



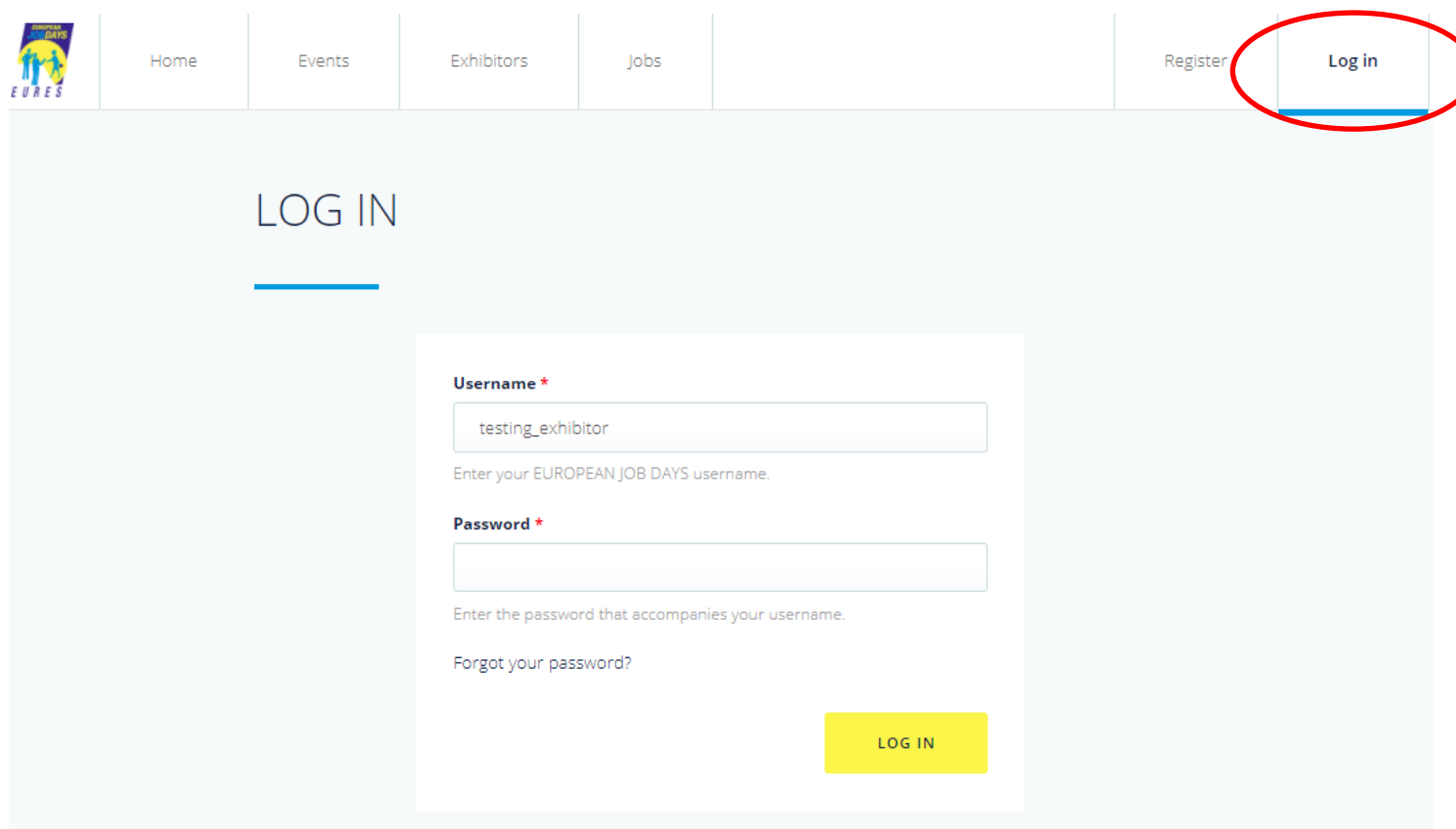
EURES ON THE SPOT TRAINING - ITALIA

Linee guida - espositori



1. Accesso come exhibitor

- a. Clicca su “Login”
- b. Inserisci le Tue 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 the heading 'LOG IN' with a blue underline. A white login form is centered on the page, containing the following elements:

- Username ***: A text input field containing the text 'testing_exhibitor'. Below the field is the instruction 'Enter your EUROPEAN JOB DAYS username.'
- Password ***: A password input field. Below the field is the instruction 'Enter the password that accompanies your username.'
- Forgot your password?**: A link for users who have forgotten their password.
- LOG IN**: A yellow button to submit the login credentials.



1.1 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”

I COLLOQUI IN QUESTA SESSIONE SI SVOLGERANNO PER QUESTO EVENTO TRAMITE SKYPE

The screenshot displays the user interface for WAAT Ltd. On the left, a sidebar menu lists various options: "My panel", "My events", "Manage my jobs", "Video tutorials", "FAQ", "Access to online chat" (circled in red), "WAAT Ltd", "Set interview timeslots", "Job applications / Interviews" (circled in red), "View my organisation", "Edit my organisation", "My organisation events", and "Manage organisation jobs". The main content area is titled "ONLINE CHAT ACCESS" and contains the following text:

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

Two "CHAT OFFLINE" buttons are visible at the bottom, both labeled "POWERED BY LIVE GUIDE".



1.2 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"

Home Events Exhibitors Jobs Register Log in

WHO ARE YOU?

Choose your account type

Jobseeker

Exhibitor

CREATE ACCOUNT

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.



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” e “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

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 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 *



1.4 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

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 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”

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	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



