

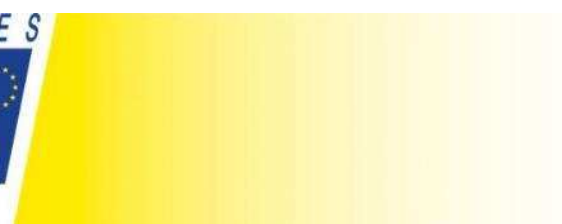


## **EURES - ITALIA**

### **Guida JOBSEEKERS**

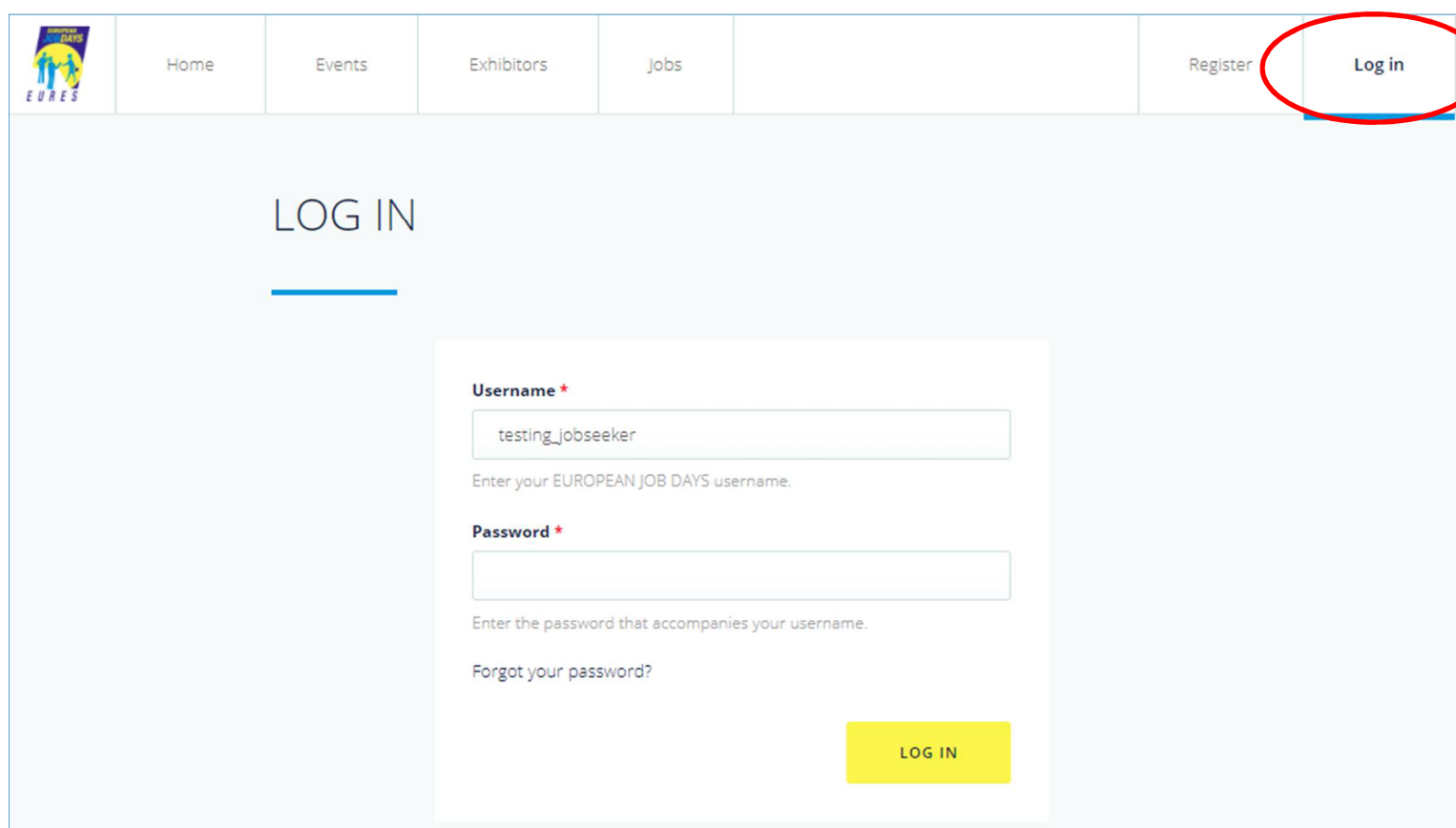
**Per maggiori informazioni o supporto:**

[ejditalia2021@gmail.com](mailto:ejditalia2021@gmail.com)



## 1. Accesso come jobseeker

- a. Clicca su “login”
- b. Inserisci le tue credenziali:  
Login:  
Password:



Home Events Exhibitors Jobs Register **Log in**

### LOG IN

**Username \***  
testing\_jobseeker  
Enter your EUROPEAN JOB DAYS username.

**Password \***  
Enter the password that accompanies your username.  
Forgot your password?

LOG IN

2



### 1.1 Gestione dell'account (Inserimento delle informazioni che verranno viste dal datore di lavoro)

- a. Clicca su "Profile settings"
- b. Scorri la pagina verso il basso
- c. Scegli la lingua (le offerte di lavoro verranno rese disponibili in base a questa selezione)
- d. Scegli il settore di istruzione (le offerte di lavoro verranno rese disponibili in base a questa selezione)

The screenshot shows the 'JOBSEEKER' profile settings page. The user is logged in as 'testing\_jobseeker'. The 'Profile settings' option in the user menu is highlighted with a red circle. The page is divided into several sections:

- My panel:** A sidebar with links for 'My events', 'Recommended jobs', 'My job applications', 'Pick Interview times', 'Video tutorials', and 'FAQ'.
- About you:** A section for updating the profile picture, showing a preview and a crop tool.
- Language skills:** A section with a dropdown menu (currently set to '<none>') and an 'ADD' button. Below it, a list of languages with their proficiency levels and 'Remove' buttons:
  - Czech (Čeština) - Basic
  - English - Very good
  - Greek (Ελληνικά) - Very good
  - Polish (Polski) - Fluent
- Education fields:** A section with a dropdown menu (currently set to '<none>') and an 'ADD' button. Below it, a list of education fields with 'Remove' buttons:
  - Agriculture, forestry and fishery
  - Law

Instructions for language skills: 'Choose a language from the drop-down menu followed by the efficiency level. Click the 'Add' button to add a language to the list. In order to remove a language from the list, click the 'Remove' button then click the 'Update' button below.'

Instructions for education fields: 'Select a value and click the 'Add' button. Click 'Remove' link to remove language from the list.'

3



### 1.2 Estrarre il CV dal portale EURES

- a. Clicca su "Profile settings"
- b. Scorri la pagina verso il basso
- c. Inserisci lo username EURES e il numero dell'account per recuperare il CV dal portale EURES

Upload your CV Or retrieve it from the EURES portal

**Uploaded CV**

Scegli file Nessun file selezionato

Files must be less than **5 MB**.  
Allowed file types: **pdf doc docx odt**.

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 spec

I would like to receive information on new and upcoming events

Upload your CV Or retrieve it from the EURES portal

**My EURES username**

**My EURES account number**

To find your My EURES account number, log in to eures.europa.eu and go to "My EURES" and click on "My EURES" in the left column. Your account number is displayed on the main page.

RETRIEVE YOUR CV LIST

BACK TO THE PROFILE SAVE



### 1.3 Cambia password

- a. Clicca su "Edit my account"
- b. Inserisci e conferma la tua nuova password
- c. Clicca su "Save"

The screenshot shows the 'EDIT MY ACCOUNT' page. At the top, there is a navigation bar with 'Home', 'Events', 'Exhibitors', and 'Jobs'. On the right, a user profile dropdown menu is open, showing 'Jobseeker testing\_jobseeker' and options for 'Dashboard', 'Edit my account' (highlighted with a red circle), 'Profile settings', and 'Log out'. The main content area is titled 'EDIT MY ACCOUNT' and contains a 'My panel' sidebar with links to 'My events', 'Recommended jobs', 'My job applications', 'Pick interview times', 'Video tutorials', and 'FAQ'. The main section is 'Account information' and contains the following fields:

- Username \***: testing\_jobseeker
- E-mail address \***: test@waat.eu
- Password**: (empty field)
- Confirm password**: (empty field)

Below the password fields, there is a note: 'To change the current user password, enter the new password in both fields.' A red circle highlights the 'Edit my account' button and the password fields.

### 1.4 Fai application per un'offerta di lavoro

5



- a. Clicca su “Recommended jobs”
- b. Clicca sul lavoro per cui desideri fare domanda (esempio: RESEARCH ASSISTANT, MENA)
- c. Clicca su “Apply for this jobs”

RECOMMENDED JOBS

Based on your skills, we have selected jobs that may be appropriate for you

**My panel**

- My events
- Recommended jobs**
- My job applications
- Pick interview times
- Video tutorials
- FAQ

**Phrase search**

Phrase search

**Sector**

Choose some options

**Occupation**

Choose some options

**Workplace country**

Choose some options

**Education level**

Choose some options

**Available for event**

Choose some options

**APPLY**

**RESEARCH ASSISTANT, MENA**

Switzerland

**PROFILE MATCHING PERFECT!**

**APPLY FOR THIS JOB**

**The job offer is available for the following event:**

EJD training in Lisbon for EURES Advisers - 19 April 2018

**Job details**

**VIEW ALL JOBS**

**Workplace country:**  
United Kingdom

**Research Assistant, MENA**


**PROFILE MATCHING PERFECT!**

**Offered by:** Switzerland

**Workplace:** United Kingdom

**This job offer is available for the following event(s):**

EJD training in Lisbon for EURES Advisers - 19 April 2018



6



### 1.5 Gestisci le posizioni per le quali hai fatto domanda

- a. Clicca su "Jobs" nella parte alta della pagina
- b. Riempi i criteri di ricerca e clicca su "Apply" nella parte in basso a sinistra della pagina
- c. Clicca sull'offerta di lavoro che ti interessa
- d. Clicca su "Apply for this job"

Home Events Exhibitors **Jobs** Jobseeker testing\_jobseeker

## JOBS

ACTIVE OFFERS ARCHIVED OFFERS

### 6 RESULTS FOR OFFERS SEARCHED

**Research Assistant, MENA**  
Offered by: Switzerland  
Workplace: United Kingdom  
PROFILE MATCHING PERFECT!  
This job offer is available for the following event(s):  
EJD training in Lisbon for EURES Advisers - 19 April 2018  
FIXED-TERM JOB VACANCY RESEARCH ASSISTANT Middle East and North Africa Division Application Deadline: May 3, 2018 The Middle East and North Africa ("MENA") Division of Human Rights Watch ("HRW") is seeking a Research Assistant to assist in the monitoring and reporting of human rights violations in Egypt, with possible additional rights monitoring and reporting work on Libya. This is a...

**French and Spanish Speaking Sales Coordinator**  
Offered by: Spain  
Workplace: Spain  
PROFILE MATCHING AVERAGE  
This job offer is available for the following event(s):

**APPLY**

### RESEARCH ASSISTANT, MENA

Switzerland

PROFILE MATCHING PERFECT!

**APPLY FOR THIS JOB**

The job offer is available for the following event:  
EJD training in Lisbon for EURES Advisers - 19 April 2018

**Job details**

FIXED-TERM JOB VACANCY RESEARCH ASSISTANT Middle East and North Africa Division Application Deadline: May 3, 2018 The Middle East and North Africa ("MENA") Division of Human Rights Watch ("HRW") is seeking a Research Assistant to assist in the monitoring and reporting of human rights violations in Egypt, with possible additional rights monitoring and reporting work on Libya. This is a fixed-term full-time (40 hours per week) position for up to 1 year, with the possibility of extension. Preferred locations for this position to be based include Berlin, Tunis, and Beirut, however, other locations will be considered. The Research Assistant will report to the Egypt Researcher in the MENA Division, based in Europe. Responsibilities: 1. Establish and maintain contacts with a variety of local actors, including using networks among local rights activists and organizations to expand HRW's monitoring capabilities and access to information; where possible these contacts will include government officials; 2. Assist with monitoring human rights conditions and documenting abuses by collecting and analyzing information from a wide variety of sources including governments, local media, NGOs, victims, witnesses, and journalists; 3. Follow up on specific cases of human rights violations, as requested by the Egypt Researcher or Libya Researcher; 4. Advise MENA staff on local media advocacy; 5. Under the guidance of the Egypt and/or Libya Researcher, provide written analyses and write-ups of interviews, and, when appropriate, first drafts of briefing papers, letters, news releases, submissions

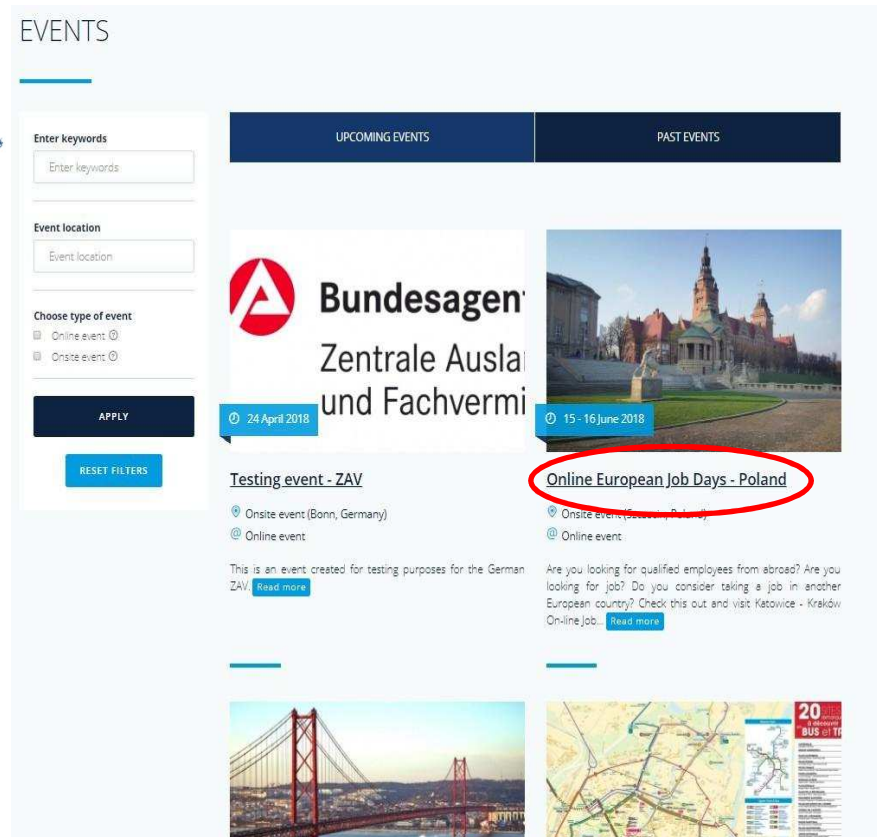
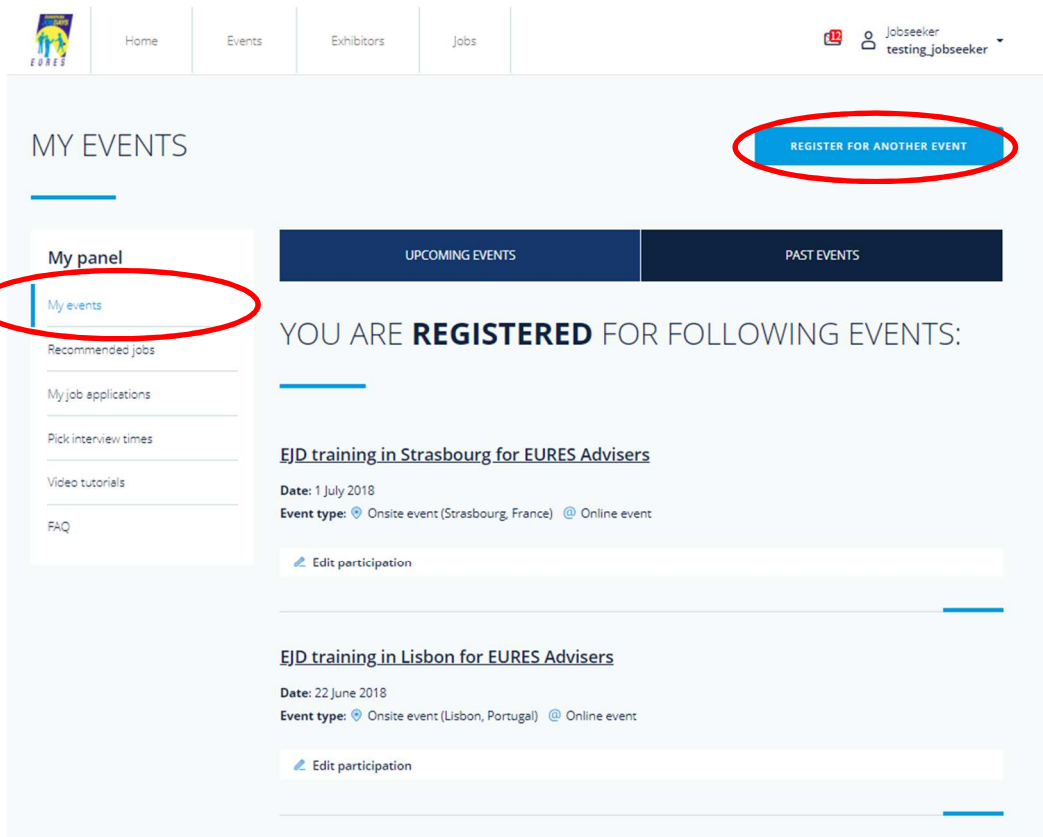
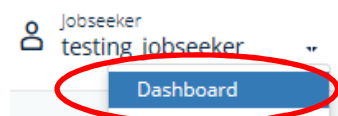
VIEW ALL JOBS

Workplace country: United Kingdom



### 1.6 Gestire i miei eventi

- Clicca su “Dashboard” per tornare indietro sul tuo profilo
- Clicca su “My events”
- Clicca su “Register for another event” per iscriverti ad altri eventi disponibili
- Seleziona l’evento che desideri e clicca su “Register for this event”







EURES Home Events Exhibitors Jobs Jobseeker testing\_jobseeker

# ONLINE EUROPEAN JOB DAYS - POLAND

🕒 15 - 16 JUNE 2018

📍 Onsite event (Szczecin, Poland) @ Online event

**REGISTER FOR THIS EVENT**

ABOUT THIS EVENT VIEW AGENDA BROWSE EVENT JOBS BROWSE EXHIBITORS

## MORE ABOUT THIS EVENT

**Are you looking for qualified employees from abroad?**

**Are you looking for job? Do you consider taking a job in another European country?**

**Check this out and visit Katowice - Kraków On-line Job Day 2017 organised by EURES Poland!**

Katowice - Kraków On-line Job Day 2017 is an on-line event which will be held on October 20th, 2017. The main aim of this project is to facilitate contact between Polish jobseekers and European employers. Polish employers interested in employing candidates from abroad and European citizens who think about working in Poland have the possibility to take part in this event.

Regional Labour Offices from Katowice and Kraków organise one common venture called Katowice - Kraków On-line Job Day 2017.

### Additional information

About this event

Information Page (Poland)

9



## .1 Esprimere interesse per un espositore

- Clicca su "BROWSE EXHIBITORS"
- Seleziona un Exhibitor
- Clicca sul bottone "EXPRESS INTEREST"

The screenshot shows the top section of a website. At the top, there is a blue banner with the text "LIVE TEST" in white and yellow, followed by the dates "27 - 28 JUNE 2019" and options for "Onsite event" and "Online event". A yellow button labeled "REGISTER FOR THIS EVENT" is positioned below. A dark blue navigation bar contains several menu items: "ABOUT THIS EVENT", "WATCH LIVE AND JOIN Q&A SESSIONS", "BROWSE EVENT JOBS", "BROWSE EXHIBITORS" (highlighted with a red circle), and "CHAT WITH EXHIBITORS". Below the navigation bar, the heading "More about this event" is followed by a paragraph of placeholder text. At the bottom, the text "Follow EURES on" is accompanied by social media icons for Twitter, Facebook, LinkedIn, and YouTube.



The screenshot shows a page titled "Exhibitors participating in this event". It features a search filter section on the left with fields for "Enter keywords", "Participation type" (with radio buttons for "Online" and "Onsite"), "Exhibitor type" (with a dropdown menu), and "Country" (with a "Choose some options" button). Below these are "APPLY" and "RESET FILTERS" buttons. On the right, a card for the exhibitor "bond" is displayed, with a "SEE PROFILE" button. The text "1 exhibitor(s) participating in this event" is shown at the top right.



The screenshot shows the profile of the exhibitor "bond", which is from Sweden. The profile includes "Organisation details" such as "Organisation type: Company", "Sector: Arts, entertainment and recreation", and "Contact details: luuhikjkhik". A section titled "The organisation is registered to participate in the following event(s):" lists two events: "Test - 27 June 2019 (Participating: Online)" and "EJD training in Ireland - 22 October 2020 (Participating: Online and Onsite)".

## job offers

10



A dark blue horizontal bar with a yellow button in the center that says "EXPRESS INTEREST".

### Gestione dei colloquio e dell'agenda

- a. Clicca su "My job applications" e su "Interviews"
- b. Clicca su "Accept Invitation" e scegli l'orario del tuo colloquio con gli exhibitor

The screenshot shows the 'MY INTERVIEWS' dashboard. On the left is a 'My panel' sidebar with 'My job applications' circled in red. The main area has a top navigation bar with 'INTERVIEWS' circled in red. Below it is a search bar and an 'APPLY' button. A table lists job applications for 'EJD training in Strasbourg for EURES Advisers'. The table has columns for STATUS, TIME (EUROPE/BRUSSELS - CEST), JOBSSEKER'S NAME, and NEXT ACTION(S). Two rows are circled in red, each with an 'ACCEPT INVITATION' button. A blue arrow points from the 'ACCEPT INVITATION' button in the table to a modal window titled 'Please select interview time'. This window shows a calendar for '2018-07-01' and a grid of time slots. The 11:00-12:00 slot is highlighted in pink and labeled 'ONLINE'. At the bottom right of the modal, 'CANCEL' and 'ACCEPT INVITATION' buttons are circled in red.

STATUS	TIME (EUROPE/BRUSSELS - CEST)	JOBSSEKER'S NAME	NEXT ACTION(S)
Applied	Not set	Pepe Pótamo Analytical chemist with expertise in GC-MS	Wait for Exhibitor answer
Invited	Not set	Testing Jobseeker2 Myjja	ACCEPT INVITATION
Invited	Not set	Testing Jobseeker2 Analytical chemist with expertise in GC-MS	ACCEPT INVITATION
Declined	Not set	Pepe Pótamo Myjja	
Applied	N		
Applied	N		



- Clicca su “Timeslots” per programmare i tuoi inviti o clicca su “Pick interviews time” in “My Panel” sulla sinistra
- c. Clicca su “Pick your interview time” per modificare il tuo timeslot
  - d. Clicca sul timeslot che preferisci tra quelli disponibili e clicca su “Change interview time” per salvare il nuovo orario

**USER'S INTERVIEW TIMESLOTS**

**My panel**

- My events
- Recommended jobs
- My job applications
- Pick interview times**
- Next steps
- FAQ

**INTERVIEWS** | **TIMESLOTS**

✓ **EJD training in Strasbourg for EURES Advisers**

Strasbourg, France

You are invited by: **WAAT Ltd** Check the job offer

Available timeslot(s)	10 <sup>00</sup> -11 <sup>00</sup>	11 <sup>00</sup> -11 <sup>30</sup>	13 <sup>00</sup> -14 <sup>00</sup>	15 <sup>00</sup> -15 <sup>30</sup>	15 <sup>30</sup> -16 <sup>00</sup>
2018-07-01	online	online	online	online	<b>ONLINE</b>

**PICK YOUR INTERVIEW TIME**

**Please select interview time**

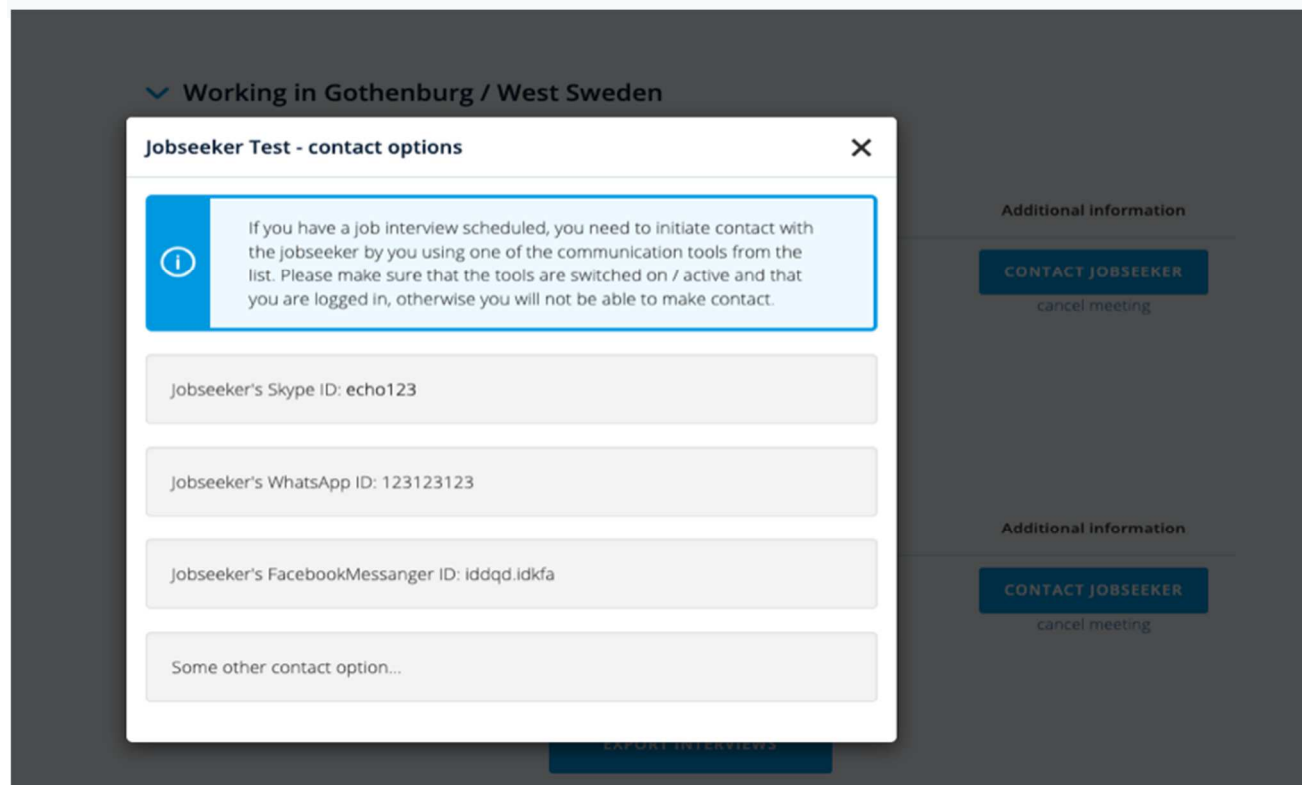
You are invited by: **WAAT Ltd** Check the job offer

Available timeslot(s)	10 <sup>00</sup> -11 <sup>00</sup>	11 <sup>00</sup> -11 <sup>30</sup>	11 <sup>30</sup> -12 <sup>00</sup>	13 <sup>00</sup> -14 <sup>00</sup>	15 <sup>00</sup> -15 <sup>30</sup>	15 <sup>30</sup> -16 <sup>00</sup>
2018-07-01	online	online	online	online	<b>ONLINE</b>	online

**CANCEL** | **CHANGE INTERVIEW TIME**



1.8 Lo strumento che si utilizza per i colloqui programmati per il giorni dell'evento è JIPSI, incorporata in piattaforma. I candidati possono indicare una serie di canali di comunicazione Candidates come, ad esempio Skype, WhatsApp, Facebook Messenger ed altri che possono essere utilizzati durante i colloqui di lavoro **per i giorni successivi all'evento.** (vedi immagine di seguito)



**IL GIORNO DELL'EVENTO è POSSIBILE CHATTARE CON GLI ESPOSITORI TRAMITE SKYPE indicando l'account NON SKYPE for business nella propria anagrafica**

**Per maggiori informazioni o supporto:**



