

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

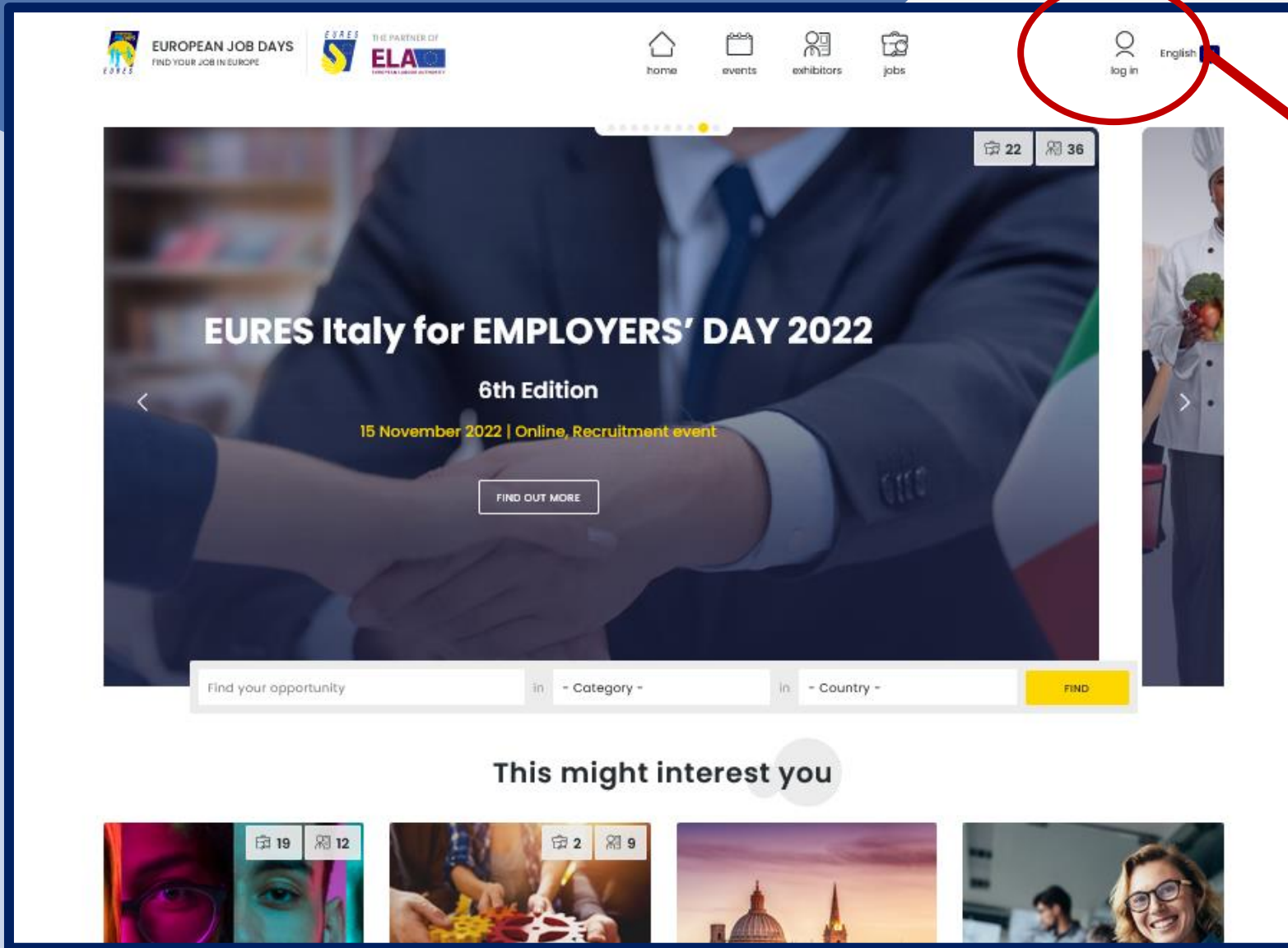


ESPOSITORE

REGISTRAZIONE



LOGIN



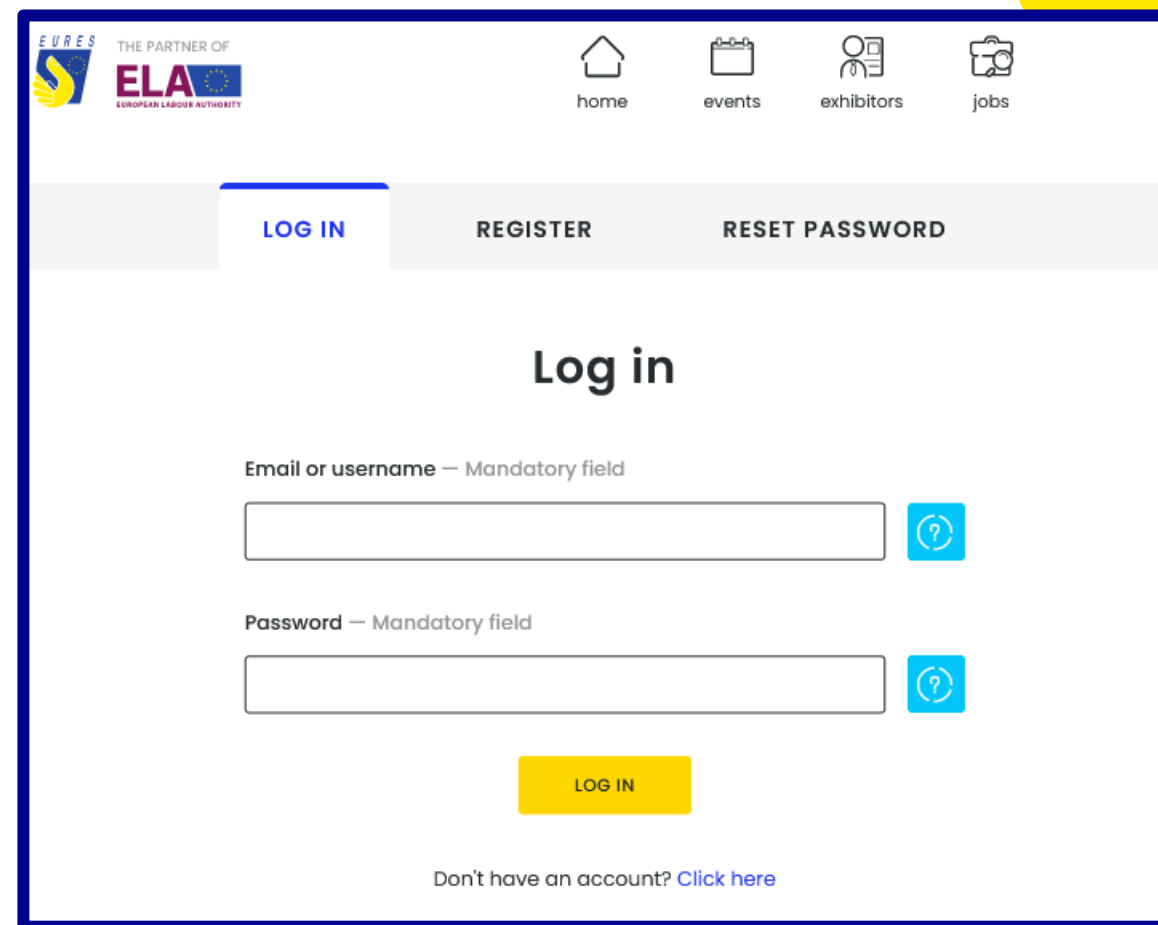
- In alto a destra della home
 - Prima registrazione
- Oppure
- Login al proprio account per registrarsi ad un **nuovo evento**

LOGIN

LOGIN - ACCEDI

REGISTER - REGISTRATI

RESET PASSWORD – CAMBIA PASSWORD



The screenshot shows the EURES login interface. At the top, there is a header with the EURES logo, the text 'THE PARTNER OF ELA EUROPEAN LABOUR AUTHORITY', and navigation icons for home, events, exhibitors, and jobs. Below the header is a horizontal menu with three options: 'LOG IN' (highlighted), 'REGISTER', and 'RESET PASSWORD'. The main content area is titled 'Log in'. It contains 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 password field is a yellow 'LOG IN' button. At the bottom, there is a link: 'Don't have an account? [Click here](#)'.

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

THE PARTNER OF

EUROPEAN LABOUR AUTHORITY

home

events

exhibitors

jobs

log in

LOG INREGISTERRESET PASSWORD

Tell us who you are
Create your free account now
I am
a Jobseeker
CREATE ACCOUNT
I am
an Exhibitor
CREATE ACCOUNTAre you a EURES Adviser? [Click here](#)

CREA UN ACCONT

Create an Exhibitor account - Account information

THE PARTNER OF
ELA
EUROPEAN LABOUR AUTHORITY

home events exhibitors jobs

Create an Exhibitor account

Account information

Username — Mandatory field

Email — Mandatory field

Time zone — Mandatory field

UTC: Monday, October 17, 2022 - 14:48 +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 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 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 "EDIT PARTICIPATION" button. On the right side, 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 >

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

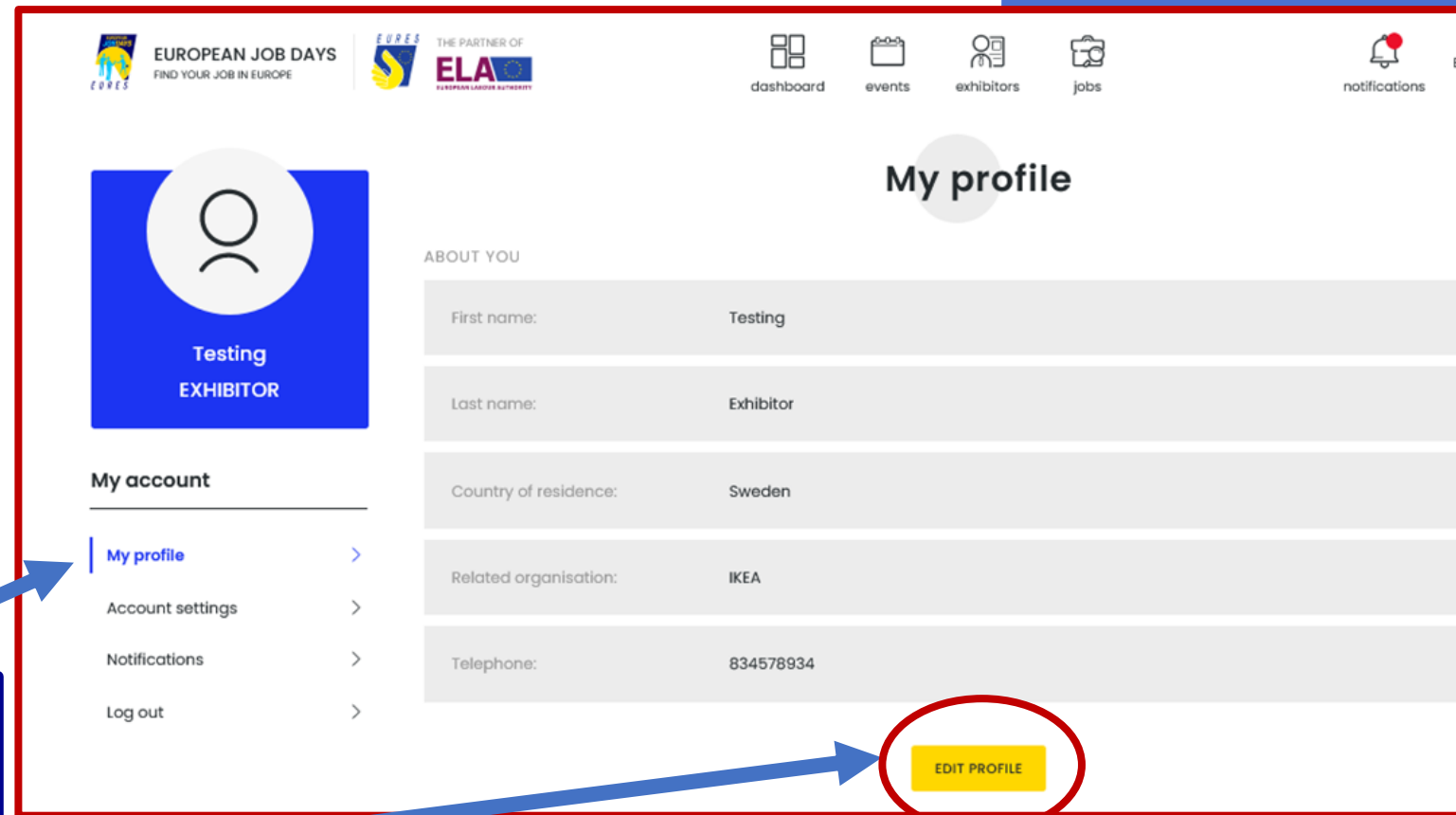
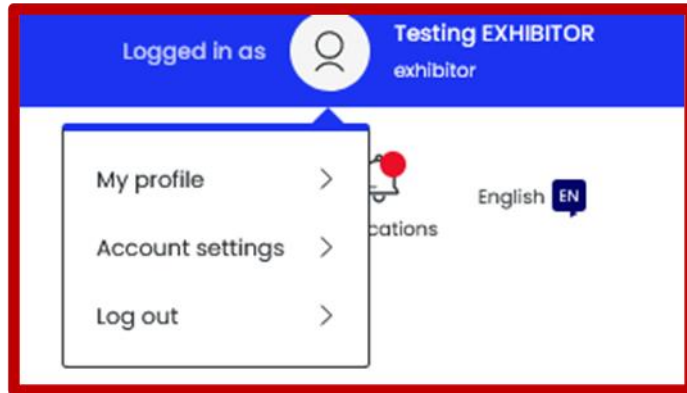
ICT & TECHNOLOGY - Austria is Calling together with Croatia, Italy, Slovakia and Slovenia

Event date:
08 September 2022

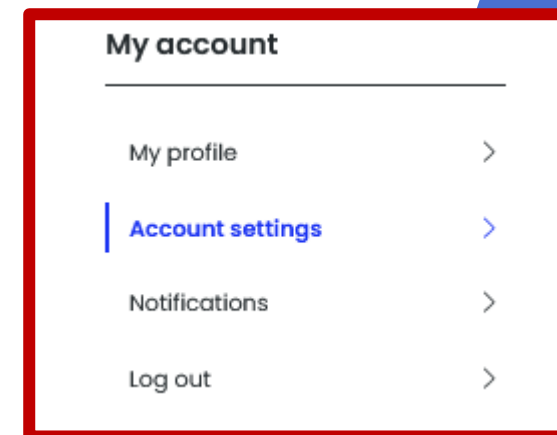
7 15

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

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

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 following sections and items:

- Jobs panel** (circled in red):
 - My jobs** (circled in red)
 - 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

The main content area, titled 'My jobs', lists four job offers:

- Marketing specialist in Sweden**
Created on: 05 Oct 2022
Published by: Testing Exhibitor
Available for the following event: EOJD workshop
MANAGE (circled in red)
- Marketing assistant in Spain**
Created on: 05 Oct 2022
Published by: Testing Exhibitor
Available for the following event: EOJD workshop
MANAGE
- Marketing manager in Portugal**
Created on: 03 Oct 2022
Published by: Testing Exhibitor
Available for the following event: EOJD workshop
MANAGE
- manager ventes**
Created on: 22 Sep 2022
Published by: Testing Exhibitor
Available for the following event: Find your Beat in Gothenburg, West Sweden
MANAGE
- Test job IKEA**
Created on: 26 Jun 2022
ADD NEW JOB (circled in red)

Two blue arrows originate from the list on the left: one points from 'Modificare le offerte già inserite' to the 'MANAGE' button of the first job, and the other points from 'Aggiungere nuove offerte' to the 'ADD NEW JOB' button.

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

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

Nice to have

B I [Rich text editor]

Benefits

B I [Rich text editor]

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

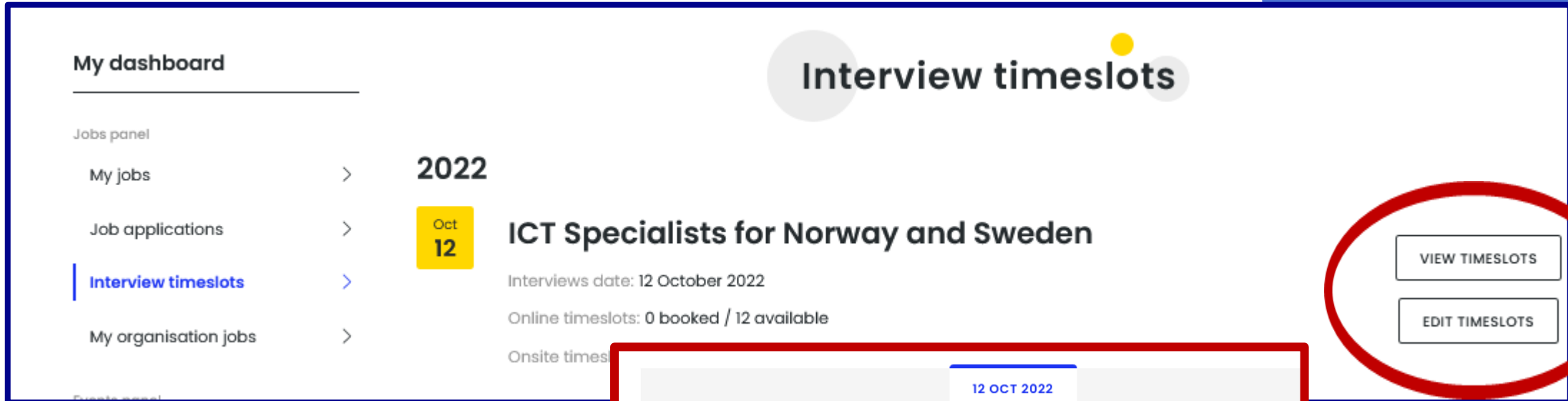
- Upload -

My dashboard - JOBS APPLICATION



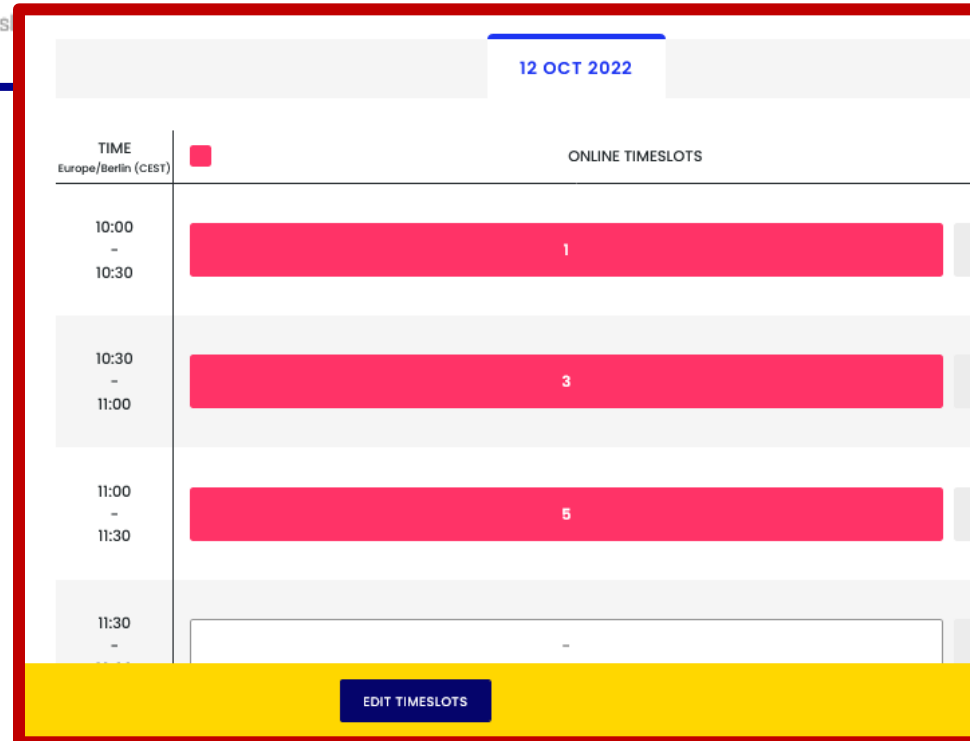
- **Verificare lo stato delle candidature**
- **Le candidature in sospeso si possono declinare o il candidato si può invitare programmando una interview, il candidato dovrà rispondere per finalizzare l'appuntamento**

My dashboard - INTERVIEW TIMESLOT



The screenshot shows a dashboard with a sidebar on the left containing links: 'My jobs', 'Job applications', 'Interview timeslots' (highlighted with a blue bar), and 'My organisation jobs'. The main content area is titled 'Interview timeslots' and displays '2022' and 'Oct 12'. Below this, it says 'ICT Specialists for Norway and Sweden', 'Interviews date: 12 October 2022', and 'Online timeslots: 0 booked / 12 available'. On the right side, there are two buttons: 'VIEW TIMESLOTS' and 'EDIT TIMESLOTS', which are circled in red.

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

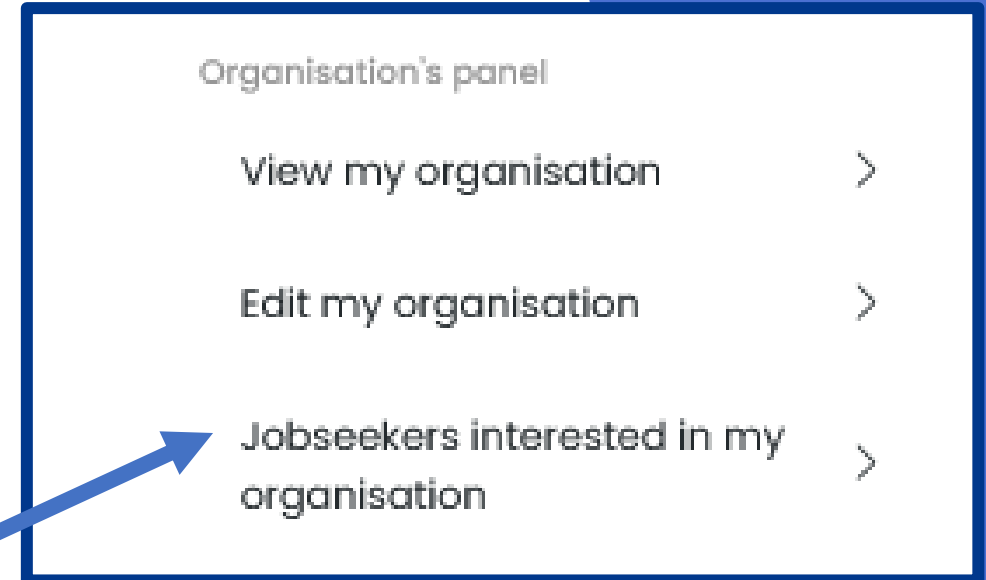
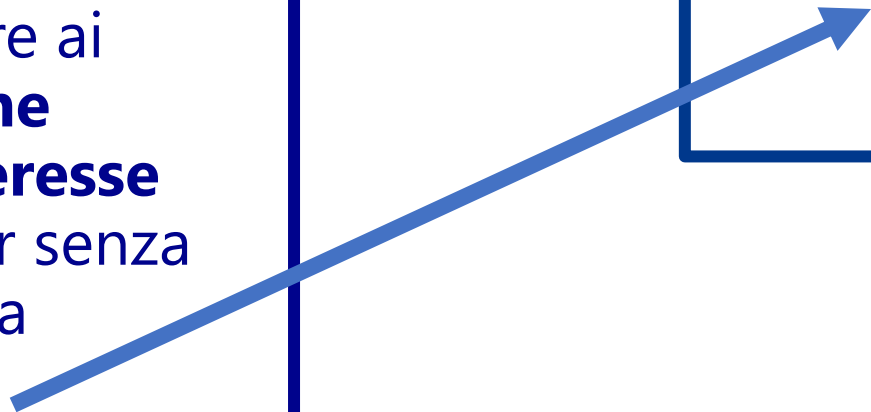


TIME Europe/Berlin (CEST)	ONLINE TIMESLOTS
10:00 - 10:30	1
10:30 - 11:00	3
11:00 - 11:30	5
11:30 - 12:00	-

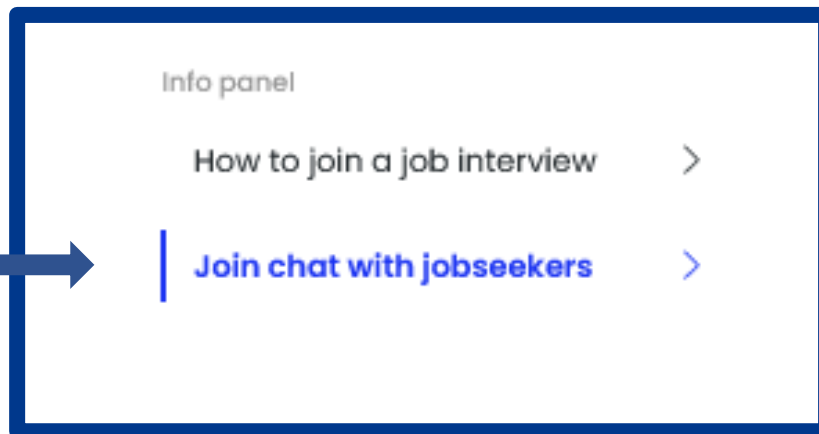
EDIT TIMESLOTS

My dashboard - Organization's panel

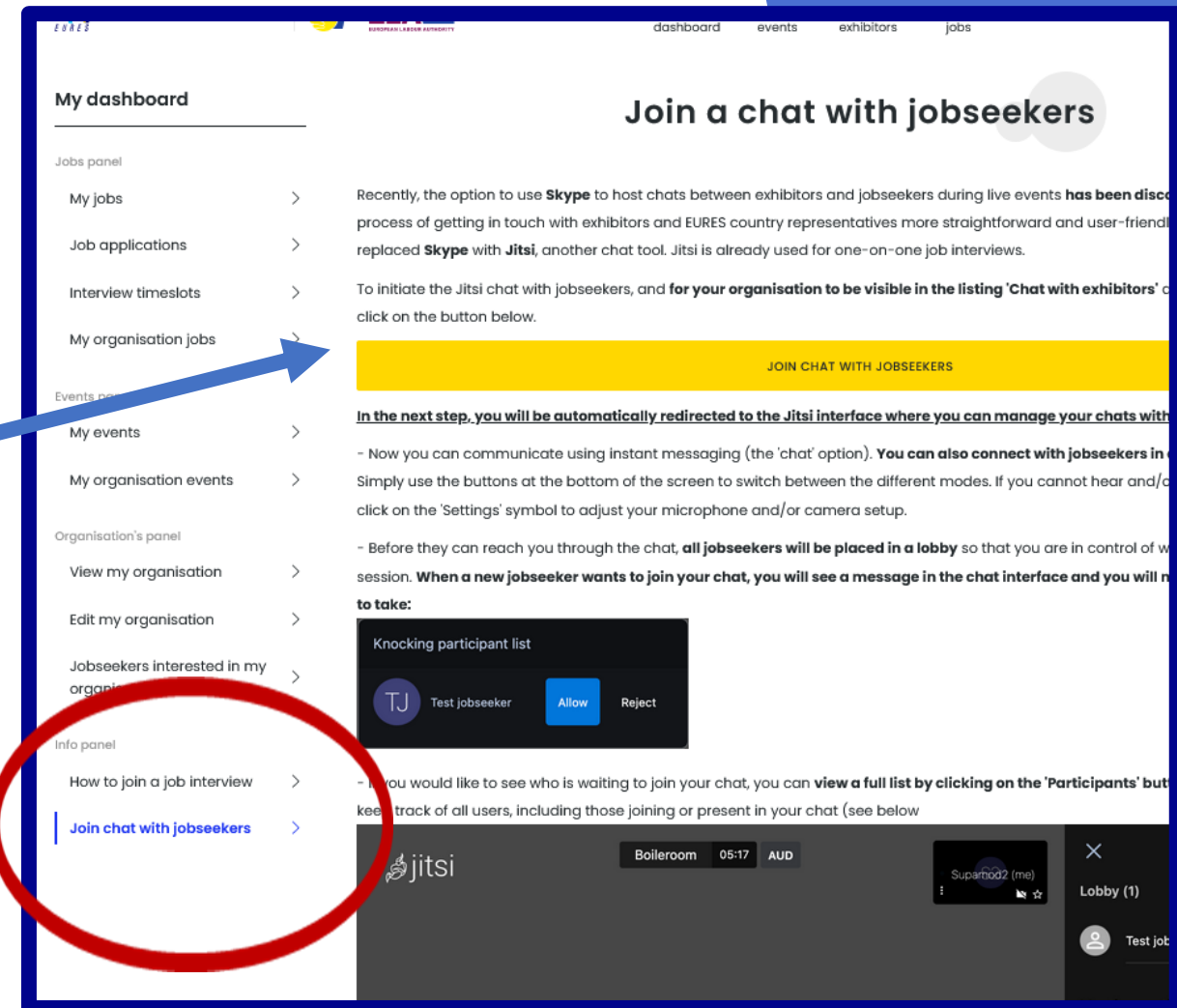
- In questa sezione è possibile **modificare la descrizione** della propria Organizzazione
- ATTENZIONE! E' qui che è possibile anche accedere ai **Cv/dati di candidati che abbiamo espresso interesse all'Organizzazione**, pur senza una candidatura per una specifica offerta



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**".

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 >

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 (CEST)

APPLIED INVITED **MEETING SET**

Testing JOBSEEKER

Job offer: **Frontend Developer**

Interview type: Online

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

JOIN CHAT

MANAGE

HOME PAGE EoJD



HOME PAGE

Logged in as  Testing EXHIBITOR 2
exhibitor



EUROPEAN JOB DAYS
FIND YOUR JOB IN EUROPE



THE PARTNER OF
ELA
EUROPEAN LABOUR AUTHORITY



dashboard



events



exhibitors



jobs



notifications

English **EN**

My dashboard

My **events**



EUROPEAN JOB DAYS
FIND YOUR JOB IN EUROPE



THE PARTNER OF
ELA
EUROPEAN LABOUR AUTHORITY



home



events



exhibitors



jobs



log in

English **EN**

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



19

12



2

9



- 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 section of the European Job Days website. The navigation bar includes the EURES logo, the text "EUROPEAN JOB DAYS FIND YOUR JOB IN EUROPE", the EURES logo with "THE PARTNER OF ELA EUROPEAN LABOUR AUTHORITY", and icons for home, events, exhibitors, and jobs. On the right, there is 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 is titled "Video tutorials" and features two video thumbnails. The left thumbnail is titled "Registration for Exhibitors (New)" and shows a video player with the text "REGISTRATION FOR EXHIBITORS" and a red play button. Below the video player is a button that says "Guarda su YouTube" and the text "Registration for Exhibitors Exhibitor EURES Adviser". The right thumbnail is titled "Registration for Jobseekers (New)" and shows a video player with the text "REGISTRATION FOR JOBSEEKERS" and a red play button. Below the video player is a button that says "Guarda su YouTube" and the text "Registration for Jobseekers Jobseeker".

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



Per ulteriori informazioni

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#EURESjobs

