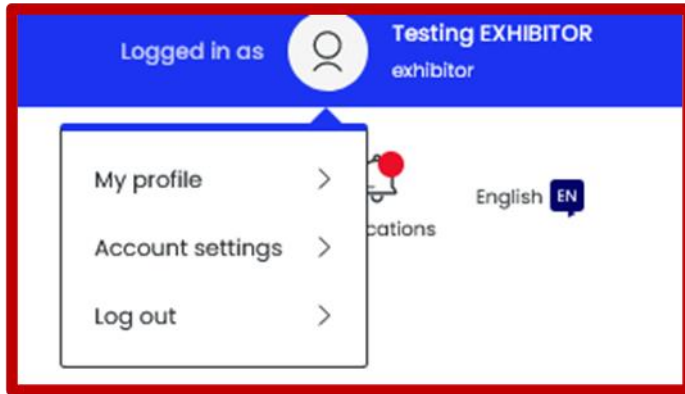


# Login con USERNAME e Password

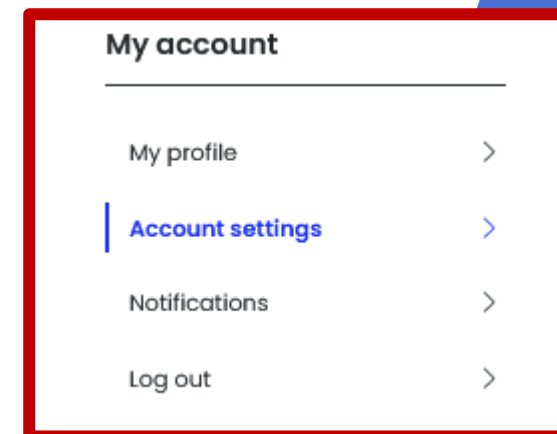
The screenshot shows the EURES user interface. At the top, a blue navigation bar contains the text "Logged in as" followed by a user profile icon and the name "Testing EXHIBITOR exhibitor". A red circle highlights this area, and a blue arrow points from it to a red-bordered inset on the right. The inset shows a dropdown menu with three options: "My profile", "Account settings", and "Log out", each with a right-pointing chevron. To the right of the menu, there is a language selector for "English EN" and a "notifications" bell icon. Below the navigation bar, the main content area is divided into two sections: "My dashboard" (circled in red) and "My events". The "My dashboard" section 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 for "Find your Beat in Gothenburg, West Sweden" on July 21, 2022, with a registration status of "APPROVED" and an "EDIT PARTICIPATION" button. The second card is for "ICT & TECHNOLOGY - Austria is Calling together with Croatia, Italy, Slovakia and Slovenia" on September 08, 2022. Logos for "EUROPEAN JOB DAYS" and "EURES THE PARTNER OF ELA" are visible in the top left. The bottom right corner features the "EUROPEAN JOB DAYS" and "EURES" logos.



# 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 LEADERSHIP 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 >

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

The screenshot displays the 'My dashboard' interface. On the left, a sidebar menu is visible with the 'My jobs' option highlighted. The main content area shows a list of job offers, each with a 'MANAGE' button. A blue arrow points from the 'My jobs' menu item to the 'MANAGE' button of the first job listing. Another blue arrow points from the 'Aggiungere nuove offerte' bullet point to the 'ADD NEW JOB' button at the bottom of the page. The 'ADD NEW JOB' button is circled in red.

**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  
Jobseekers 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

Date of expiry – Mandatory field  
09 / 01 / 2023

Number of positions  
1

Type of position  
- None - x

Salary range  
From to

Salary currency  
- None -

Job requirements

Type of position

- None - x

- None -

Full-time

Part-time

Remote

Internship / Traineeship

Apprenticeship

Seasonal

Nice to have

Benefits

# 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

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**

Jobs panel

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

Events panel

- My events >
- Manage organisation events >

Organisations panel

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

**Job applications**

Select your event:  
Find your Beat in Gothenburg, West Sweden [08 - 13 June 2022]

PENDING(0) INVITED(0) **SCHEDULED(1)** DECLINED(0)

08 JUNE 2022, WEDNESDAY Scheduled interview(s): 1

11:30 - 12:00 (closed)

APPLY INVITED **MEETING SET**

**Testing JOBSEEKER**

Job offer: Frontend Developer

Interview type: Online

Profile matching: **AVERAGE (40%)**

**JOIN CHAT**

MANAGE

# My dashboard - INTERVIEW TIMESLOT

**My dashboard**

Jobs panel

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

**2022**

**Oct 12**

## 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	ONLINE TIMESLOTS
10:00 - 10:30	1
10:30 - 11:00	3
11:00 - 11:30	5
11:30 -	-

**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

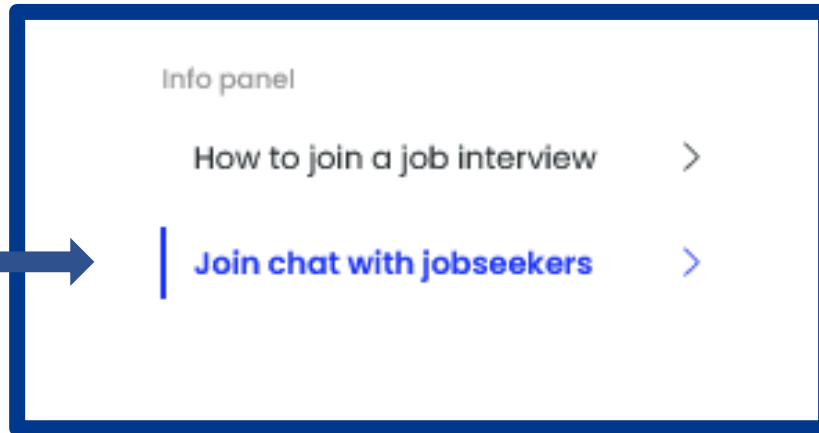
## Organisation's panel

View my organisation >

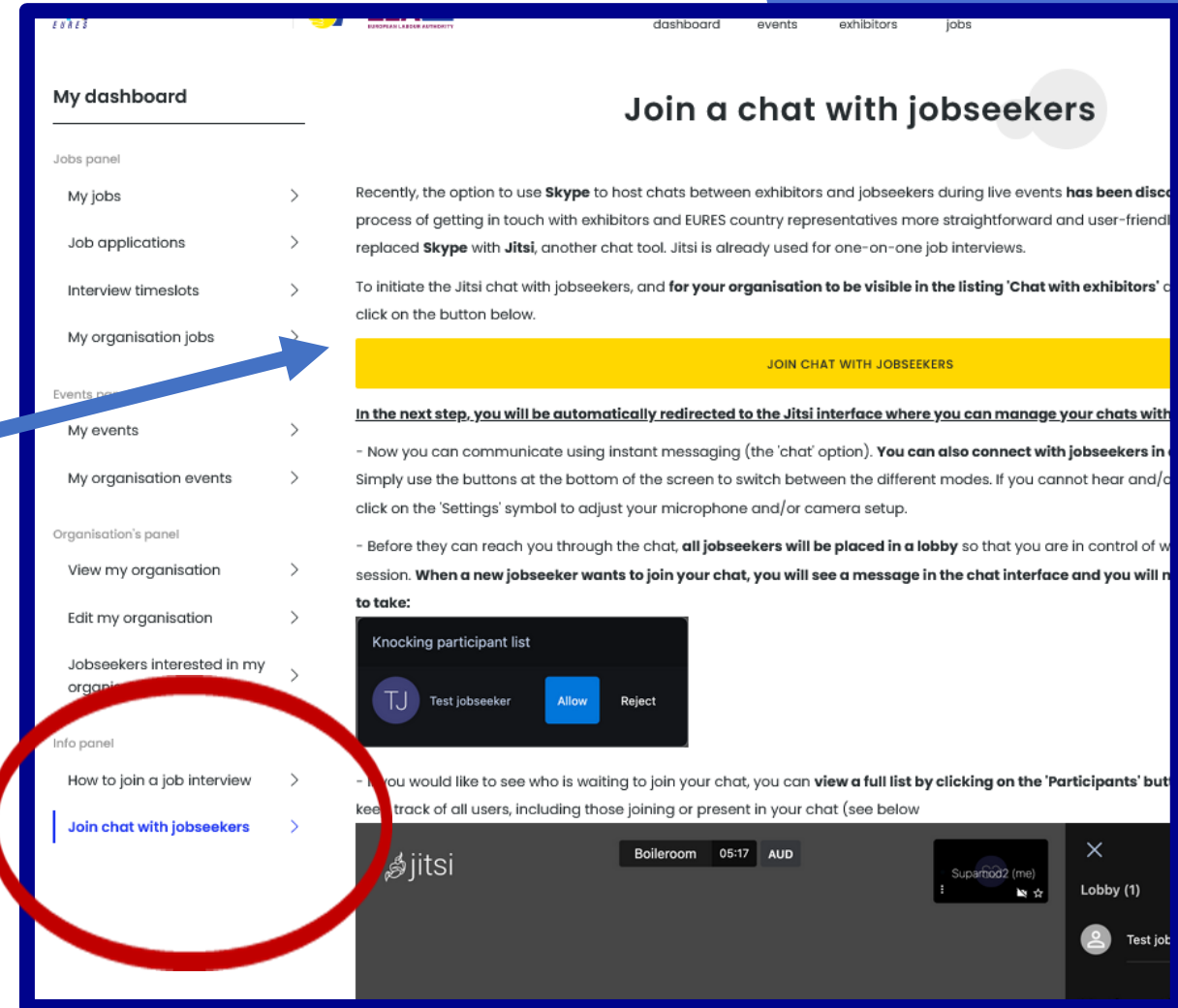
Edit my organisation >

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 PROGRAMMA** 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 'Job applications' which is highlighted with a red box. The main content area is titled 'Job applications' and features a 'Select your event' dropdown menu. Below this, there are filter tabs for 'PENDING (0)', 'INVITED (0)', 'SCHEDULED (1)', and 'DECLINED (0)'. The 'SCHEDULED (1)' tab is active, showing a calendar view for '08 JUNE 2022, WEDNESDAY' with 'Scheduled interview(s): 1'. A specific interview slot is shown for '11:30 - 12:00 (CEST)' with a status of 'MEETING SET'. The job offer is for 'Testing JOBSEEKER' (Frontend Developer) with an 'Interview type: Online' and a 'Profile matching: AVERAGE (40%)'. At the bottom of the interview details, the 'JOIN CHAT' and 'MANAGE' buttons are circled in red.





# HOME PAGE EoJD



# HOME PAGE

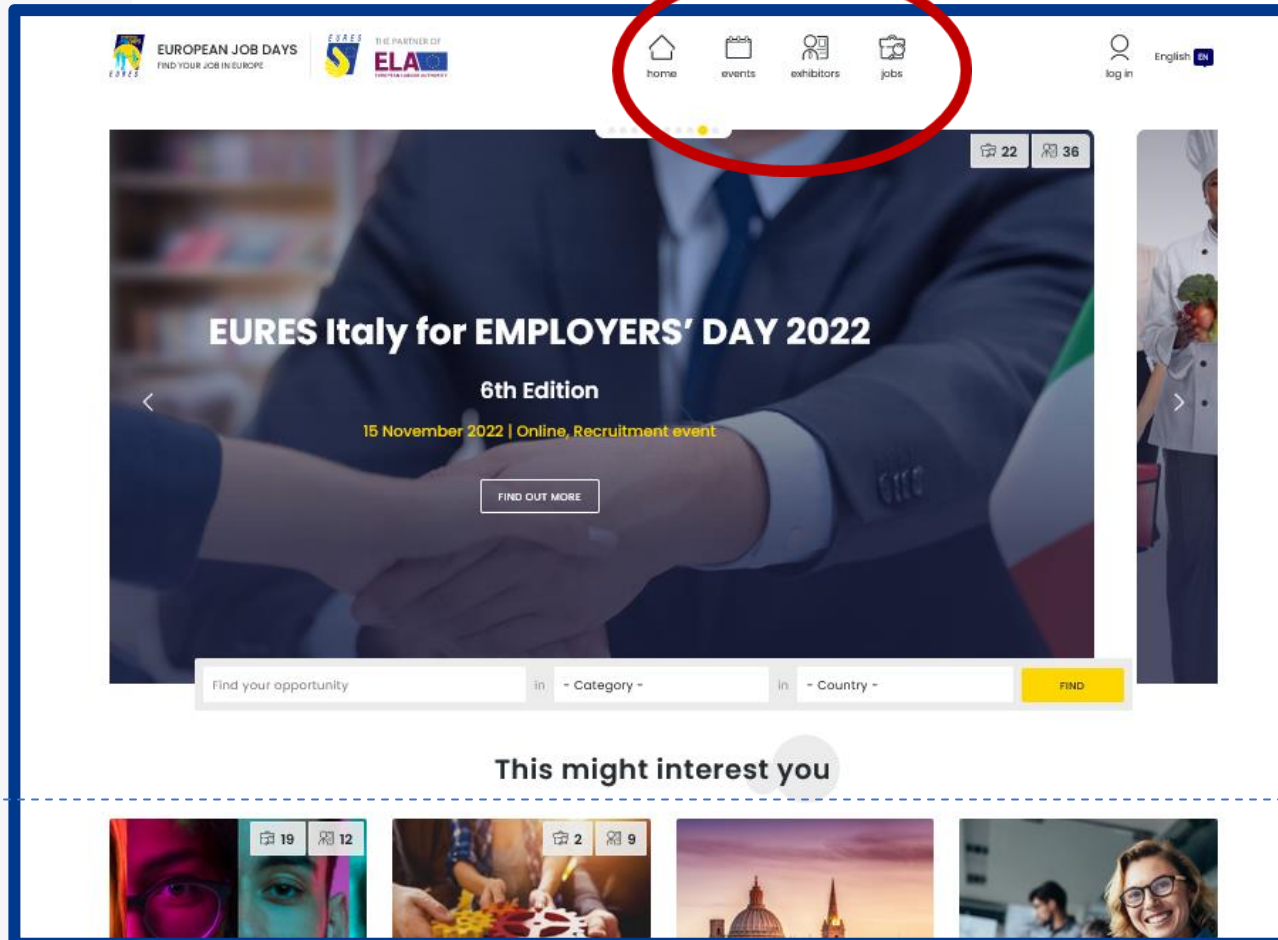
Logged in as  Testing EXHIBITOR 2  
exhibitor




English 

## My dashboard

## My events



home events exhibitors jobs

log in English 

**EURES Italy for EMPLOYERS' DAY 2022**  
6th Edition  
15 November 2022 | Online, Recruitment event  
[FIND OUT MORE](#)

Find your opportunity in - Category - in - Country - [FIND](#)

This might interest you

- 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)



EUROPEAN JOB DAYS  
FIND YOUR JOB IN EUROPE



THE PARTNER OF  
**ELA**  
EMPLOYER LEADERSHIP AUTHORITY



home



events



exhibitors



jobs



log in


English **EN**


Search by keywords


- Any category -

APPLY


## Video tutorials


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


REGISTRATIO  R EXHIBITORS

Guarda su  YouTube

**Registration for Exhibitors**  
Exhibitor EURES Adviser

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

REGISTRATIO  R JOBSEEKERS

Guarda su  YouTube

**Registration for Jobseekers**  
Jobseeker

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



Per ulteriori informazioni

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**#EURESjobs**

