



EURES ON THE SPOT TRAINING - ITALIA

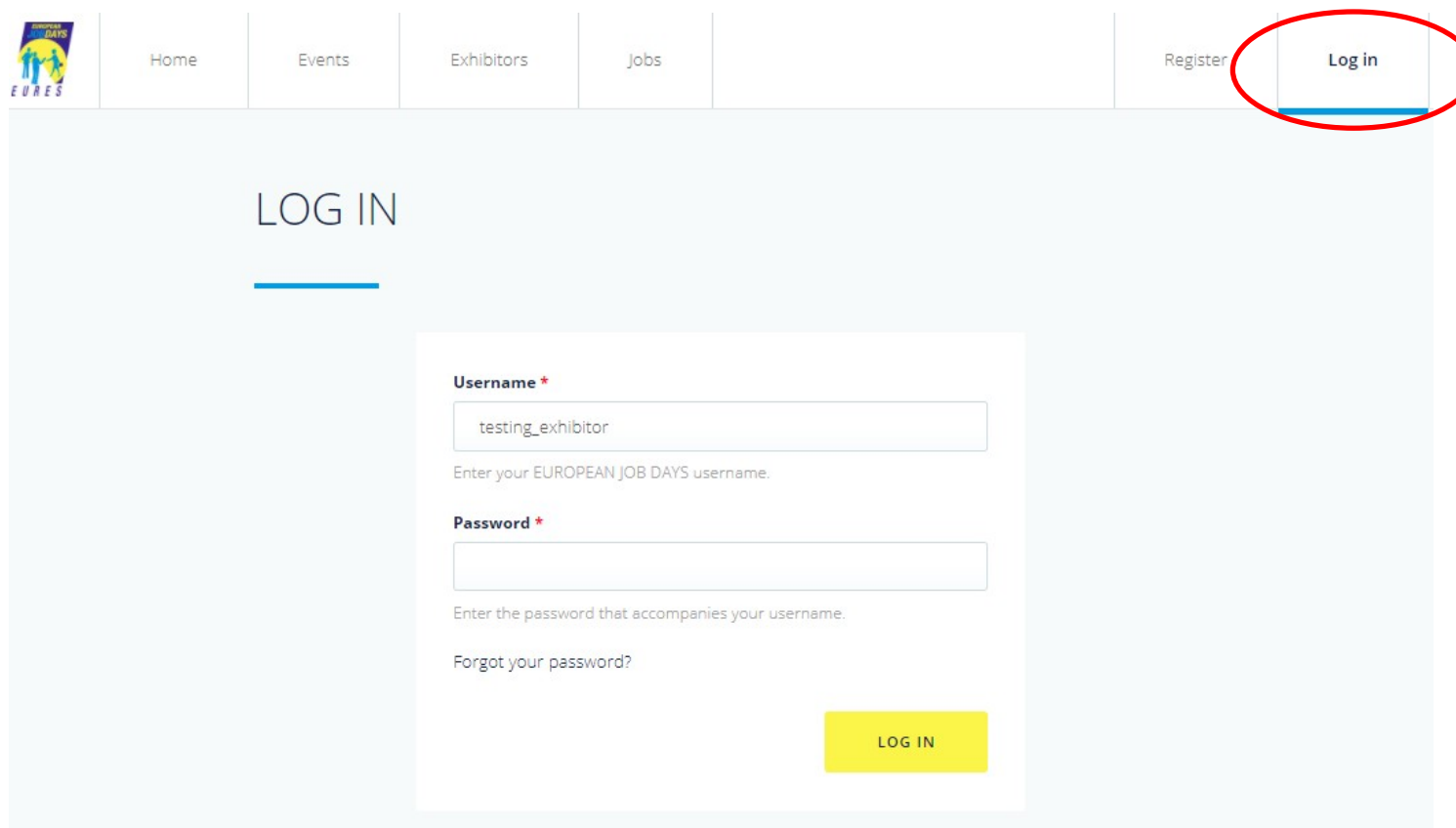
“EOJD & Netop for practitioners”

Linee guida all’utilizzo della piattaforma EJD



2. Accesso come exhibitor

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



The screenshot shows the EURES website's login interface. At the top, a navigation bar contains the EURES logo and several menu items: Home, Events, Exhibitors, Jobs, Register, and Log in. The 'Log in' button is highlighted with a red circle. Below the navigation bar, the main content area features a large 'LOG IN' heading. Underneath, there is a login form with two input fields: 'Username' (with the text 'testing_exhibitor') and 'Password'. Below the password field is a link for 'Forgot your password?'. A yellow 'LOG IN' button is positioned at the bottom right of the form.



2.1 Visualizzare il calendario e i tutorial dalla pagina principale

- Controlla se hai colloqui programmati e clicca su “Job applications/interviews”. In questa sezione troverai un primo video tutorial.
- Clicca su “Access to online chat” per guardare il video tutorial “tutorial for accessing online chat”

My panel

- My events
- Manage my jobs
- Video tutorials
- FAQ
- Access to online chat**

WAAT Ltd

- Set interview timeslots
- Job applications / Interviews**
- View my organisation
- Edit my organisation
- My organisation events
- Manage organisation jobs

ONLINE CHAT ACCESS

Netop Live Guide is an easy-to-use two-way chat system, with the possibility of **audio** and **video**, allowing employers and EURES Advisers to communicate with jobseekers in real time at online recruitment events. The tool is accessed by jobseekers on the europeanjobdays.eu website during the events.

OPEN THE OPERATOR CONSOLE

To start chatting with jobseekers, you must open the "operator console". Go here: <http://tinyurl.com/netop-operator>

Your login credentials:

- Email = the email address you used when registering on the europeanjobdays.eu website
- Password = Eures2016!

DO A TEST!

Once you are logged in the operator console, you may do a test by acting as a jobseeker. Open the "customer console" by clicking on the button below. You should see a list of "departments": your department should appear in blue. Click on it to start a chat.

Work in Transdanubia - Hungary

CHAT OFFLINE
POWERED BY LIVE GUIDE

CHAT OFFLINE
POWERED BY LIVE GUIDE



2.2 Collega l'account exhibitor ad una organizzazione

- Clicca su "Register"
- Clicca su "Create account" nel box dell'exhibitor
- Scorri la pagina
- Scegli la tua organizzazione
- Clicca su "Create a new account"

WHO ARE YOU?

Choose your account type

Jobseeker

CREATE ACCOUNT

Exhibitor

CREATE ACCOUNT

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

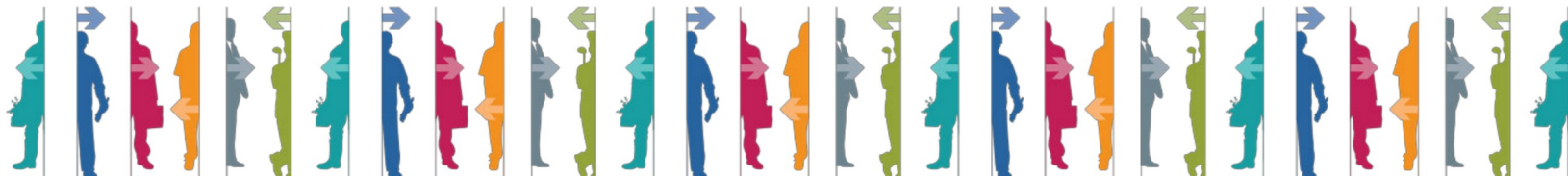
About your organisation

Join an already registered organisation

Create a new organisation

Related company*

Select a related company from the autocomplete menu.



2.3 Pubblicare una vacancy

- Clicca su “Manage my jobs” e poi su “Add new job”
- Importa le vacancies dal portale EURES oppure inserisci manualmente tutte le informazioni
- Le sezioni che saranno usate per incrociare le vacancies sono “Job title”, “Occupation field”, “Education level”, “Education field”, “Language skills” e “Required ESCO skills”
- Clicca su “Save” alla fine della pagina

MANAGE MY JOBS

ADD NEW JOB

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Phrase search

Phrase search

Search for job title

Available for event

-Any-

Enter event name

Workplace country

- Any -

Occupation field

- Any -

Sector

- Any -

Education level

- Any -

APPLY

IT Specialist

Available for event: EJD training in Strasbourg for EURES Advisers

Edit Delete

Import from the EURES portal

If you have already registered a job vacancy with a Public Employment Service from one of the countries participating in EURES, you can import it here. Otherwise, please skip this step and enter the content manually below.

Country where the job has been published

EURES Central Database

If you have already registered a job vacancy with a Public Employment Service from one of the countries participating in EURES, you can import it here. Otherwise, please skip this step and enter the content manually below.

Reference number

IMPORT

Basic information

Job title *

Number of positions

1

Date of expiry *

17 Jul 2018

E.g., 25 Apr 2018

Description *



2.4 Programma l'orario del colloquio

- Clicca su "Set interview timeslots" nella parte sinistra della colonna
- Clicca su "Edit timeslots" sotto l'evento che vuoi programmare

SET INTERVIEW TIMESLOTS

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Video tutorial

Watch this video tutorial to learn more about how to set up the interview agenda for exhibitors on the European Job Days platform. [WATCH A VIDEO](#)

INTERVIEWS **TIMESLOTS**

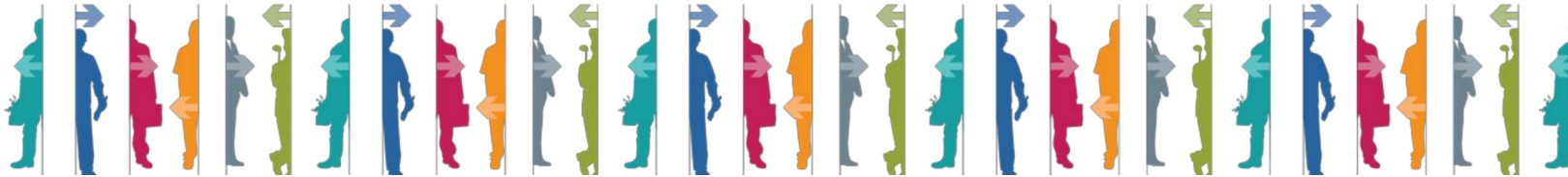
▼ **EJD training in Strasbourg for EURES Advisers**

📍 Strasbourg, France

Available timeslot(s)

	09 ⁰⁰ -09 ³⁰	09 ³⁰ -10 ⁰⁰	10 ⁰⁰ -10 ³⁰	10 ³⁰ -11 ⁰⁰	11 ⁰⁰ -11 ³⁰	11 ³⁰ -12 ⁰⁰	12 ⁰⁰ -12 ³⁰	12 ³⁰ -13 ⁰⁰	13 ⁰⁰ -13 ³⁰	13 ³⁰ -14 ⁰⁰	14 ⁰⁰ -14 ³⁰	14 ³⁰ -15 ⁰⁰	15 ⁰⁰ -15 ³⁰	1
01.07.2018	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	

[EDIT TIMESLOTS](#)



- c. Clicca una volta sul timeslot per cambiarlo in "ONSITE"
- d. Clicca due volte sul timeslot per modificarlo in "ONLINE"
- e. Clicca tre volte sul timeslot per riportarlo a "N/A"
- f. Clicca su "Save timeslots" per salvare la programmazione

Set timeslots ✕

In order to mark your interview availability, select preferred timeslots from the list below. Depending on the event, you can mark your availability as "onsite" and/or "online". To change this status, click several times on the selected time box. To confirm changes, click on "Save Timeslots".

The timeslots you are about to select are based on the time zone set in your user account settings (Europe/Brussels) and may vary from the event local time. If you wish to change your time zone settings, go to ["Edit my account"](#) and select a new time zone based on your preferences

	09 ⁰⁰ -09 ³⁰	09 ³⁰ -10 ⁰⁰	10 ⁰⁰ -10 ³⁰	10 ³⁰ -11 ⁰⁰	11 ⁰⁰ -11 ³⁰	11 ³⁰ -12 ⁰⁰	12 ⁰⁰ -12 ³⁰	12 ³⁰ -13 ⁰⁰	13 ⁰⁰ -13 ³⁰	13 ³⁰ -14 ⁰⁰	14 ⁰⁰ -14 ³⁰	14 ³⁰ -15 ⁰⁰	15 ⁰⁰ -15 ³⁰	15 ³⁰ -16 ⁰⁰	16 ⁰⁰ -16 ³⁰	16 ³⁰ -17 ⁰⁰	17 ⁰⁰ -17 ³⁰	17 ³⁰ -18 ⁰⁰	18 ⁰⁰ -18 ³⁰	18 ³⁰ -19 ⁰⁰	19 ⁰⁰ -19 ³⁰	19 ³⁰ -20 ⁰⁰	20 ⁰⁰ -20 ³⁰	20 ³⁰ -21 ⁰⁰
Available timeslot(s)	n/a	ONSITE	n/a	ONLINE	ONLINE	ONLINE	n/a	ONSITE	n/a	ONLINE	ONSITE	n/a	ONLINE	ONLINE	n/a	ONSITE	ONSITE	ONSITE	ONSITE	n/a	n/a	n/a	n/a	n/a
01.07.2018																								

CANCEL
SAVE TIMESLOTS



g. Clicca su “Job applications/interviews”

h. Per approvare/rifiutare la richiesta di colloquio clicca su “Decline” o “Invite”

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▼ EJD training in Strasbourg for EURES Advisers

Not scheduled

STATUS	TIME (EUROPE/BRUSSELS - CEST)	JOBSEEKER'S NAME	NEXT ACTION(S)
Invited	Not set	Pepe Pótamo auxiliar de conversación	Wait until the jobseeker chooses timeslot
Invited	Not set	Testing Jobseeker2 Myyjä	Wait until the jobseeker chooses timeslot
Invited	Not set	Testing Jobseeker2 Analytical chemist with expertise in GC-MS	Wait until the jobseeker chooses timeslot
Declined	Not set	Pepe Pótamo Myyjä	
Invited	Not set	Pepe Pótamo BARISTI E E PROFESSIONI ASSIMILATE	Wait until the jobseeker chooses timeslot
Applied	Not set	Pepe Pótamo Analytical chemist with expertise in GC-MS	DECLINE INVITE

Show all

▼ EJD training in Lisbon for EURES Advisers

Not scheduled

STATUS	TIME (EUROPE/BRUSSELS - CEST)	JOBSEEKER'S NAME	NEXT ACTION(S)
Applied	Not set	Pepe Pótamo ENFERMEROS PARA HOSPITAL REINO UNIDO	DECLINE INVITE
Applied	Not set	Pepe Pótamo bartender	DECLINE INVITE
Applied	Not set	Pepe Pótamo Meteor developer	DECLINE INVITE
Applied	Not set	Pepe Pótamo superior civil engineer	DECLINE INVITE
Applied	Not set	Pepe Pótamo DUTCH CORPORATE SALES REPRESENTATIVE	DECLINE INVITE
Applied	Not set	Training Jobseeker ENFERMEROS PARA HOSPITAL REINO UNIDO	DECLINE INVITE

