

EURES TARGETED MOBILITY SCHEME PROJECT (VS/2020/0520)

EMPLOYER USERGUIDE

How to participate in EURES TMS

Employer self-registration

V. 01.02.2023



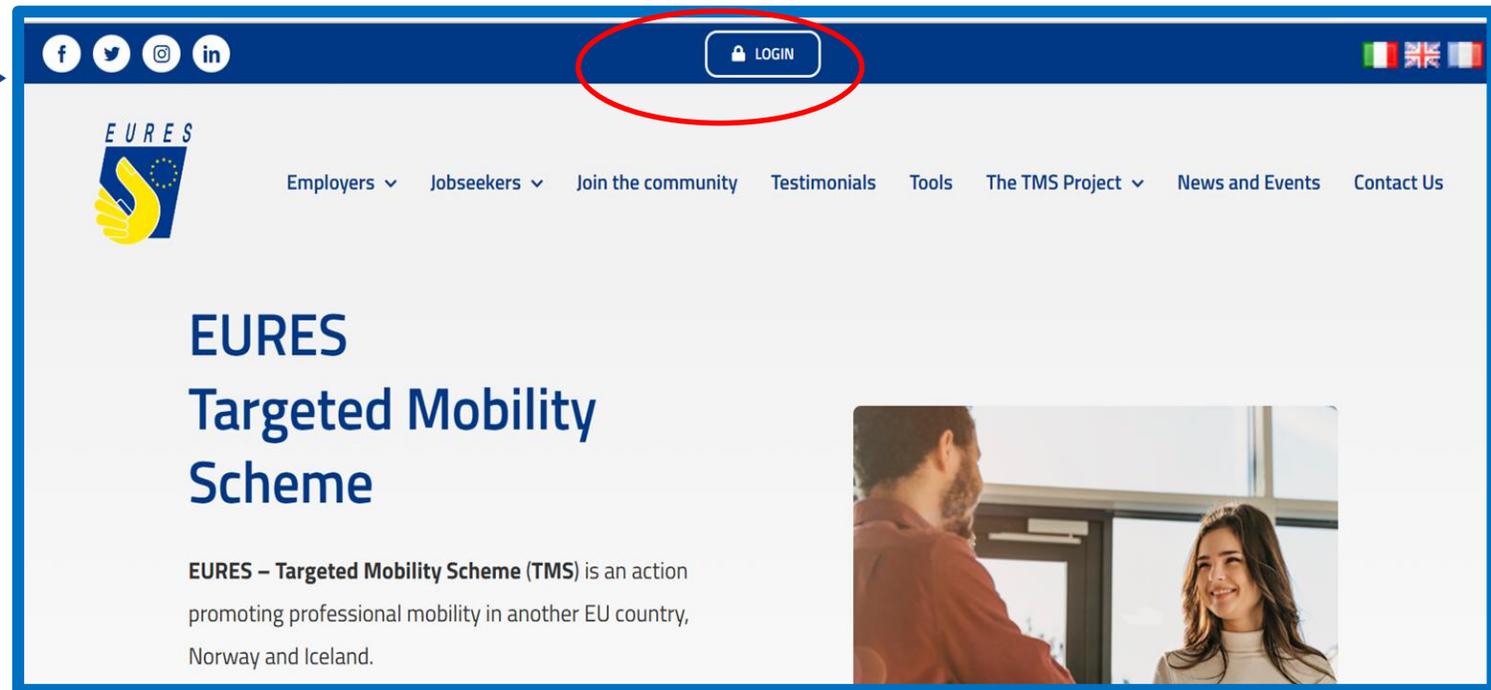
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Employer self-registration (1/11)

1. GO to the project website and CLICK on LOGIN

EURESmobility.anpal.gov.it

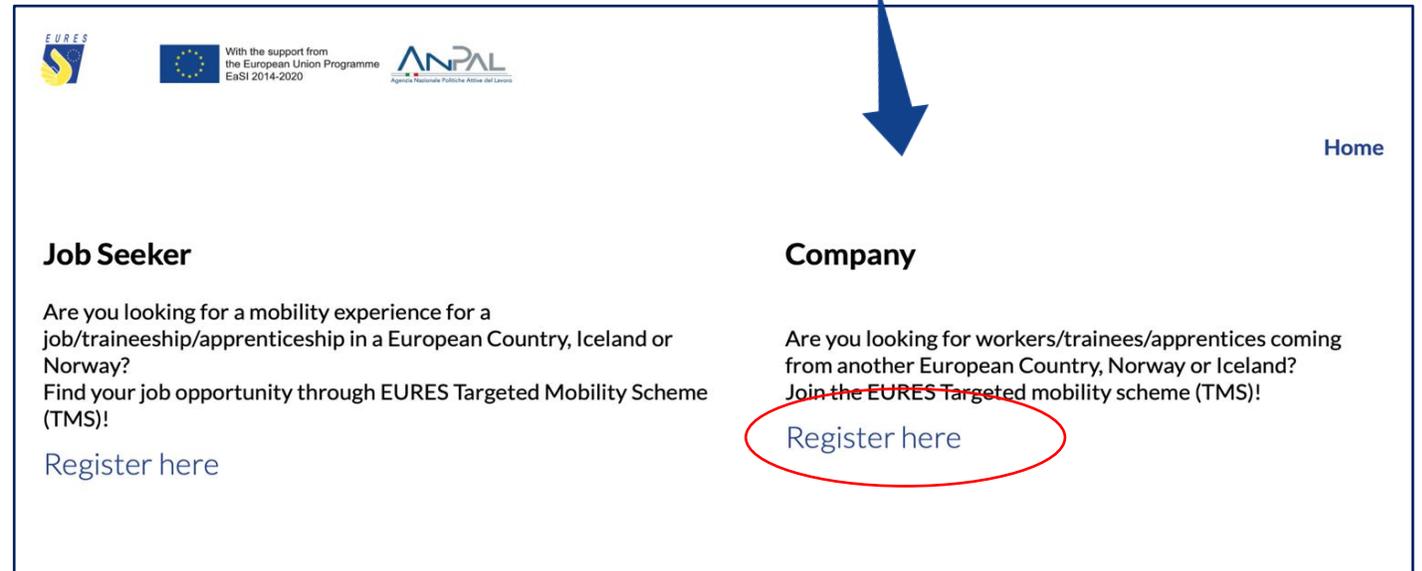


Employer self-registration (2/11)



The screenshot shows the EURES registration page. At the top, there are logos for EURES, the European Union, and ANPAL. Below the logos, there are input fields for 'Personal E-Mail *' and 'Password *'. A blue arrow points to the 'Password *' field. Below the password field, there are two links: 'Have you forgotten your password?' and 'Don't have an account yet? Register!'. The 'Don't have an account yet? Register!' link is circled in red. Below these links is a blue 'LOG IN' button. At the bottom, there is a support contact email: 'Support contact: EURES-TMS@anpal.gov.it'.

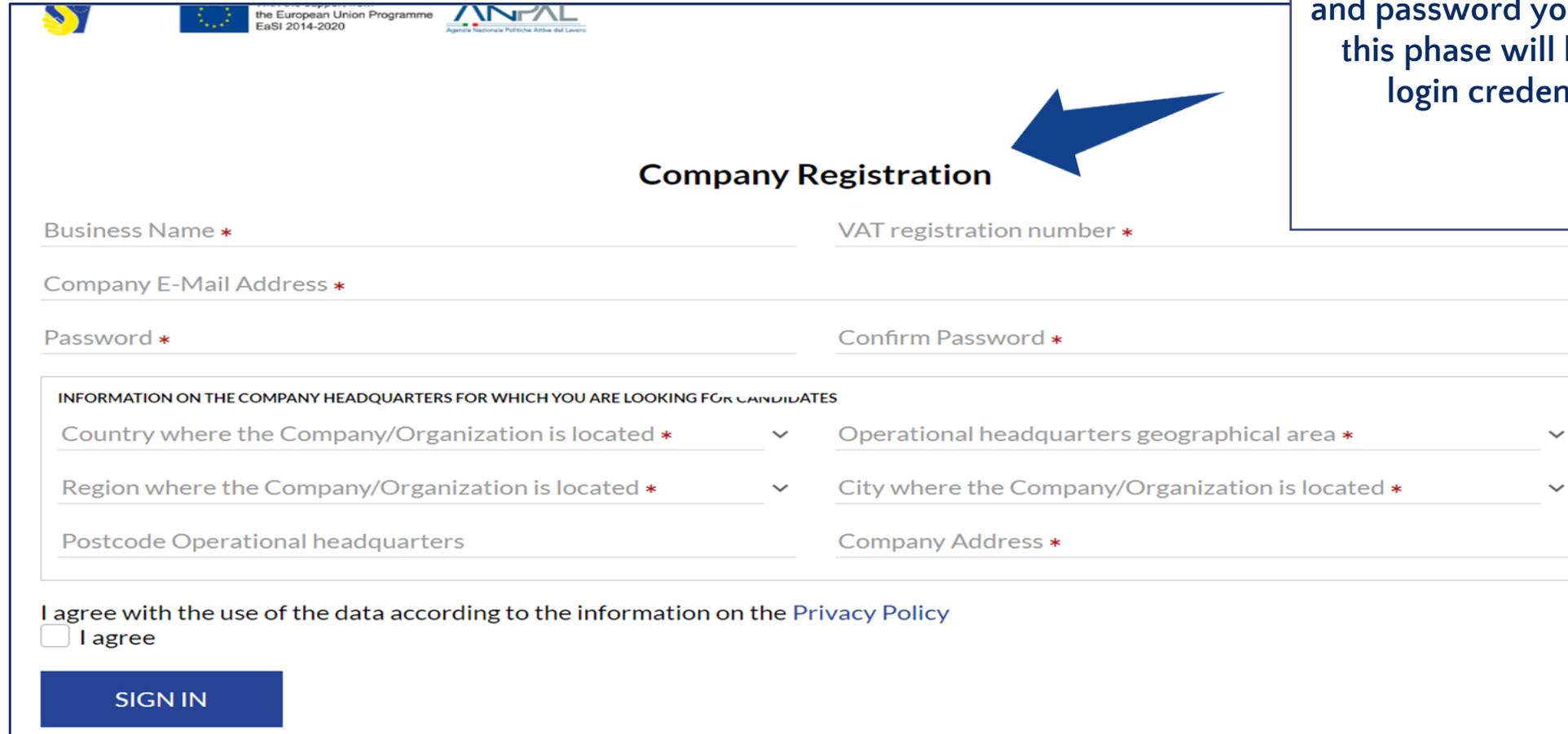
3. Then CLICK on Register here, under Company



The screenshot shows the EURES homepage. At the top, there are logos for EURES, the European Union, and ANPAL. Below the logos, there are two main sections: 'Job Seeker' and 'Company'. The 'Job Seeker' section has a heading 'Job Seeker' and a paragraph: 'Are you looking for a mobility experience for a job/traineeship/apprenticeship in a European Country, Iceland or Norway? Find your job opportunity through EURES Targeted Mobility Scheme (TMS)! Register here'. The 'Company' section has a heading 'Company' and a paragraph: 'Are you looking for workers/trainees/apprentices coming from another European Country, Norway or Iceland? Join the EURES Targeted mobility scheme (TMS)! Register here'. The 'Register here' link in the 'Company' section is circled in red. A blue arrow points from the 'Register here' link in the 'Company' section to the 'Don't have an account yet? Register!' link in the registration page screenshot above.

Employer self-registration (3/11)

4. ENTER the required data to register!
Please Note: the e-mail and password you enter in this phase will be your login credentials



Company Registration

Business Name * VAT registration number *

Company E-Mail Address *

Password * Confirm Password *

INFORMATION ON THE COMPANY HEADQUARTERS FOR WHICH YOU ARE LOOKING FOR CANDIDATES

Country where the Company/Organization is located * Operational headquarters geographical area *

Region where the Company/Organization is located * City where the Company/Organization is located *

Postcode Operational headquarters Company Address *

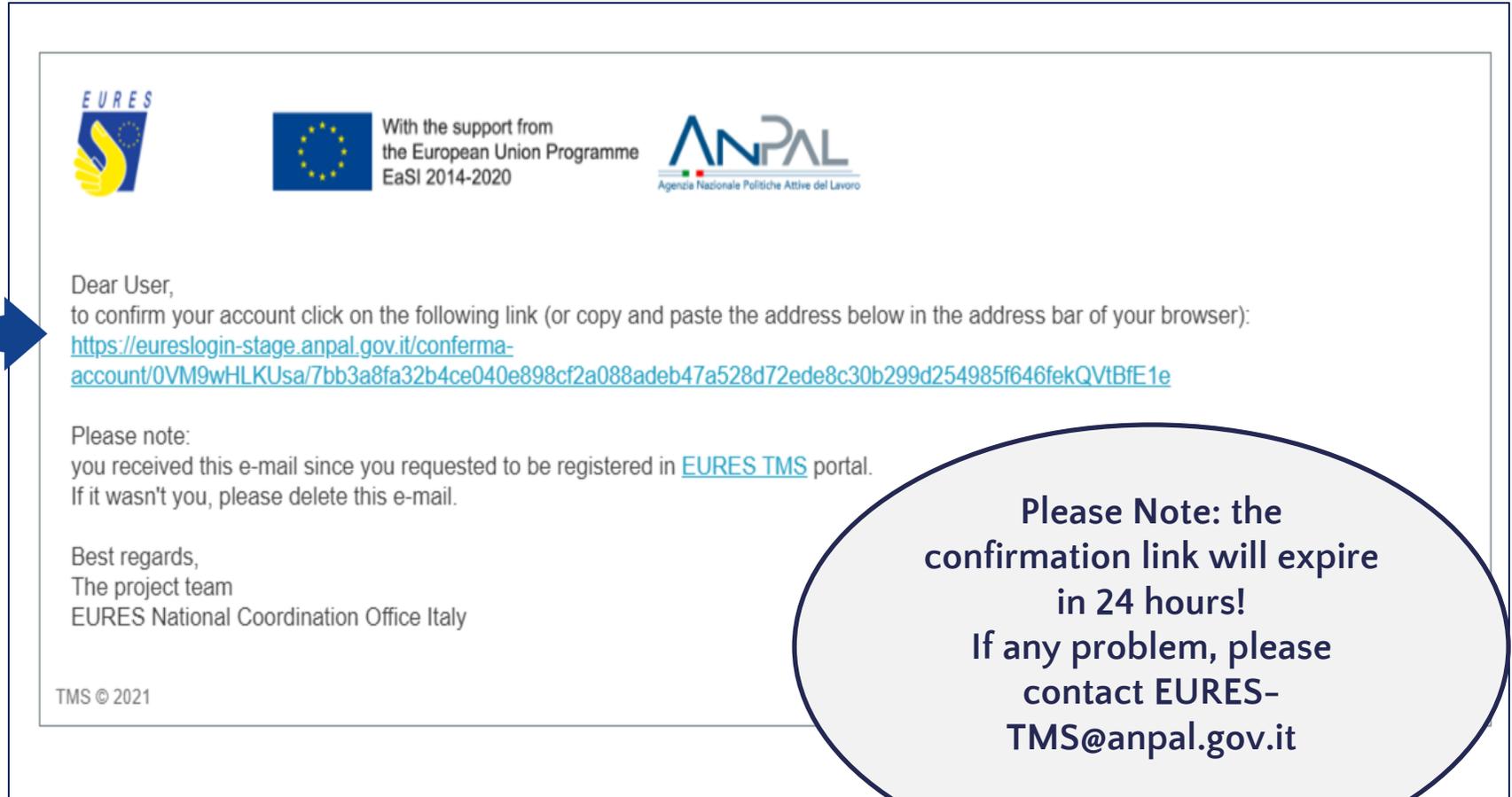
I agree with the use of the data according to the information on the [Privacy Policy](#)

I agree

SIGN IN

Employer self-registration (4/11)

5. CHECK your e-mail and CONFIRM your account through the confirmation link



The screenshot shows an email confirmation message. At the top, there are logos for EURES, the European Union (with text 'With the support from the European Union Programme EaSI 2014-2020'), and ANPAL (Agenzia Nazionale Politiche Attive del Lavoro). The main text reads: 'Dear User, to confirm your account click on the following link (or copy and paste the address below in the address bar of your browser): <https://eureslogin-stage.anpal.gov.it/conferma-account/0VM9wHLKUsa/7bb3a8fa32b4ce040e898cf2a088adeb47a528d72ede8c30b299d254985f646fekQVtBfE1e>'. Below this, it says 'Please note: you received this e-mail since you requested to be registered in EURES TMS portal. If it wasn't you, please delete this e-mail.' The sign-off is 'Best regards, The project team EURES National Coordination Office Italy'. At the bottom left, it says 'TMS © 2021'. A large grey oval on the right contains the text: 'Please Note: the confirmation link will expire in 24 hours! If any problem, please contact EURES-TMS@anpal.gov.it'.

Employer self-registration (5/11)

6. After you have confirmed your account, re-enter into EURES TMS platform by using your credentials





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Account confirmed!

Account successfully activated, enter credentials to sign in

COMPANY E-MAIL / PERSONAL E-MAIL
employer@gmail.com

PASSWORD
●●●●●●

[Have you forgotten your password?](#)

LOG IN

Employer self-registration (6/11)

7. COMPLETE the registration form by entering the required data

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Logout

Company Registration

2/8

Enter the following data

COMPANY OTHER INFORMATION

BUSINESS NAME
Employer

Company telephone number * Mobile telephone number of Contact Person *

VAT REGISTRATION NUMBER
345678iuhnm Business Size *

COMPANY CONTACT PERSON DATA

First Name * Surname *

E-MAIL
employer_guide@gmail.com

CONTINUE

The Contact Person is the person in charge of managing the Employer profile in order to fill in vacancies and application forms

Employer self-registration (7/11)

8. SELECT Economic Sector and Business type...

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Company Registration Logout 3/8

Enter the following data

ECONOMIC SECTOR *

BACKWORD CONTINUE

9. ENTER your Operational Headquarter address. Please Note: if your company has different HEADQUARTERS, enter the one where you will hire candidates through EURES TMS

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Company Registration Logout 4/8

Enter the following data

INFORMATION ON THE COMPANY HEADQUARTERS FOR WHICH YOU ARE LOOKING FOR CANDIDATES

GEOGRAPHICAL AREA

COUNTRY BE - Belgique/België/Belgium BEZ - Extra-Regio NUTS 1 REGION SMALLER TERRITORIAL UNITS BEZZZ - Extra-Regio NUTS 3 BEZZ - Extra-Regio NUTS 2 ADDRESS test

Postal code

BACKWORD CONTINUE

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Company Registration Logout 5/8

Enter the following data

COMPANY REGISTERED OFFICE

Copy Operational Headquarters

Country where the Company/organization is located *

Region where the Company/organization is located *

Registered office postal code

SHORT DESCRIPTION OF THE COMPANY

BACKWORD CONTINUE

10. ...then ENTER a short Company description

Employer self-registration (8/11)

Company Registration [Logout](#)

Enter the following data

LEGAL REPRESENTATIVE DATA

First Name * Surname *

Personal mobile E-Mail *

[BACKWORD](#) [CONTINUE](#)

11. ENTER Legal Representative (and his/her Delegate if any) data.
Please Note: only the Legal Representative and his or her Delegate are authorized to sign benefit request forms.
You can ENTER or CHANGE the delegate data later, via the Employer dashboard, if necessary

Company Registration [Logout](#)

Enter the fields if you are the legal representative delegate signing the project forms. These data will be required only in case of financial benefit requests by the Company

LEGAL REPRESENTATIVE'S DELEGATE DATA

First Name Surname

Personal mobile E-Mail

[BACKWORD](#) [CONTINUE](#)

7/8

Employer self-registration (9/11)

12. ONLY SELECT an EURES TMS Adviser if you are already in contact with one. If not, please skip this step, the project staff will assign an Adviser expert in your sector and working with your Country

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Logout

Company Registration

8/8

Select your Reference Adviser

Adviser

BACKWORD

CONTINUE

Employer self-registration (10/11)

13. CLICK ON Continue to confirm the registration



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Logout

Company Registration

Registration completed!

Click Save and Continue to confirm.
Consider that only some of Your Company personal data will be editable from your Dashboard.

BACKWORD CONTINUE

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Logout

Process Successfully Completed!

All necessary data to complete the Registration have been entered

To access your Dashboard please await the validation of your profile by the project team.

Employer self-registration (11/11)



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Dear Employer
thank you for registering in EURES TMS project.

The project team is checking the data you provided.
If your Company/Organisation complies with the EURES TMS eligibility criteria, you will receive an email informing you
that your profile in the platform is active.

If necessary, you can contact the Project team for more information or clarification a
eligibility in the project.

Please note:
If it wasn't you, please delete this e-mail.

Best regards,
The project team
EURES National Coordination Office Italy

TMS ©2023

After you have
completed your profile
the EURES TMS Project
Staff will manage
eligibility checks on
your company



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Dear Employer,
thank you for registering in the platform and welcome to EURES TMS project, run by the [EURES National Coordination Office Italy](#) and financed by the [EU Programme for Employment and Social Innovation \(EaSI\)](#).
The project promotes worker mobility across Europe and in some EEA countries (Norway and Iceland) by providing financial benefits and services to both job seekers and employers.

Your company profile in the platform has been validated, and you can now access your dashboard!

A project adviser will contact you shortly to assist you in filling your vacancies, selecting candidates, and managing the project procedures.

Please do not hesitate to contact us at Eures-TMS@anpal.gov.it mail for any clarification or further information.

Please note:
If it wasn't you, please delete this e-mail.

Best regards,
The project team
EURES National Coordination Office Italy

Wait for the e-mail
confirming that your
EURES TMS company
profile has been
validated



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How to use the EURES TMS Home page to manage all platform functions

Dashboard (1/2)

Employer information: by clicking on the dedicated icon, you can ENTER or MODIFY the information you provided when registering

From *Job Vacancies* section you can:
1. ADD a Job vacancy

2. CHECK the list of previously offered vacancies

3. VIEW the candidate's list

4. ACTIVATE an integration programme benefit request

Dashboard (2/2)

The screenshot shows the ANPAL dashboard with the following sections and callouts:

- Interviews (1):** A list of four job vacancies, each with an 'Invite' button. Callout 1 points to the 'Interviews' header.
- Bank Data:** Information for uncredti, including address, IBAN, and SWIFT code.
- Additional Forms (2):** Links for 'Legal representative proxy form' and 'Employer salary declaration'.
- Activated Benefit Requests (3):** A table with columns for ID, Job Seeker, and Vacancy. Callout 3 points to the 'Invite to Interview: 1' header.
- Interview Details (4):** A detailed view for interview n.5115, showing 'Job Vacncy Test' and 'Invite n.846'. Callout 4 points to the 'Interview' header.
- Download Document (5):** A button to download the completed forms. Callout 5 points to the 'Download Document' button.

From *Interviews* section you can:

1. CHECK the list of the interviews scheduled with selected candidates

2. CHECK the interview details

3. FILL IN the *Interview invitation* form to allow the candidate to claim the project financial support for the interview trip

From *Activated Benefit Requests* section you can:

4. VISUALIZE the list of the activated benefits, FILL IN the application forms and CHECK their status

5. DOWNLOAD the completed forms

To continue with other platform functions, please consult:

- 1) Employer_userguide_Delegation
- 2) Employer_userguide_Add_Job vacancy
- 3) Employer_userguide_Interview
- 4) Employer_userguide_Recruiting

For more information on project financial benefits for candidates and employers, please, visit the project website:

<https://EURESmobility.anpal.gov.it/tools/>



Any doubts or questions?
Please contact the Help Desk:
EURES-TMS@anpal.gov.it