



# GUIDELINES EOJD EXHIBITORS

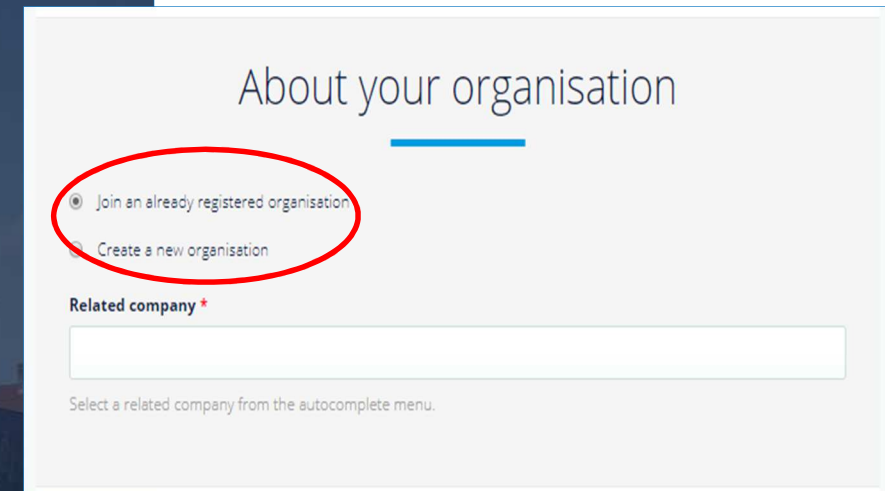
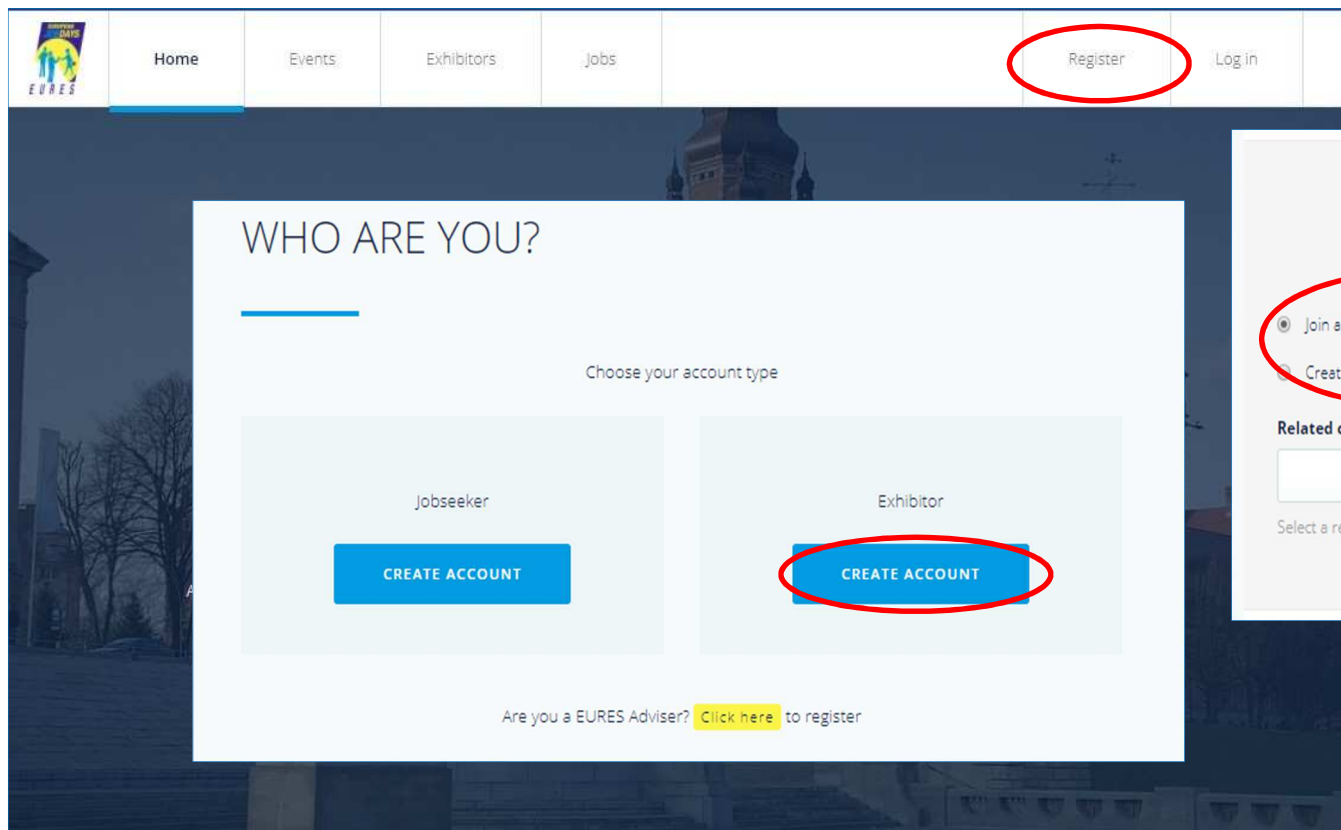
## V4\_2020



# 1. Exhibitor

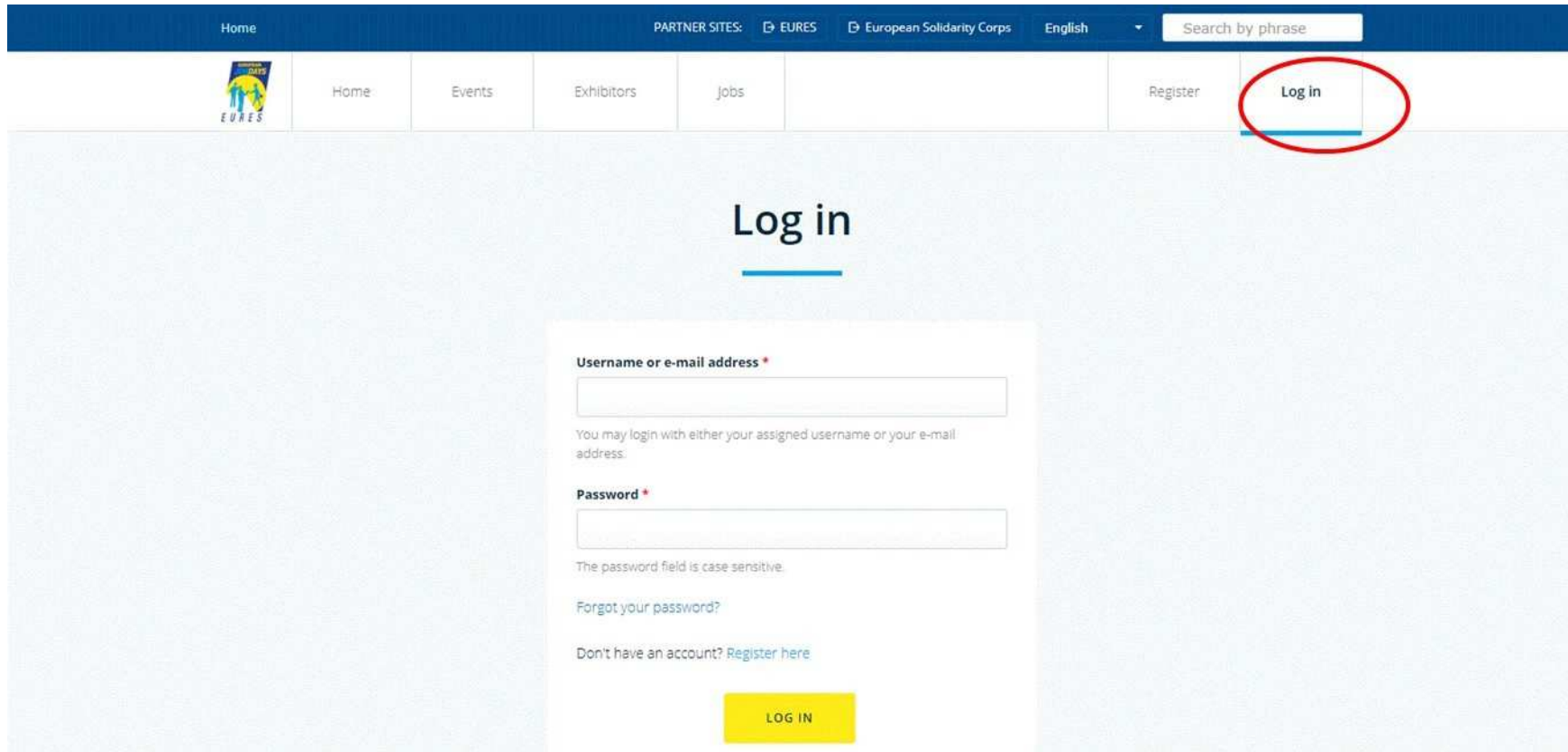
## 1.1 Register and connect profile to an organisation

- Click on “Register”
- Click on “Create account” in the exhibitor’s box
- Complete all information and connect your profile to the organisation you work for
- Click on “Create a new account”



## 1.2 Login with existing credentials

- a. Click on “Login”
- b. Enter yours credentials:  
Login:  
Password:



Home PARTNER SITES: EURES European Solidarity Corps English Search by phrase

Home Events Exhibitors Jobs Register **Log in**

## Log in

**Username or e-mail address \***

You may login with either your assigned username or your e-mail address.

**Password \***

The password field is case sensitive.

[Forgot your password?](#)

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

**LOG IN**



### 1.3 Create jobs

- Click on “Manage my jobs” and then on “Add new job”
- Import the vacancy from EURES portal or enter manually all the necessary information below. Go to the job vacancy page and copy the unique job reference from the web address (see the screenshot below). Subsequently, paste it into the field "Job reference" below.
- Edit the part which will be used for matching vacancies related to “Job title”, “Occupation field”, “Education level”, “Education field”, “Language skills” and “Required ESCO skills”
- Click on “Save” at the bottom of the page

**MANAGE MY JOBS**

**ADD NEW JOB**

**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

**Phrase search**

Phrase search

Search for job title

**Workplace country**

- Any -

**Sector**

- Any -

**Available for event**

-Any-

Enter event name

**Occupation field**

- 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 on the EURES Portal, you can now import it here. To do so, simply go to the job vacancy page and copy the unique job reference from the web address (see the screenshot below), subsequently paste it into the field "Job reference" below.

For example:

EURES – European J...  
/.../ MDC4RkTYQyA5

Job reference

**IMPORT**



**Basic information**

**Job title \***

IT Specialist

**Available for event \***

11-13 December 2018 - Online European Job Days - Poland

Select an event for the job offer from the accompanying menu:

**Date of expiry \***

31 May 2019

E.g.: 15 Feb 2019

**Description \***

Format



## 1.4 Schedule Time for interviews

- a. Click on “Set interview timeslots” on the left column
- b. Click on “Edit timeslots” under the event you want to schedule

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 <sup>00</sup> -09 <sup>30</sup>	09 <sup>30</sup> -10 <sup>00</sup>	10 <sup>00</sup> -10 <sup>30</sup>	10 <sup>30</sup> -11 <sup>00</sup>	11 <sup>00</sup> -11 <sup>30</sup>	11 <sup>30</sup> -12 <sup>00</sup>	12 <sup>00</sup> -12 <sup>30</sup>	12 <sup>30</sup> -13 <sup>00</sup>	13 <sup>00</sup> -13 <sup>30</sup>	13 <sup>30</sup> -14 <sup>00</sup>	14 <sup>00</sup> -14 <sup>30</sup>	14 <sup>30</sup> -15 <sup>00</sup>	15 <sup>00</sup> -15 <sup>30</sup>	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. Click once on the timeslot to change it into “ONSITE”
- d. Click twice on the timeslot to change it into “ONLINE”
- e. Click three times on the timeslot to change it again into “N/A”
- f. Click on “Save timeslots” to save your schedule

**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

Available timeslot(s)	09 <sup>00</sup> -09 <sup>30</sup>	09 <sup>30</sup> -10 <sup>00</sup>	10 <sup>00</sup> -10 <sup>30</sup>	10 <sup>30</sup> -11 <sup>00</sup>	11 <sup>00</sup> -11 <sup>30</sup>	11 <sup>30</sup> -12 <sup>00</sup>	12 <sup>00</sup> -12 <sup>30</sup>	12 <sup>30</sup> -13 <sup>00</sup>	13 <sup>00</sup> -13 <sup>30</sup>	13 <sup>30</sup> -14 <sup>00</sup>	14 <sup>00</sup> -14 <sup>30</sup>	14 <sup>30</sup> -15 <sup>00</sup>	15 <sup>00</sup> -15 <sup>30</sup>	15 <sup>30</sup> -16 <sup>00</sup>	16 <sup>00</sup> -16 <sup>30</sup>	16 <sup>30</sup> -17 <sup>00</sup>	17 <sup>00</sup> -17 <sup>30</sup>	17 <sup>30</sup> -18 <sup>00</sup>	18 <sup>00</sup> -18 <sup>30</sup>	18 <sup>30</sup> -19 <sup>00</sup>	19 <sup>00</sup> -19 <sup>30</sup>	19 <sup>30</sup> -20 <sup>00</sup>	20 <sup>00</sup> -20 <sup>30</sup>	20 <sup>30</sup> -21 <sup>00</sup>
01.07.2018	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

CANCEL
SAVE TIMESLOTS

FAQ



- g. Click on “Job applications/interviews”
- h. Approve/decline jobseeker request for an interview by clicking on “Decline” or “Invite”

## MY INTERVIEWS

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### My panel

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- FAQ
- Access to online chat

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### WAAT Ltd

- Set interview timeslots
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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	<b>Pepe Pótamo</b> auxiliar de conversación	Wait until the jobseeker chooses timeslot
Invited	Not set	<b>Testing Jobseeker2</b> Myyjä	Wait until the jobseeker chooses timeslot
Invited	Not set	<b>Testing Jobseeker2</b> Analytical chemist with expertise in GC-MS	Wait until the jobseeker chooses timeslot
Declined	Not set	<b>Pepe Pótamo</b> Myyjä	
Invited	Not set	<b>Pepe Pótamo</b> BARISTI E E PROFESSIONI ASSIMILATE	Wait until the jobseeker chooses timeslot
Applied	Not set	<b>Pepe Pótamo</b> Analytical chemist with expertise in GC-MS	<span style="background-color: #dc3545; color: white; padding: 2px 5px; border-radius: 3px;">DECLINE</span> <span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 10px;">INVITE</span>

[Show all](#)

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#### EJD training in Lisbon for EURES Advisers

📅 **Not scheduled**

STATUS	TIME (EUROPE/BRUSSELS - CEST)	JOBSEEKER'S NAME	NEXT ACTION(S)
Applied	Not set	<b>Pepe Pótamo</b> ENFERMEROS PARA HOSPITAL REINO UNIDO	<span style="background-color: #dc3545; color: white; padding: 2px 5px; border-radius: 3px;">DECLINE</span> <span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 10px;">INVITE</span>
Applied	Not set	<b>Pepe Pótamo</b> bartender	<span style="background-color: #dc3545; color: white; padding: 2px 5px; border-radius: 3px;">DECLINE</span> <span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 10px;">INVITE</span>
Applied	Not set	<b>Pepe Pótamo</b> Meteor developer	<span style="background-color: #dc3545; color: white; padding: 2px 5px; border-radius: 3px;">DECLINE</span> <span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 10px;">INVITE</span>
Applied	Not set	<b>Pepe Pótamo</b> superior civil engineer	<span style="background-color: #dc3545; color: white; padding: 2px 5px; border-radius: 3px;">DECLINE</span> <span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 10px;">INVITE</span>
Applied	Not set	<b>Pepe Pótamo</b> DUTCH CORPORATE SALES REPRESENTATIVE	<span style="background-color: #dc3545; color: white; padding: 2px 5px; border-radius: 3px;">DECLINE</span> <span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 10px;">INVITE</span>
Applied	Not set	<b>Training Jobseeker</b> ENFERMEROS PARA HOSPITAL REINO UNIDO	<span style="background-color: #dc3545; color: white; padding: 2px 5px; border-radius: 3px;">DECLINE</span> <span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 10px;">INVITE</span>



## 1.5 The online chat

- Click on the left “Access to online chat”
- See if you have any scheduled interview clicking on “Job applications/interviews”
- Click on “Access to online chat” to see video tutorials and “tutorial for accessing online chat”

**Chat with exhibitors will be done with SKYPE ON THIS EVENT**

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## 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](http://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](http://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**  
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