

EUROPEAN
JOB DAYS

EoJD – GUIDA ESPOSITORI

<https://europeanjobdays.eu/en/event/eures-italy-employers-day-2023-7th-edition>



NOVEMBRE 2023



Europeanjobdays.eu

EURES

#EURESjobs



EMPLOYERS

REGISTRAZIONE



LOGIN

EUROPEAN JOB DAYS
FIND YOUR JOB IN EUROPE

THE PARTNER OF
ELA
EUROPEAN LABOUR AUTHORITY

home events **employers** jobs

English EN log in

Home / Events / EURES ITALY FOR EMPLOYERS' DAY 2023 - 7th edition / About

3 35

EURES ITALY FOR EMPLOYERS' DAY 2023 - 7th edition
Skills at work

REGISTER FOR THIS EVENT

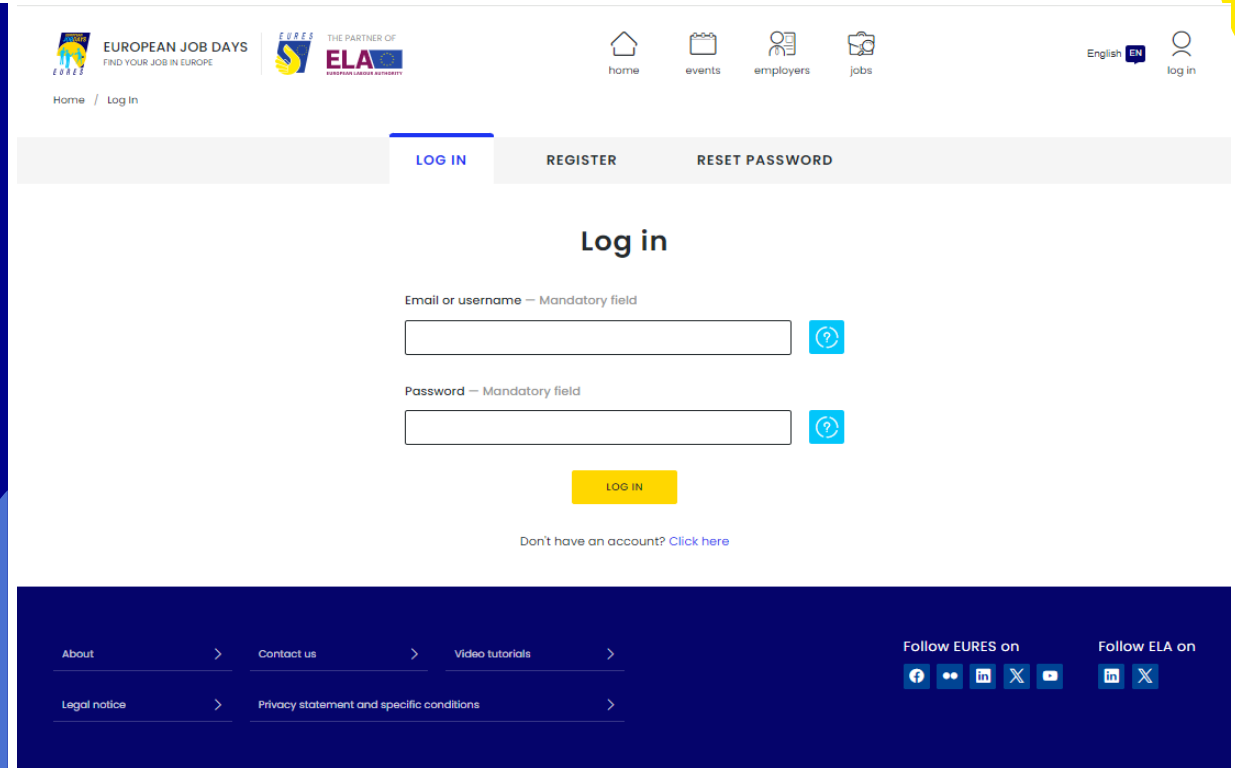
- In alto a destra della home
 - Prima registrazione
- Oppure
- Login al proprio account per registrarsi ad un **nuovo evento**

LOGIN

LOGIN - ACCEDI

REGISTER - REGISTRATI

RESET PASSWORD – CAMBIA PASSWORD



The screenshot shows the EURES website's login interface. At the top, there are logos for 'EUROPEAN JOB DAYS' and 'EURES THE PARTNER OF ELA'. Navigation icons for 'home', 'events', 'employers', and 'jobs' are visible, along with a language selector set to 'English EN' and a 'log in' link. A breadcrumb trail shows 'Home / Log In'. Below the navigation is a menu with 'LOG IN', 'REGISTER', and 'RESET PASSWORD' options. The main heading is 'Log in'. There are two input fields: 'Email or username – Mandatory field' and 'Password – Mandatory field', each with a clear icon. A yellow 'LOG IN' button is positioned below the fields. A link for 'Don't have an account? Click here' is located below the button. The footer contains a list of links: 'About', 'Contact us', 'Video tutorials', 'Legal notice', and 'Privacy statement and specific conditions'. Social media icons for Facebook, YouTube, LinkedIn, and X are provided for following EURES and ELA.





LOG IN

REGISTER

RESET PASSWORD

Tell us who you are

Create your free account now



I am a
Jobseeker

CREATE ACCOUNT



I am an
Employer

CREATE ACCOUNT

Are you a EURES Adviser? [Click here](#)


CREA UN ACCONT

Create an Employer account - Account information


Create an Employer account

Account information


Username — Mandatory field




Email — Mandatory field



Time zone — Mandatory field

UTC: Monday, November 6, 2023 - 13:33 +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 Employer account - Your personal event participation

Your personal event participation

Select at least one event you will be participating in – Mandatory field

Work in SLOVEnia [14 November 2023]

Make it in Germany 2023 [16 November 2023]

Work in Portugal 2023 [22 November 2023]

EURES ITALY FOR EMPLOYERS' DAY 2023 - 7th edition [24 November 2023]

Online

Level Up Your Career! [28 November 2023]

Building Ireland's Future: Careers in Construction [30 November 2023]

Work in Denmark - Destination Kalundborg [05 December 2023]

- 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 Employer 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 Employer 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** Organizzazione (può essere **modificata** dopo l'approvazione)

Create an Employer 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 (nel caso di aziende o Servizi per l'Impiego che inseriscano offerte)
- **Paese**
- **Dettagli di contatto**



Create an Employer 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 Employer 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




EMPLOYER **GESTIONE ACCOUNT**



Login con USERNAME e Password

The image shows a screenshot of the EURES website interface. At the top, a blue navigation bar contains the text "Logged in as" followed by a user profile icon and the name "Testing EXHIBITOR exhibitor". This bar is circled in red. Below the navigation bar, the main content area is divided into two sections: "My dashboard" and "My events". The "My dashboard" section is also circled in red and contains a list of links: 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, and Join chat with jobseekers. The "My events" section displays two event cards. The first event is titled "Find your Beat in Gothenburg, West Sweden" and is scheduled for July 21, 2022. It is an online/on-site recruitment event in Gothenburg, Sweden, with a registration status of "APPROVED" and an "EDIT PARTICIPATION" button. The second event is titled "ICT & TECHNOLOGY - Austria is Calling together with Croatia, Italy, Slovakia and Slovenia" and is scheduled for September 08. The top right corner of the page features a user profile menu, also circled in red, with options for "My profile", "Account settings", and "Log out". The EURES logo and "EUROPEAN JOB DAYS" logo are visible in the bottom right corner.

Logged in as  Testing EXHIBITOR exhibitor

English EN

notifications

English EN

My dashboard

My events

Jul 21

Find your Beat in Gothenburg, West Sweden

Event date:
21 July 2022

Event type:
Online / Onsite, Recruitment event

Event venue:
Gothenburg, Sweden

Registration status:
APPROVED

EDIT PARTICIPATION

LIVE EVENT

5 10

Sep 08

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

Event date:
08 September 2022

7 15

EUROPEAN JOB DAYS

EURES

EURES

My account

Logged in as Testing EXHIBITOR exhibitor

- My profile >
- Account settings >
- Log out >

English EN

EUROPEAN JOB DAYS FIND YOUR JOB IN EUROPE

THE PARTNER OF ELA EUROPEAN LABOUR AUTHORITY

dashboard events exhibitors jobs notifications

My profile

ABOUT YOU

First name:	Testing
Last name:	Exhibitor
Country of residence:	Sweden
Related organisation:	IKEA
Telephone:	834578934

My account

- My profile >
- Account settings >
- Notifications >
- Log out >

EDIT PROFILE

- E' possibile **modificare** il profilo
- E' possibile **gestire l'account** e impostare le notifiche

My account

- My profile >
- Account settings** >
- Notifications >
- Log out >



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

EUROPEAN JOB DAYS FIND YOUR JOB IN EUROPE

THE PARTNER OF ELA EUROPEAN LEADERS ASSOCIATION

dashboard events exhibitors jobs

notifications English EN

Search by keywords FILTERS APPLY

My dashboard

Jobs panel

- My jobs >
- Job applications >
- Interview timeslots >
- My organisation jobs >

Events panel

- My events >**
- My organisation events >

Organisation's panel

My events

Oct 12 **ICT Specialists for Norway and Sweden**

Event date: 12 October 2022

Event type: Online event

Registration status: APPROVED

EDIT PARTICIPATION

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 >

Oct 03 - Oct 05 **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

My dashboard

My jobs

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
- Jobs seekers interested in my organisation

Info panel

- How to join a job interview
- Join chat with jobseekers

Marketing specialist in Sweden

Created on: 05 Oct 2022

Published by: Testing Exhibitor

Available for the following event: EOJD workshop

MANAGE

Marketing assistant in Spain

Created on: 05 Oct 2022

Published by: Testing Exhibitor

Available for the following event: EOJD workshop

MANAGE

Marketing manager in Portugal

Created on: 03 Oct 2022

Published by: Testing Exhibitor

Available for the following event: EOJD workshop

MANAGE

manager ventes

Created on: 22 Sep 2022

Published by: Testing Exhibitor

Available for the following event: Find your Beat in Gothenburg, West Sweden

MANAGE

Test job IKEA

Created on: 26 Jun 2022

MANAGE

ADD NEW JOB

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

Job title – Mandatory field

Available for event – Mandatory field
 ?

Job summary – Mandatory field

Date of expiry – Mandatory field

Number of positions

Type of position

Salary range
From to

Salary currency

Job requirements

Type of position

Full-time

Part-time

Remote

Internship / Traineeship

Apprenticeship

Seasonal

Nice to have

Benefits

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

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 organisation >

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 (closed)
Testing JOBSEEKER
Job offer: Frontend Developer
Interview type: Online
Profile matching: AVERAGE (40%)

APPLY INVITED MEETING SET

JOIN CHAT
MANAGE

My dashboard - INTERVIEW TIMESLOT

My dashboard

Jobs panel

- My jobs >
- Job applications >
- Interview timeslots >**
- My organisation jobs >

2022

Oct 12

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 -	-

EDIT TIMESLOTS

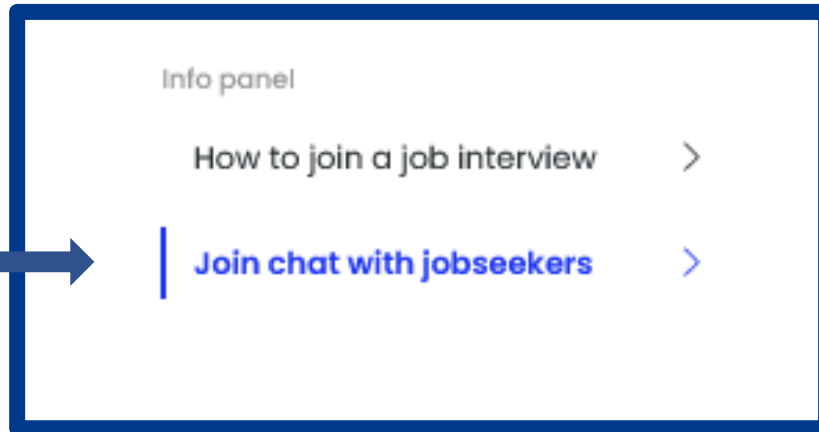
My dashboard - Organization's panel

- 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 PROGRAMMA** è possibile chattare pubblicamente

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 >**

Join a chat with jobseekers

Recently, the option to use **Skype** to host chats between exhibitors and jobseekers during live events **has been discontinued**. The process of getting in touch with exhibitors and EURES country representatives more straightforward and user-friendly. **Jitsi** replaced **Skype** with **Jitsi**, another chat tool. Jitsi is already used for one-on-one job interviews.

To initiate the Jitsi chat with jobseekers, and **for your organisation to be visible in the listing 'Chat with exhibitors'** click on the button below.

JOIN CHAT WITH JOBSEEKERS

In the next step, you will be automatically redirected to the Jitsi interface where you can manage your chats with jobseekers.

- Now you can communicate using instant messaging (the 'chat' option). **You can also connect with jobseekers in a lobby.** Simply use the buttons at the bottom of the screen to switch between the different modes. If you cannot hear and/or see, click on the 'Settings' symbol to adjust your microphone and/or camera setup.
- Before they can reach you through the chat, **all jobseekers will be placed in a lobby** so that you are in control of your session. **When a new jobseeker wants to join your chat, you will see a message in the chat interface and you will need to take:**

Knocking participant list

TJ Test jobseeker **Allow** Reject

If you would like to see who is waiting to join your chat, you can **view a full list by clicking on the 'Participants' button** to keep track of all users, including those joining or present in your chat (see below)

jitsi

Ballroom 05:17 AUD

Suparnod2 (me)

Lobby (1)

Test job

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**".

The screenshot displays the 'My dashboard' interface. On the left, a sidebar menu includes 'Job applications' which is highlighted with a red box. The main content area is titled 'Job applications' and features a 'Select your event' dropdown menu. Below this, there are filter tabs for 'PENDING (0)', 'INVITED (0)', 'SCHEDULED (1)', and 'DECLINED (0)'. The 'SCHEDULED (1)' tab is active, showing a calendar view for '08 JUNE 2022, WEDNESDAY' with 'Scheduled interview(s): 1'. A specific interview slot is shown for 'Testing JOBSEEKER' from 11:30 to 12:00 (CEST). The status is 'MEETING SET'. Below the slot, there are buttons for 'APPLIED', 'INVITED', and 'MEETING SET'. The job offer is 'Frontend Developer' and the interview type is 'Online'. The profile matching is 'AVERAGE (40%)'. At the bottom of the interview details, the 'JOIN CHAT' and 'MANAGE' buttons are circled in red.



HOME PAGE EoJD



HOME PAGE



EURES ITALY FOR EMPLOYERS' DAY 2023 – 7th edition

Skills at work

REGISTER FOR 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



EUROPEAN JOB DAYS
FIND YOUR JOB IN EUROPE



THE PARTNER OF
ELA
EMPLOYER LABOUR AUTHORITY



home



events



exhibitors



jobs



log in


English **EN**


Search by keywords


- Any category -

APPLY


Video tutorials


 Registration for Exhibitors (New) Guarda più... Condividi

REGISTRATIO  R EXHIBITORS

Guarda su  YouTube

Registration for Exhibitors
Exhibitor EURES Adviser

 Registration for Jobseekers (New) Guarda più... Condividi

REGISTRATIO  R JOBSEEKERS

Guarda su  YouTube

Registration for Jobseekers
Jobseeker

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



Per ulteriori informazioni

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