

EUROPEAN
JOB DAYS

EoJD – GUIDA ESPOSITORI

<https://europeanjobdays.eu/en/seizethesummer2023>



MARZO 2023



Europeanjobdays.eu

EURES

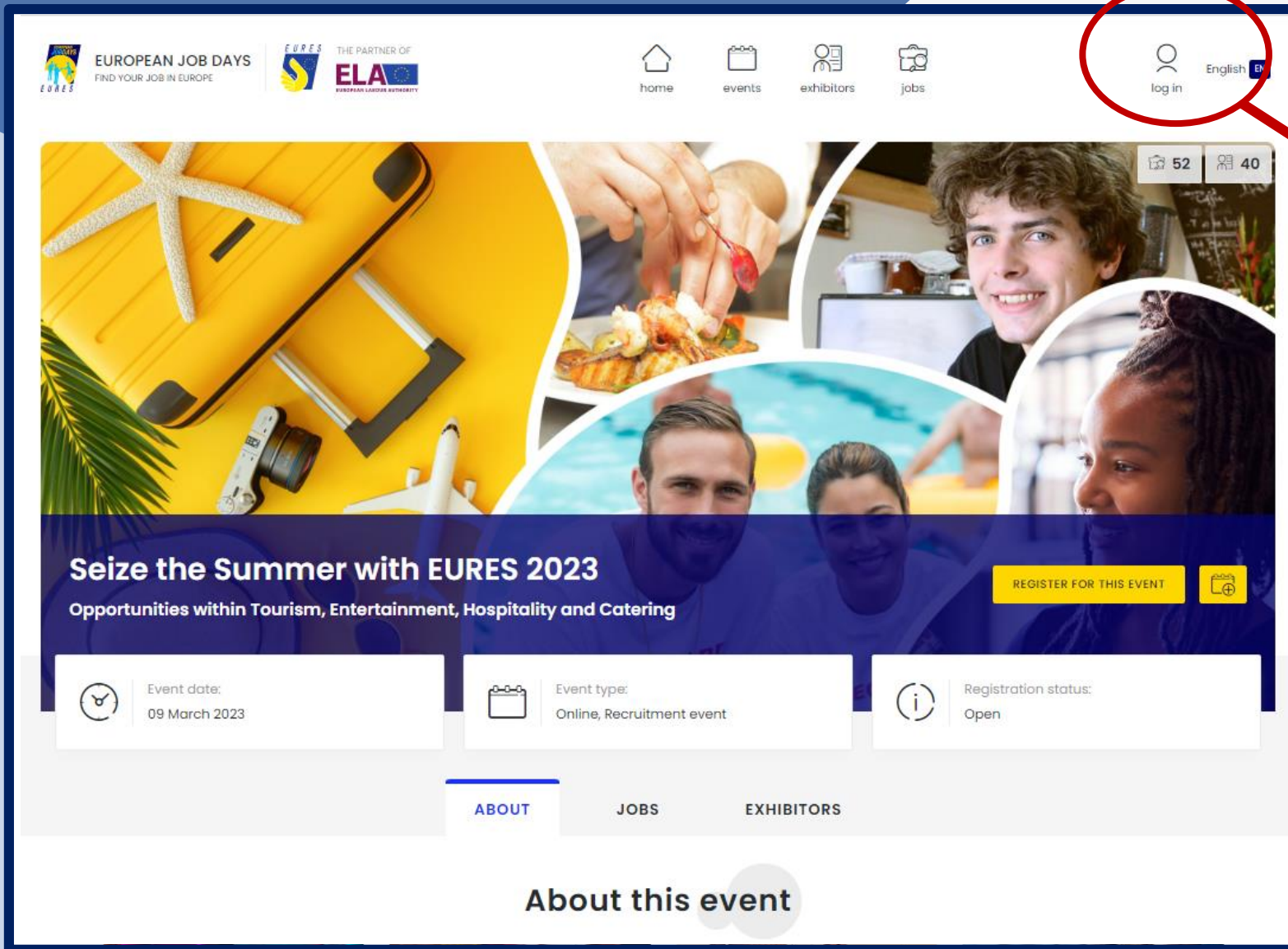
#EURESjobs



ESPOSITORE **REGISTRAZIONE**



LOGIN



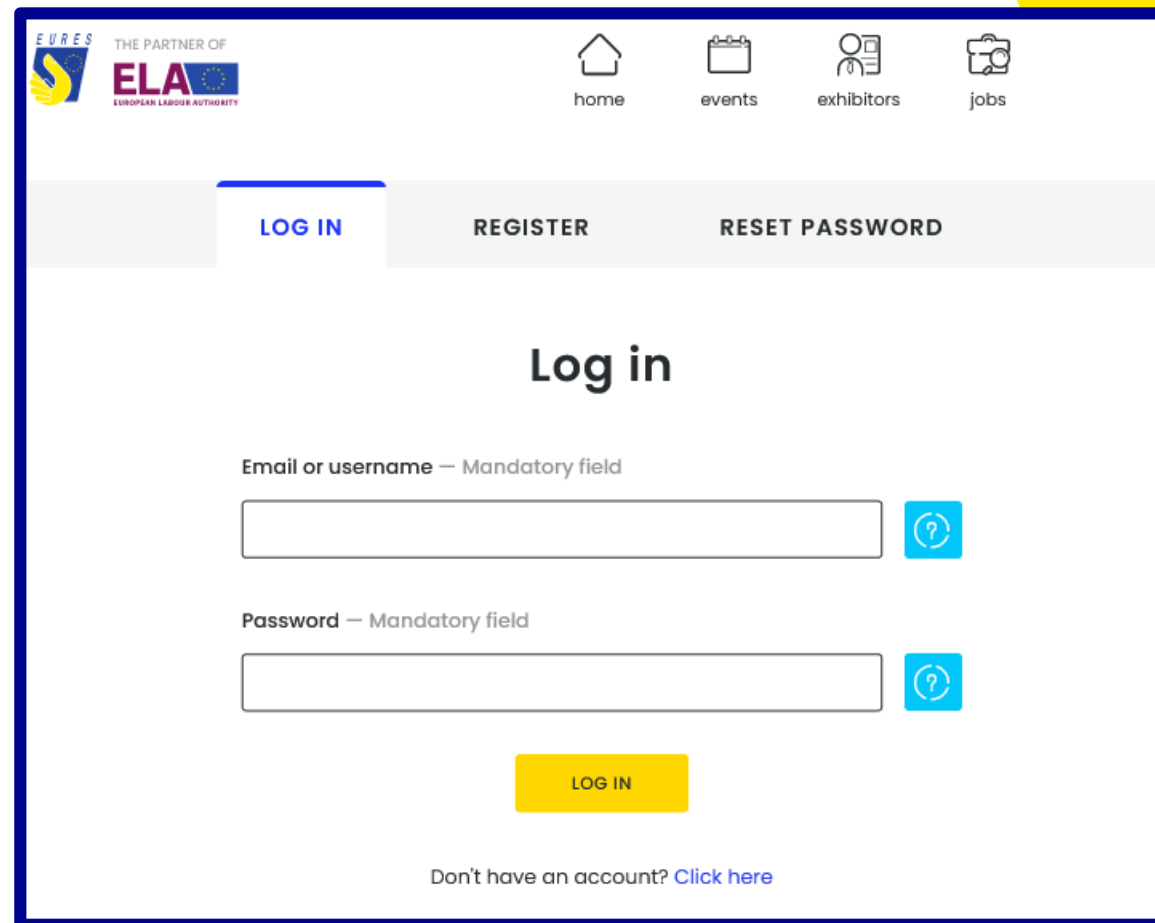
- In alto a destra della home
 - Prima registrazione
- Oppure
- Login al proprio account per registrarsi ad un **nuovo evento**

LOGIN

LOGIN - ACCEDI

REGISTER - REGISTRATI

RESET PASSWORD – CAMBIA PASSWORD



The screenshot shows the EURES login interface. At the top 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 horizontal menu with 'LOG IN' (highlighted), 'REGISTER', and 'RESET PASSWORD'. 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. A yellow 'LOG IN' button is centered below the fields. At the bottom, it says 'Don't have an account? [Click here](#)'.

EURES THE PARTNER OF ELA EUROPEAN LABOUR AUTHORITY

home events exhibitors jobs

LOG IN REGISTER RESET PASSWORD


Log in



Email or username — Mandatory field


Password — Mandatory field


LOG IN


Don't have an account? [Click here](#)


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


THE PARTNER OF
**ELA**
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

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]
- ☒ Seize the Summer with EURES 2023
- ☒ 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** Organizzazine (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 EXHIBITOR dashboard. A red circle highlights the 'My dashboard' link in the left sidebar. Another red circle highlights the user profile area at the top right, which includes the text 'Logged in as Testing EXHIBITOR exhibitor' and a dropdown menu. A blue arrow points from the user profile area to the expanded dropdown menu, which lists 'My profile', 'Account settings', and 'Log out'. The main content area features a 'My events' section with two event cards. The first card, dated March 09, is titled 'Seize the Summer with EURES 2023' and describes opportunities in Tourism, Entertainment, Hospitality and Catering. The second card, dated September 08, is titled 'ICT & TECHNOLOGY - Austria is Calling together with Croatia, Italy, Slovakia and Slovenia'. The dashboard also includes a top navigation bar with logos for European Job Days and EURES, and a bottom navigation bar with icons for dashboard, events, exhibitors, and jobs.

Logged in as Testing EXHIBITOR exhibitor

My profile >

Account settings >

Log out >

English EN

My dashboard

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 >

dashboard events exhibitors jobs

notifications

English EN

My events

Mar 09

Seize the Summer with EURES 2023

Opportunities within Tourism, Entertainment, Hospitality and Catering

Event date: 09 March 2023

Event type: Online, Recruitment event

Registration status: APPROVED

EDIT PARTICIPATION

VIEW MORE

Sep 08

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

Event date: 08 September 2023

European Job Days FIND YOUR JOB IN EUROPE

EURES THE PARTNER OF ELA EUROPEAN LEADERSHIP AUTHORITY

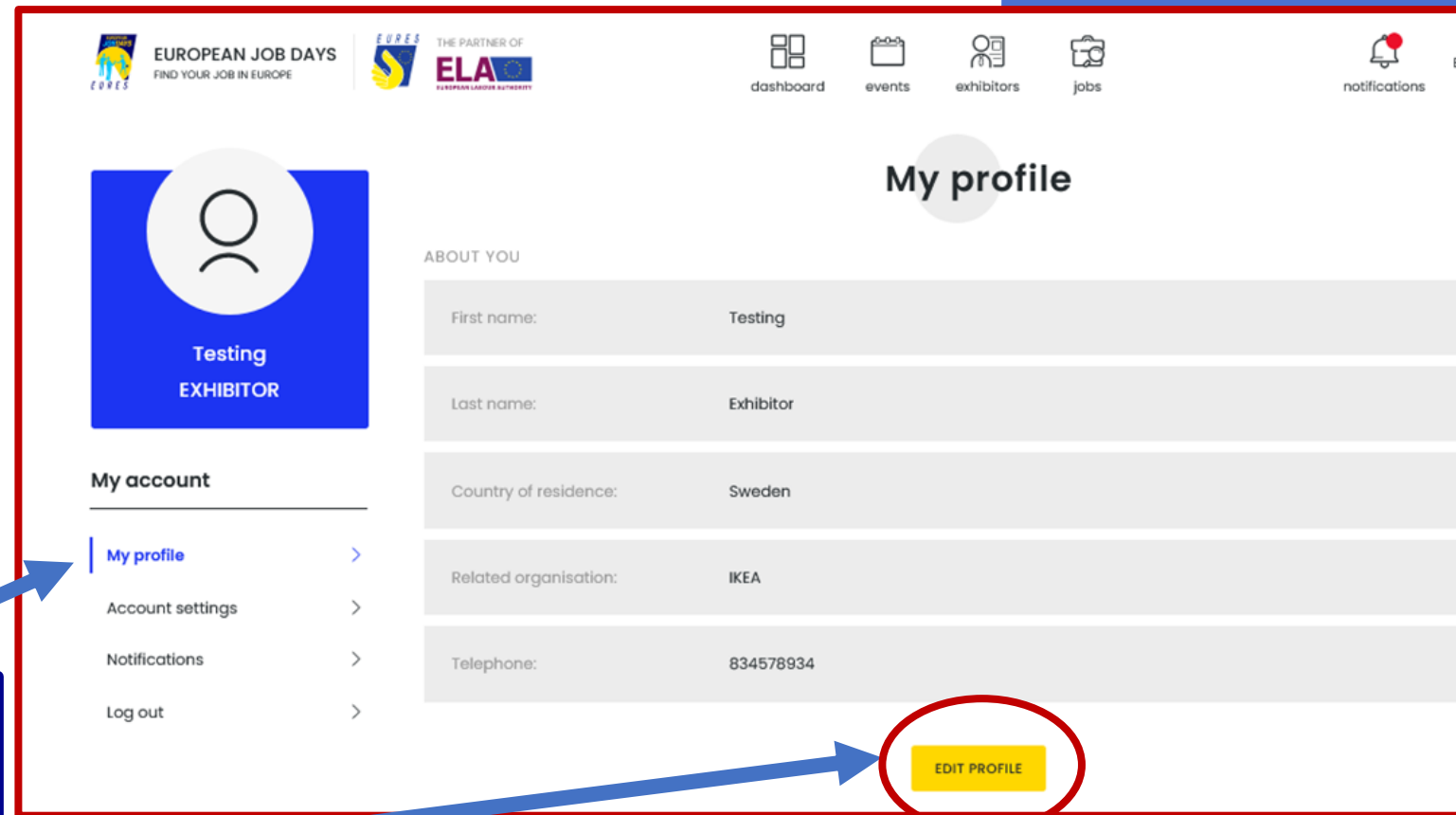
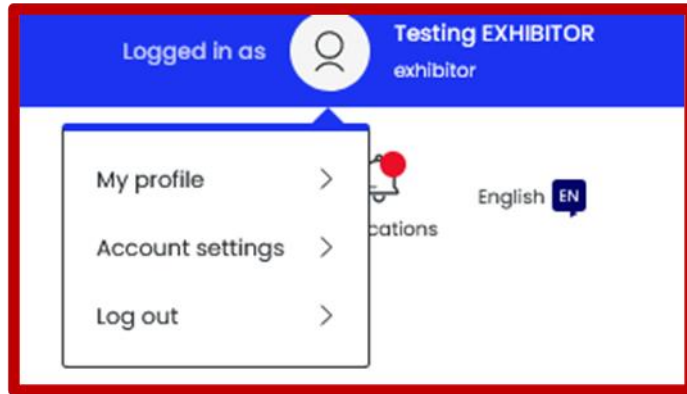
English EN

English EN

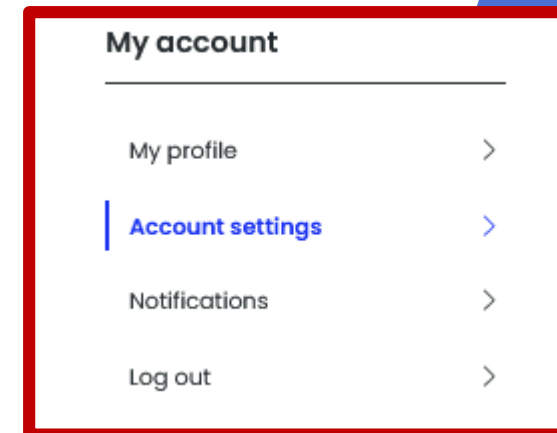
European Job Days EURES

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

English EN

dashboard events exhibitors jobs notifications

My dashboard

Jobs panel

- My jobs >
- Job applications >
- Interview timeslots >
- My EURES country jobs >

Events panel

- My events >
- My EURES country events >

Country's panel

- Edit my EURES country >
- Organisation's panel >

My events

Seize the Summer with EURES 2023

Opportunities within Tourism, Entertainment, Hospitality and Catering

Event date: 09 March 2023

Event type: Online, Recruitment event

Registration status: **APPROVED**

[EDIT PARTICIPATION](#)

[VIEW MORE](#)

[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 >

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: 'Jobs panel' (containing 'My jobs', 'Job applications', 'Interview timeslots', and 'My organisation jobs'), 'Events panel' (containing 'My events' and 'My organisation events'), and 'Organisation's panel' (containing 'View my organisation', 'Edit my organisation', and 'Jobseekers interested in my organisation'). Below these is an 'Info panel' with 'How to join a job interview' and 'Join chat with jobseekers'. The 'My jobs' item in the 'Jobs panel' is circled in red. A blue arrow points from this item to the 'MANAGE' button of the first job listing. The main content area shows a list of job offers, each with a 'MANAGE' button circled in red. The jobs listed are: 'Marketing specialist in Sweden' (Created on: 05 Oct 2022), 'Marketing assistant in Spain' (Created on: 05 Oct 2022), 'Marketing manager in Portugal' (Created on: 03 Oct 2022), 'manager ventes' (Created on: 22 Sep 2022), and 'Test job IKEA' (Created on: 26 Jun 2022). At the bottom of the dashboard, a yellow bar contains a blue button labeled 'ADD NEW JOB', which is also circled in red. A blue arrow points from the 'Aggiungere nuove offerte' bullet point in the list to this 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*     Format 

Date of expiry — Mandatory field
09 / 01 / 2023

Nice to have

B *I*     Format 

Benefits

B *I*     Format 






Number of positions

Type of position

Salary range
From to

Salary currency

Job requirements

B *I*     Format 

Type of position

Full-time

Part-time

Remote

Internship / Traineeship

Apprenticeship

Seasonal

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

Job applications

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

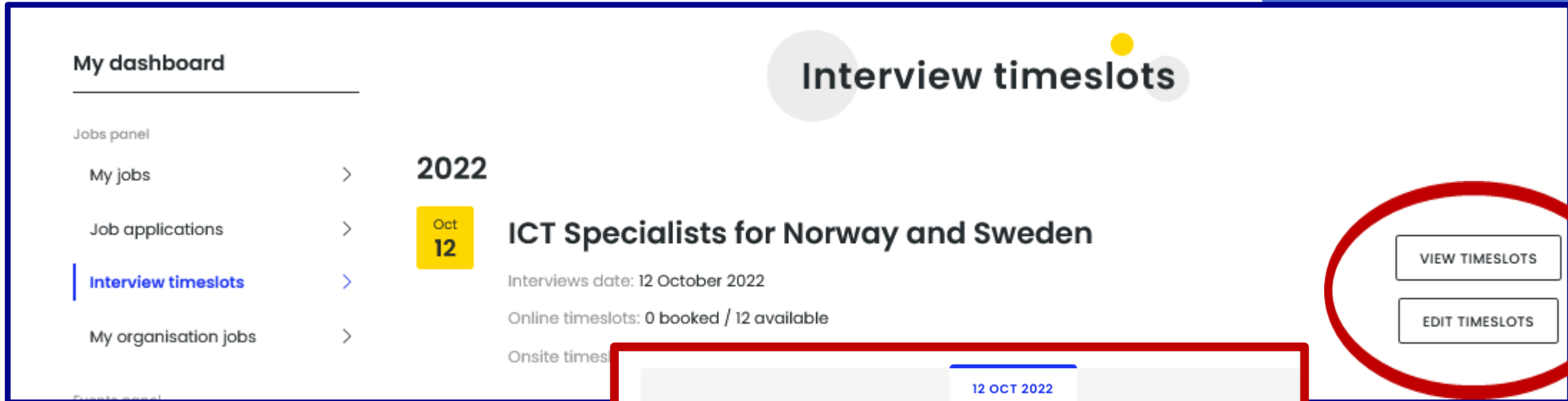
PENDING (0) INVITED (0) **SCHEDULED (1)** DECLINED (0)

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

11:30 - 12:00 (canceled)
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 > 2022
- Job applications > Oct 12
- Interview timeslots >**
- My organisation jobs >

Interview timeslots

ICT Specialists for Norway and Sweden

Interviews date: 12 October 2022

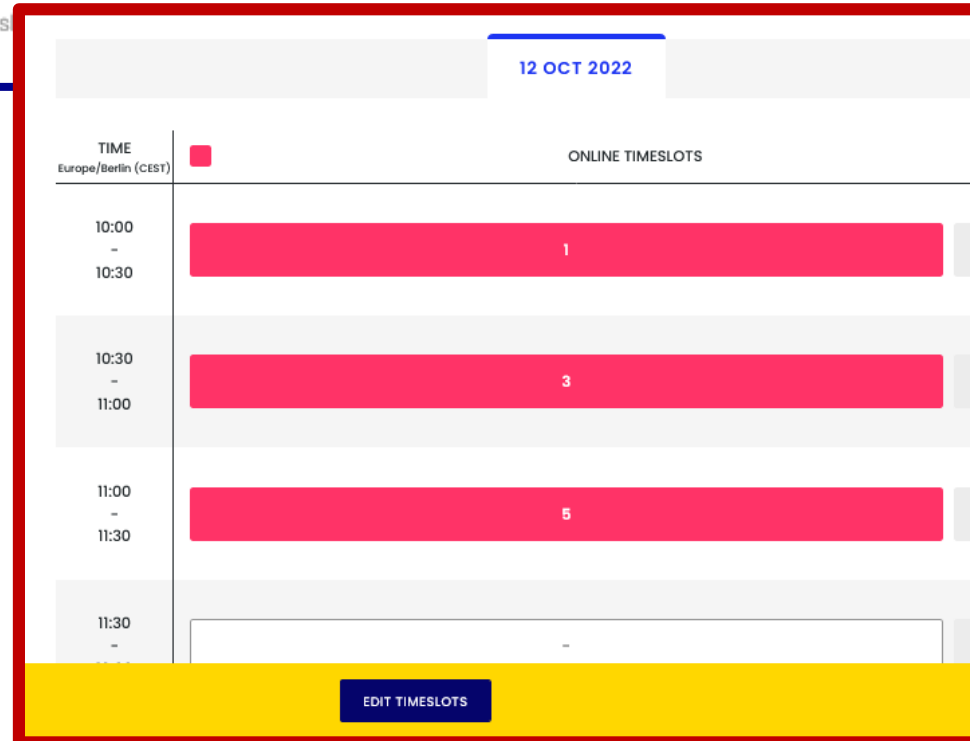
Online timeslots: 0 booked / 12 available

Onsite times

[VIEW TIMESLOTS](#)

[EDIT TIMESLOTS](#)

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



TIME 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

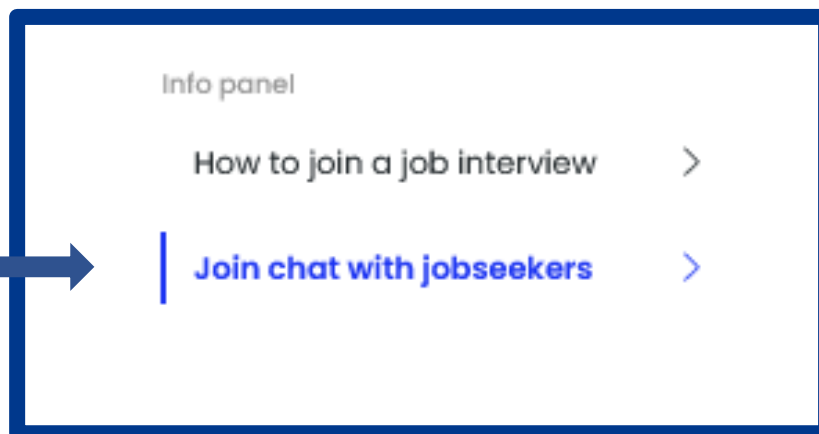
Organisation's panel

View my organisation >

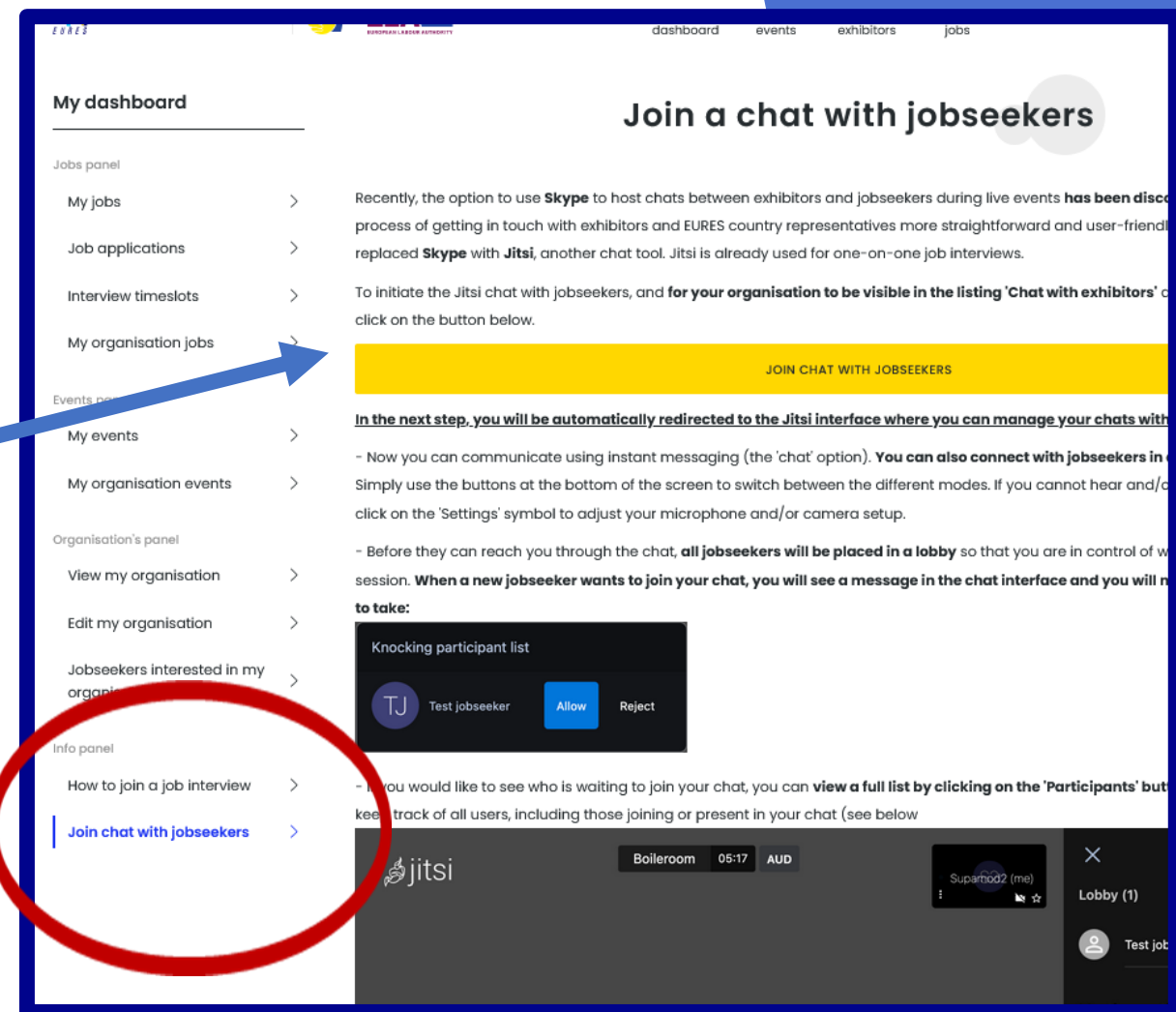
Edit my organisation >

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 PROGRAMME** 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 >

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 (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



EUROPEAN JOB DAYS
FIND YOUR JOB IN EUROPE



THE PARTNER OF
ELA
EUROPEAN LABOUR AUTHORITY



dashboard



events



exhibitors



jobs



notifications

English 

My dashboard

My events



home



events



exhibitors



jobs



log in

English 



Seize the Summer with EURES 2023

Opportunities within Tourism, Entertainment, Hospitality and Catering

REGISTER FOR THIS EVENT



Event date:
09 March 2023



Event type:
Online, Recruitment event



Registration status:
Open

ABOUT

JOBS

EXHIBITORS

About this event

- 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 navigation bar of the European Job Days website. It includes the EURES logo, the text "EUROPEAN JOB DAYS FIND YOUR JOB IN EUROPE", and the EURES logo with "THE PARTNER OF ELA EUROPEAN LABOUR AUTHORITY". Navigation icons for home, events, exhibitors, and jobs are present, along with a language selector set to English and a log in button.

Below the navigation bar is a search bar with the placeholder text "Search by keywords", a category dropdown menu set to "- Any category -", and a yellow "APPLY" button.

The main content area is titled "Video tutorials". It features two video player thumbnails. The left thumbnail is titled "Registration for Exhibitors (New)" and shows a video player with a red play button and the text "REGISTRATION FOR EXHIBITORS". Below the video player is a button that says "Guarda su YouTube" and a caption "Registration for Exhibitors Exhibitor EURES Adviser". The right thumbnail is titled "Registration for Jobseekers (New)" and shows a video player with a red play button and the text "REGISTRATION FOR JOBSEEKERS". Below the video player is a button that says "Guarda su YouTube" and a caption "Registration for Jobseekers Jobseeker".

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



Per ulteriori informazioni

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#EURESjobs

