



EURES ITALIA

Guida all'utilizzo della piattaforma - ESPOSITORI

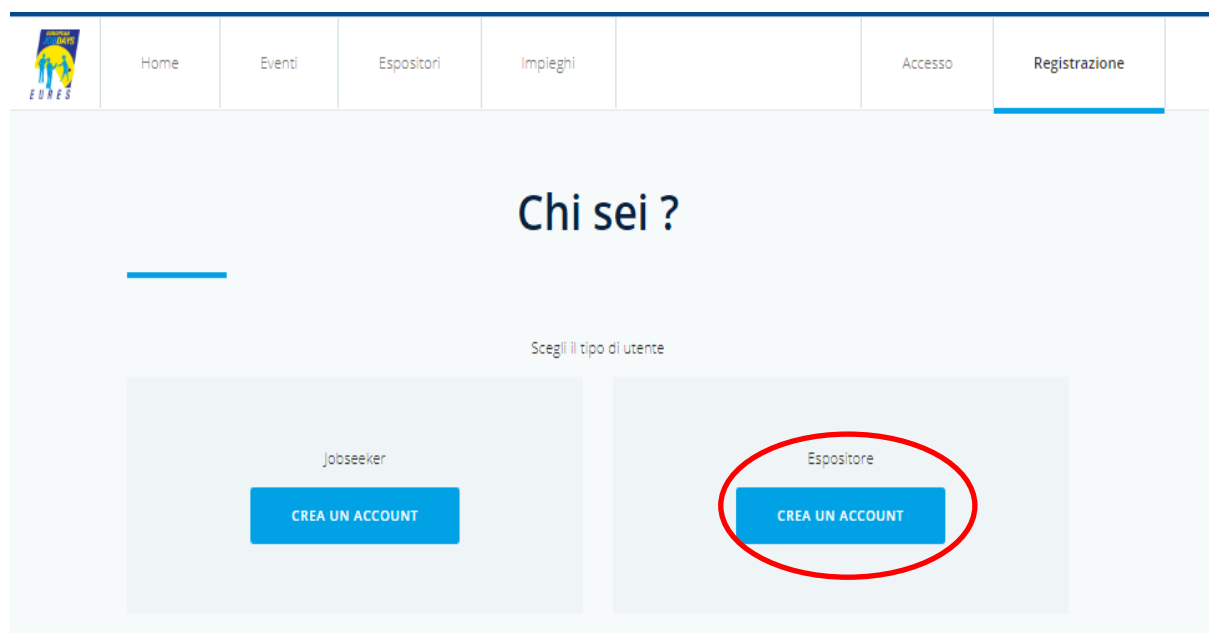


1. Registrazione Espositore

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”



1.2 Effettuare il Login

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

The screenshot shows the EURES website interface. At the top, there is a dark blue navigation bar with the text 'Home', 'SITI PARTNER: EURES', 'Italiano', and 'Ricerca per frase'. Below this is a white navigation bar with a logo on the left and menu items: 'Home', 'Eventi', 'Espositori', 'Impieghi', 'Accesso', and 'Registrazione'. The 'Accesso' button is highlighted with a red circle. The main content area has a light blue background with the heading 'Accesso' in a large, bold font. Below the heading is a white login form. The form contains two input fields: 'Nome utente o indirizzo email *' and 'Password *'. Below the first field, it says 'È possibile accedere con il nome utente o l'indirizzo e-mail assegnati.' Below the second field, it says 'Il campo password è case sensitive.' There are two links: 'Hai dimenticato la password?' and 'Don't have an account? Register here'. At the bottom of the form is a yellow button labeled 'ACCESSO'.



1.3 Pubblicare una vacancy

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

E.g., 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 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
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 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
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. 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

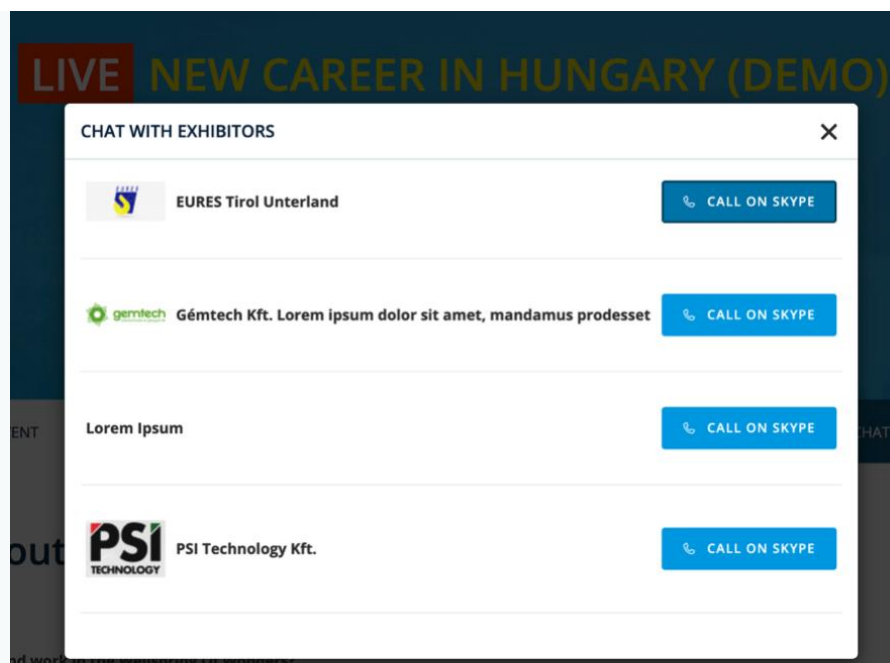
STATUS	TIME (EUROPE/BRUSSELS - CEST)	JOBSEEKER'S NAME	NEXT ACTION(S)
Applied	Not set	Pepe Pótamo ENFERMEROS PARA HOSPITAL REINO UNIDO	DECLINE INVITE
Applied	Not set	Pepe Pótamo bartender	DECLINE INVITE
Applied	Not set	Pepe Pótamo Meteor developer	DECLINE INVITE
Applied	Not set	Pepe Pótamo superior civil 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



1.6 Come funziona la chat online:

- Clicca su “Access to online chat”
- Controlla se sono presenti colloqui programmati cliccando su “Job applications/interviews”
- Per partecipare alla chat one-on-one durante l’evento, è necessario dotarsi di un **account Skype valido (non Skype for business!)**. Puoi inserire il tuo identificativo Skype sia in fase di registrazione che successivamente. Una volta inserito, la tua organizzazione sarà visibile nella lista di “CHAT WITH EXHIBITORS”

E’ importante accedere al proprio account Skype 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:

b.greco@regione.puglia.it

Iricci@regione.lazio.it

marirosa.chiocca@regione.liguria.it

sabina.riatti@regione.marche.it

