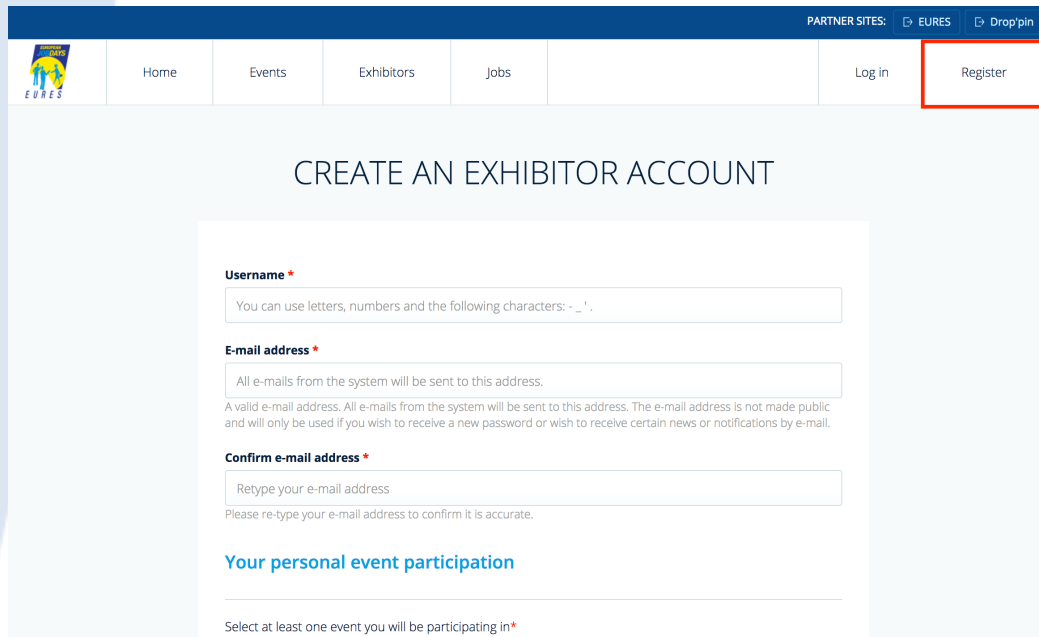


Exhibitor registration

A screenshot of the EURES website's exhibitor registration page. The top navigation bar includes "PARTNER SITES: EURES" and "Drop'in". The main navigation menu has "Home", "Events", "Exhibitors", "Jobs", "Log in", and "Register" (highlighted with a red box). The page title is "CREATE AN EXHIBITOR ACCOUNT". The registration form includes fields for "Username *", "E-mail address *", and "Confirm e-mail address *". Below the form is a section for "Your personal event participation" with a note: "Select at least one event you will be participating in*".

Username *
You can use letters, numbers and the following characters: - _ ' .

E-mail address *
All e-mails from the system will be sent to this address.
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Confirm e-mail address *
Retype your e-mail address
Please re-type your e-mail address to confirm it is accurate.

Your personal event participation

Select at least one event you will be participating in*

- ❖ Go to www.europeanjobdays.eu
- ❖ Click on the “Register” link in right-upper corner of the page or go to <https://www.europeanjobdays.eu/en/exhibitor/register>
- ❖ On next screen, select the “Exhibitor” role.
- ❖ Fill in necessary details on the page.

Exhibitor registration

Your Organisation

Join an existing organisation

Create a new organisation

Related company *

I have read the legal notice and the privacy statement and specific conditions and agree to their terms and conditions. *

I would like to receive information on new and upcoming events

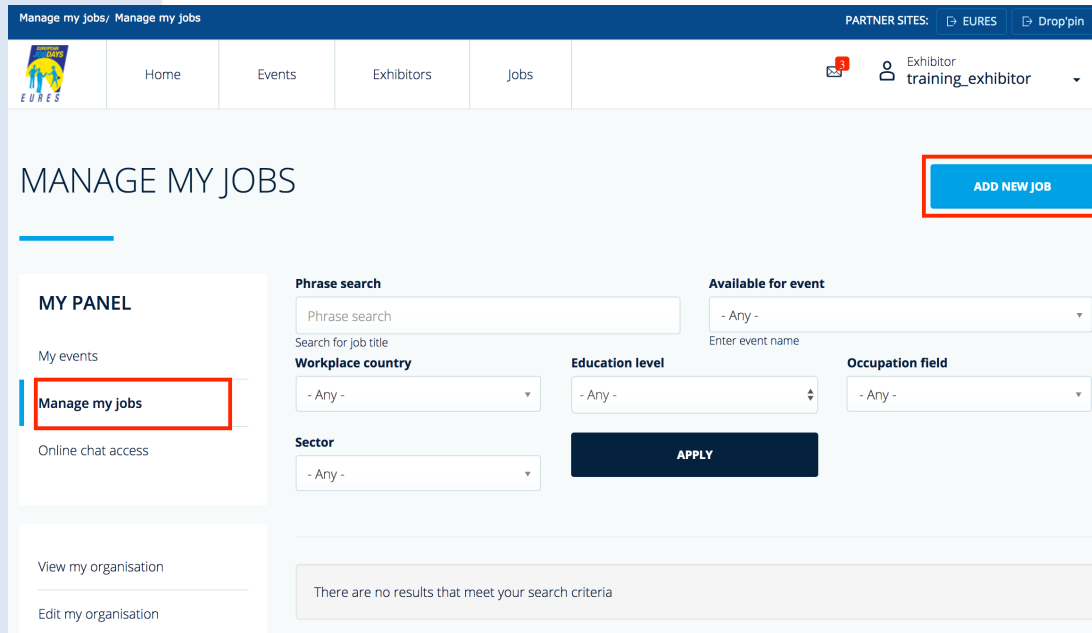
I would like my account to remain accessible for other events, until I delete it myself.

(Otherwise it will be deleted after 12 weeks - please refer to the "Privacy statement and specific conditions")

CREATE NEW ACCOUNT

- ❖ When joining an existing organisation, enter the related company in the field below.
- ❖ When creating a new organisation, fill in the necessary details in the form which will appear below.
- ❖ Company logo:
 - ❖ Extensions allowed: gif, png, jpg, jpeg.
 - ❖ Maximum image size: 5 MB.
- ❖ Click on the "Create new account" button.

Uploading job vacancies

A screenshot of the EURES website's 'Manage my jobs' interface. The top navigation bar includes 'Manage my Jobs/ Manage my Jobs', 'PARTNER SITES: EURES', and 'Drop/pin'. The main navigation menu has 'Home', 'Events', 'Exhibitors', and 'Jobs'. The user is logged in as 'Exhibitor training_exhibitor'. The 'MANAGE MY JOBS' section features a blue 'ADD NEW JOB' button highlighted with a red box. Below this is a search panel with fields for 'Phrase search', 'Available for event', 'Workplace country', 'Education level', 'Occupation field', and 'Sector', along with an 'APPLY' button. A message at the bottom states 'There are no results that meet your search criteria'. On the left, a 'MY PANEL' sidebar contains 'My events', 'Manage my jobs' (highlighted with a red box), 'Online chat access', 'View my organisation', and 'Edit my organisation'.

❖ After logging in as exhibitor, go to “Manage my jobs”.

❖ Click on the “Add new job” button to upload a job vacancy.

Uploading job vacancies

CREATE JOB

MY PANEL

My events

Manage my jobs

Online chat access

View my organisation

Edit my organisation

My organisation events

Manage organisation jobs

Set interview timeslots

My interviews

Import a job 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

Reference number

IMPORT

Job vacancy

The job vacancy content can either be imported automatically using the "Import a job from the EURES portal" function above, or entered manually below.

Job details

- ❖ Job vacancies can be uploaded manually or imported from the EURES Portal (especially useful for EURES Advisers).
- ❖ In order to import a job vacancy, copy the job ID from the EURES Portal and paste it into the field "Reference number".
- ❖ Select a country from the list above where the job vacancy has been published.
- ❖ Click on "Import".
- ❖ Given the job ID is correct, the job vacancy will be automatically imported.

Uploading job vacancies

My organisation events

Manage organisation jobs

Set interview timeslots

My interviews

Job vacancy

The job vacancy content can either be imported automatically using the "Import a job from the EURES portal" function above, or entered manually below.

Job details

Job title *

Number of positions

1

Date of expiry *




Date

7 Apr 2017

E.g., 13 Jan 2017

Description *

B I U   

B I U   

- ❖ In order to add a job vacancy manually, skip the "Import" part on top and instead fill in all required fields in the form below.

Uploading job vacancies

How to apply

Application method *

- Application on the platform only
- Application on the platform + via e-mail
- Application on the platform + via website

Share

Share job access

Other users in your organisation will see all jobseekers who applied for this job.

SAVE

- ❖ At the bottom of the screen, exhibitors have two additional options:
 - ❖ Application method (exhibitors can select where the application process should take place).
 - ❖ Sharing job access (by checking the box, exhibitors can allow the job vacancies to be accessed by other members of the organisation).
 - ❖ Click on “Save” to publish the job offer.

Scheduling interviews

MY PANEL

My events

Manage my jobs

Access to online chat

WAAT LTD

View my organisation

Edit my organisation

My organisation events

Manage organisation jobs

Set interview timeslots

My interviews

SCHEDULER
TIMESLOTS

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

📍 Lisbon, Italy

	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
<i>Available timeslot(s)</i>												
📅 29.11.2017	n/a	n/a	n/a	ONLINE	n/a	ONSITE	n/a	n/a	n/a	n/a	n/a	n/a
📅 30.11.2017	n/a	n/a	ONSITE	n/a	n/a	ONLINE	ONLINE	n/a	n/a	n/a	n/a	n/a

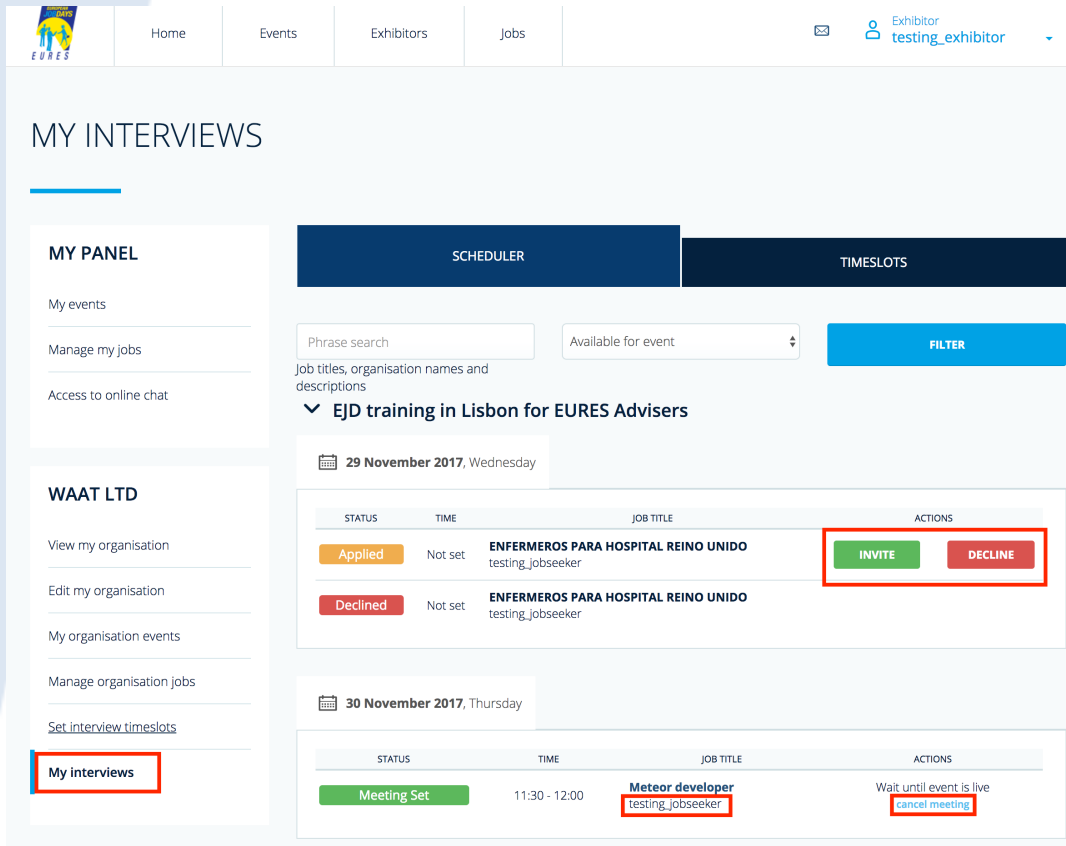
EDIT TIMESLOTS

▼ **Online European Job Days - Poland**

📍 Kraków, Poland

- ❖ Registered jobseekers can apply for jobs published by an organisation or EURES country.
- ❖ In order for jobseekers to be invited for a job interview, exhibitors must first select timeslots in which their organisation will be available for interviews.
- ❖ In order to do this, click on “Set interview timeslots”.
- ❖ Click on “Edit timeslots” to set up organisation’s availability during the event.
- ❖ Depending on the event, each timeslot can have up to three states: n/a, online, onsite.
- ❖ Select the timeslots accordingly and click on “Save” to share them with any jobseekers willing to apply for your organisation’s jobs.

Scheduling interviews



MY INTERVIEWS

MY PANEL

- My events
- Manage my jobs
- Access to online chat

WAAT LTD

- View my organisation
- Edit my organisation
- My organisation events
- Manage organisation jobs
- Set interview timeslots
- My interviews**

SCHEDULER

Phrase search Available for event FILTER

Job titles, organisation names and descriptions

▼ EJD training in Lisbon for EURES Advisers

29 November 2017, Wednesday

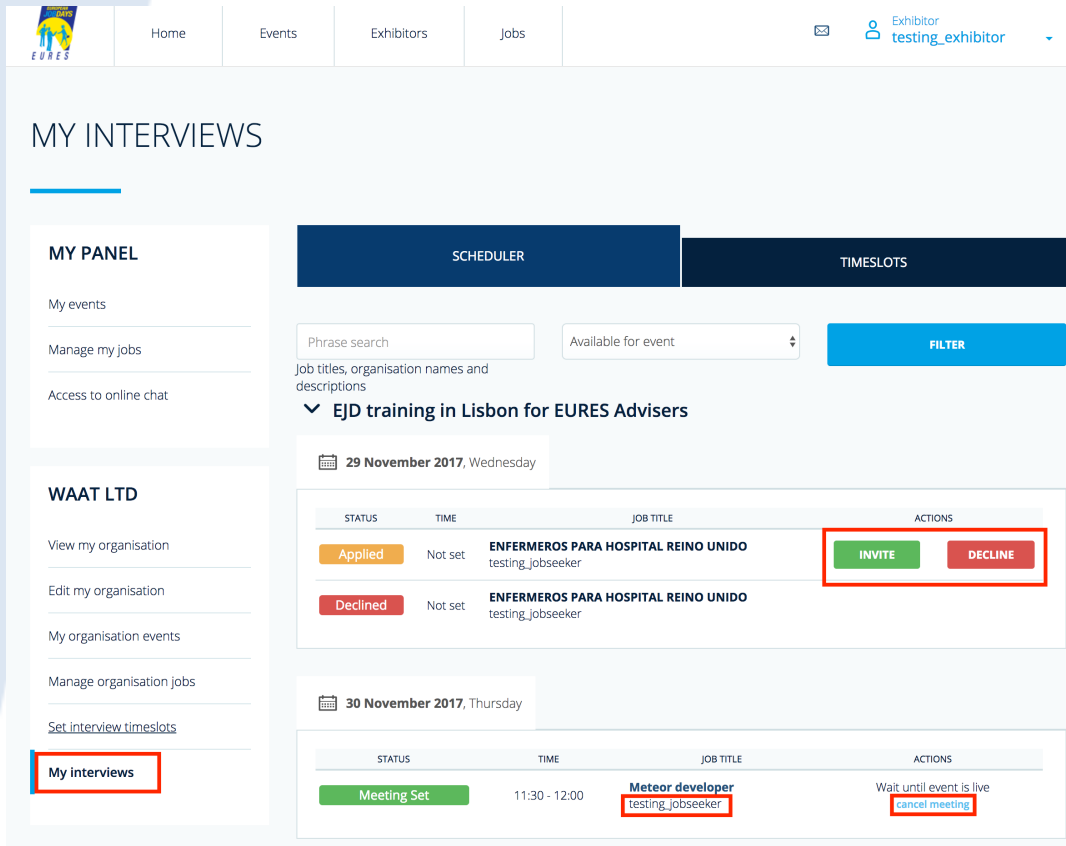
STATUS	TIME	JOB TITLE	ACTIONS
Applied	Not set	ENFERMEROS PARA HOSPITAL REINO UNIDO testing_jobseeker	INVITE DECLINE
Declined	Not set	ENFERMEROS PARA HOSPITAL REINO UNIDO testing_jobseeker	

30 November 2017, Thursday

STATUS	TIME	JOB TITLE	ACTIONS
Meeting Set	11:30 - 12:00	Meteor developer testing_jobseeker	Wait until event is live cancel meeting

- ❖ Once the jobseeker has applied for your organisation's job vacancy, the job application will appear in the "My interviews" section.
- ❖ Click on jobseeker's name to browse their profile and download their CV.
- ❖ You can invite or decline the jobseeker by clicking on the "Invite" or "Decline" button.
- ❖ Once invited, jobseeker will get access to your organisation's timeslots and will be able to select (only) from the available ones.

Scheduling interviews



MY INTERVIEWS

MY PANEL

- My events
- Manage my jobs
- Access to online chat

WAAT LTD

- View my organisation
- Edit my organisation
- My organisation events
- Manage organisation jobs
- Set interview timeslots
- My interviews**

SCHEDULER

Phrase search Available for event FILTER

Job titles, organisation names and descriptions

▼ EJD training in Lisbon for EURES Advisers

29 November 2017, Wednesday

STATUS	TIME	JOB TITLE	ACTIONS
Applied	Not set	ENFERMEROS PARA HOSPITAL REINO UNIDO testing_jobseeker	INVITE DECLINE
Declined	Not set	ENFERMEROS PARA HOSPITAL REINO UNIDO testing_jobseeker	

30 November 2017, Thursday

STATUS	TIME	JOB TITLE	ACTIONS
Meeting Set	11:30 - 12:00	Meteor developer testing_jobseeker	Wait until event is live cancel meeting

- ❖ Once the jobseeker has chosen one of the available timeslots, the status of the job interview will change to “Meeting set”.
- ❖ On the day of the event, a live-chat button will appear in the “Actions” section allowing the organisation members to quickly log in via Netop Live Guide and conduct the interview.
- ❖ At any time, you can cancel the interview by clicking on the “Cancel meeting” button. Following this, a dedicated pop-up window will appear where you will be able to inform the jobseeker upon the reason for cancellation.