



## EURES ITALIA

### Guida all'utilizzo della piattaforma - ESPOSITORI

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

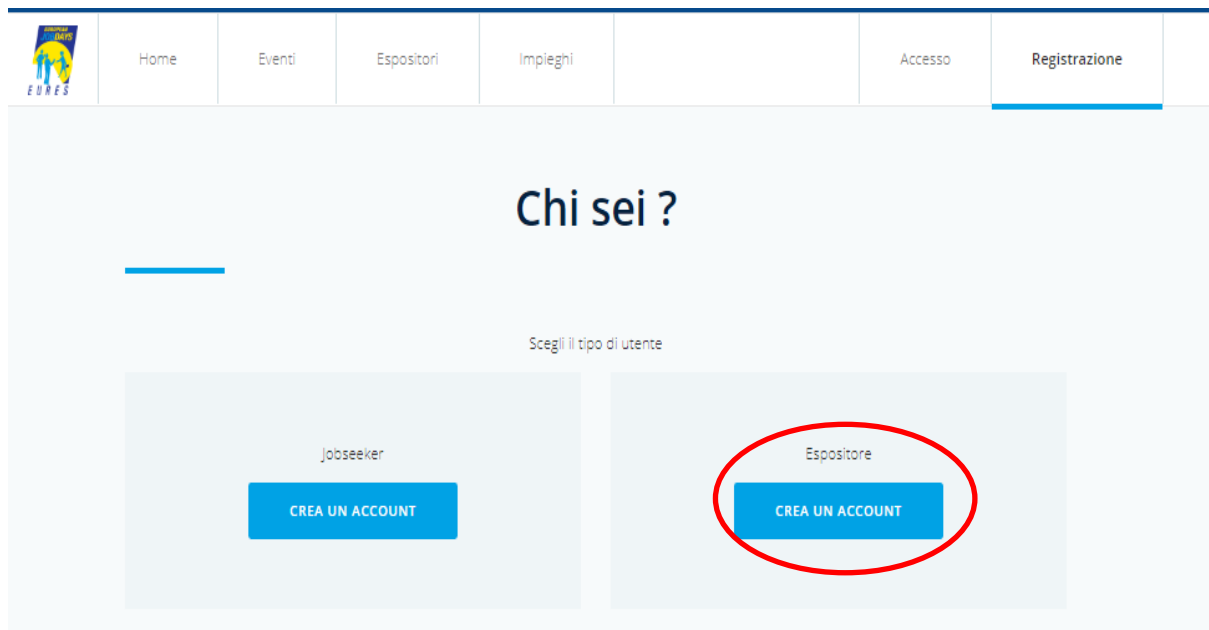


## 1. Registrazione Espositore

### Selezionare la lingua italiana nel menu a tendina in alto a destra

#### 1.1 Registrarsi e connettere il profilo alla propria organizzazione

- Cliccare su "Registrazione"
- Cliccare su "Crea un account" nel box "Espositore"
- Completa con tutte le informazioni e connetti il tuo profilo all'organizzazione che rappresenti
- Clicca su "Crea un account"



The screenshot shows the EURES website's registration page. At the top, there is a navigation menu with the following items: Home, Eventi, Espositori, Impieghi, Accesso, and **Registrazione** (highlighted with a blue underline). Below the menu, the main heading is "Chi sei ?". Underneath, the instruction "Scegli il tipo di utente" is displayed. There are two registration options: "Jobseeker" and "Espositore". Each option has a blue button labeled "CREA UN ACCOUNT". The "Espositore" button is circled in red, indicating the correct selection according to the instructions.



## 1.2 Effettuare il Login

- a. Cliccare su “Login”
- b. Inserire le proprie credenziali:

Home SITI PARTNER: EURES Italiano Ricerca per frase

Home Eventi Espositori Impieghi **Accesso** Registrazione

### Accesso

**Nome utente o indirizzo email \***

È possibile accedere con il nome utente o l'indirizzo e-mail assegnati.

**Password \***

Il campo password è case sensitive.

[Hai dimenticato la password?](#)

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

**ACCESSO**

**ATTENZIONE: se si è già in possesso di un account, dopo il login è necessario REGISTRARSI al NUOVO EVENTO! DA: MY PANEL – MY EVENT – REGISTER FOR ANOTHER EVENT**



### 1.3 Pubblicare una vacancy

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

MANAGE MY JOBS

**ADD NEW JOB**

**My panel**

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

**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

Eg., 25 Apr 2018

**Description \***



### 1.4 Programma l'orario del colloquio

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

SET INTERVIEW TIMESLOTS

**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

**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. 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

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



- g. Clicca su “Job applications/interviews”
- h. Per approvare/rifiutare la richiesta di colloquio clicca su “Decline” o “Invite”



# MY INTERVIEWS

## 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

## ▼ 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	<b>DECLINE</b> <b>INVITE</b>

[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	<b>Pepe Pótamo</b> ENFERMEROS PARA HOSPITAL REINO UNIDO	<b>DECLINE</b> <b>INVITE</b>
Applied	Not set	<b>Pepe Pótamo</b> bartender	<b>DECLINE</b> <b>INVITE</b>
Applied	Not set	<b>Pepe Pótamo</b> Meteor developer	<b>DECLINE</b> <b>INVITE</b>
Applied	Not set	<b>Pepe Pótamo</b> superior civil engineer	<b>DECLINE</b> <b>INVITE</b>
Applied	Not set	<b>Pepe Pótamo</b> DUTCH CORPORATE SALES REPRESENTATIVE	<b>DECLINE</b> <b>INVITE</b>
Applied	Not set	<b>Training Jobseeker</b> ENFERMEROS PARA HOSPITAL REINO UNIDO	<b>DECLINE</b> <b>INVITE</b>





## 2.1 The online chat/interview schedule

- Clicca a sinistra "Job application/interviews"
- Scorrere fino alle interviste in programma
- (Le seguenti informazioni possono essere trovate solo il giorno previsto per l'incontro con la persona in cerca di lavoro) Clicca su "Start chat" per accedere a Jitsi e iniziare la videochiamata

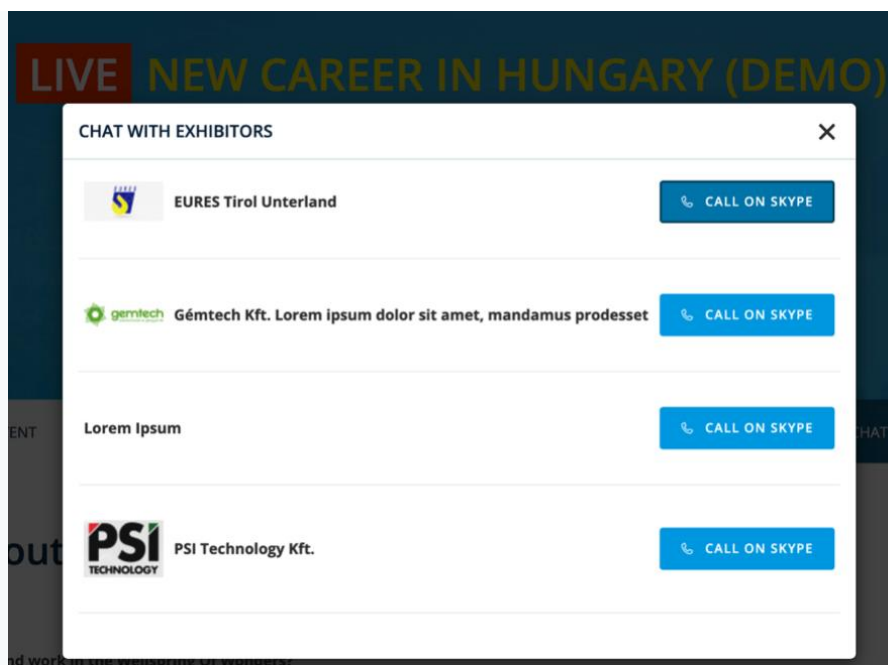
Status	Time (Europe/Brussels - CET)	Jobseeker's name	Additional information
Applied	Not set	Tom Cruise tango teacher	DECLINE INVITE
Applied	Not set	Tom Cruise sales manager	DECLINE INVITE
Applied	Not set	Tom Cruise Conseiller Eures	DECLINE INVITE
Applied	Not set	Tom Cruise Singer	DECLINE INVITE
Applied	Not set	Tom Cruise Ideal job for Bono	DECLINE INVITE
23 February 2021, Tuesday			
Meeting set	12:00 - 12:30	Tom Cruise MARKETING	Wait for the agreed interview date Cancel meeting
Jitsi test event WAAT			
Not scheduled			
Declined	Not set	jobseeker test Test job JITSJ	Interview cancelled
12 February 2021, Friday			
Status	Time (Europe/Brussels - CET)	Jobseeker's name	Additional information



## 1.6 Come funziona la chat online CHAT WITH EXHIBITOR (per i colloqui non programmati):

c. Per partecipare alla chat one-on-one durante l'evento, è sufficiente loggarsi ed entrare nella propria pagina espositore, la chat avviene via JITSJ. Una volta fatto accesso nel proprio spazio espositivo on line, la sua organizzazione sarà visibile nella lista di "CHAT WITH EXHIBITORS"

E' importante accedere al proprio account EOJD in modo che i candidati possano facilmente individuare e contattare la tua organizzazione (vedi immagine di seguito). Si richiede la disponibilità in chat in chat per almeno due ore.



Per maggiori informazioni o supporto si prega di contattare: [EuresItalyEOJD@anpal.gov.it](mailto:EuresItalyEOJD@anpal.gov.it)

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



