

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

EMPLOYER USERGUIDE

**How to participate in EURES TMS after
receiving an invitation from a project
Adviser**

V. 01.02.2023



With the support from
the European Union Programme
EaSI 2014-2020



Employer registration when receiving an invitation (1/7)



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Dear EmployerÂ
Ms/Mr Adviser

as an [EURES-TMS](#) Adviser, invited you to join the project, run by the [EURES National Coordination Office Italy](#) and financed by the [EU Programme for Employment and Social Innovation \(EaSI\)](#).

EURES-TMS project supports the mobility of workers across Europe and in some EEA countries (Norway and Iceland), through financial benefits and services addressed to jobseekers and employers.

We invite you to confirm your account by clicking on the following link or by copying and pasting the address below into your browser's address bar:

<https://eureslogin-stage.anpal.gov.it/conferma-referent/GOxg1aOOFOn1HB/95aa9c7f2363b703d9de187968ff475c20943681c0a1f106f957bbc01fde39b9CKnEZYdBHM>

You can access your personal dashboard using the following credentials:

Email: **employer0@gmail.com**

Temporary password: **Password**

This link expires in 7 days, please click on it and log in into the platform to complete your registration

When you log in to the portal, you will be prompted to change your password.

Following registration, the EURES TMS adviser will assist you in the creation of the vacancy and in the pre-selection/selection/matching of the jobseeker best suited to your company's needs.

We take the opportunity to inform you that the project offers a financial contribution to employers providing young new recruited workers/trainees/apprentices with an integration programme. The contribution varies in accordance to the number of modules foreseen by the programme and the country in which your organisation is based.

1. Have you received an e-mail from EURES-TMS@anpal.gov.it inviting you to register in the project? Join it by clicking on the confirmation link!

Please Note: the confirmation link expires after 7 days!





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Employer registration when receiving an invitation (2/7)

2. After you have clicked on the confirmation link, LOGIN with your credentials (check the e-mail you received) to COMPLETE the registration





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ANPAL
Agenzia Nazionale Politiche Attive del Lavoro

Account confirmed!

Account successfully activated, enter credentials to sign in

COMPANY E-MAIL / PERSONAL E-MAIL

Password * 

[Have you forgotten your password?](#)

LOG IN

Employer registration when receiving an invitation (3/7)

3.COMPLETE the registration form by ENTERING the required data

Company Registration Logout 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 registration when receiving an invitation (4/7)

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Logout 3/8

Company Registration

Enter the following data

ECONOMIC SECTOR *

BUSINESS TYPE *

BACKWORD CONTINUE

...(5) and the Operational Headquarter address...

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Logout 4/8

Company Registration

Enter the following data

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

GEOGRAPHICAL AREA

COUNTRY BE - Belgique/België/Belgium

REGION BEZZ - Extra-Regio NUTS 2

Postal code

COMPANY REGISTERED OFFICE

[Copy Operational Headquarters](#)

Country where the Company/organization is located *

Region where the Company/organization is located *

Registered office postal code

BACKWORD CONTINUE

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Logout 5/8

Company Registration

Enter the following data




SHORT DESCRIPTION OF THE COMPANY

BACKWORD CONTINUE

...(6) then ENTER a short description of the company

4. SELECT Economic Sector and Business type...

Employer registration when receiving an invitation (5/7)

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[Logout](#)




Company Registration

Enter the following data

| | |
|----------------------------------|-----------|
| LEGAL REPRESENTATIVE DATA | |
| First Name * | Surname * |
| Personal mobile | E-Mail * |

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

7. 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

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[Logout](#)

Company Registration

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

7/8



| | |
|---|---------|
| LEGAL REPRESENTATIVE'S DELEGATE DATA | |
| First Name | Surname |
| Personal mobile | E-Mail |

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


Employer registration when receiving an invitation (6/7)

8. 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.

BACKWORDCONTINUE



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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 registration when receiving an invitation (7/7)

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 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 about your 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

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



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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



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

Dashboard (1/2)

The screenshot shows the 'Employer' dashboard. On the left is a sidebar menu with options: Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews, and Benefit request. The main area has a header with a profile picture placeholder and the word 'Employer'. Below this are four sections: 'Employer Informations' (with contact details), 'Contacts' (with email and phone), 'Description' (with a text field), and 'Representatives' (with legal representative details). On the right, the 'Job Vacancies' section is highlighted with a blue box and a '+ Add Job Vacancies' button labeled '1'. Below this, a summary bar shows counts for Draft, Pending Validation, Validated, Published, and Closed job vacancies. A list of job vacancies is shown, with the first entry 'n. 1323 - Job Vacncy Test' highlighted with a blue box and labeled '2'. Below the list, there are two buttons: 'Candidate's List' labeled '3' and 'Integration Programme' labeled '4'. At the bottom, there is an 'Interviews' section.

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

From Job vacancy 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 interface. On the left is a sidebar with navigation links: Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews, and Benefit request. The main content area is divided into several sections. The 'Interviews' section at the top right contains a table of interviews with columns for ID, Jobseeker, Location, and Time. Below this is the 'Activated Benefit Requests' section, which includes a table of requests and a detailed view of a specific request (n.5115). Numbered callouts 1-5 highlight specific features: 1. 'Interviews' section header; 2. 'n. 1323 - Job Vacncy Test' entry; 3. 'Invite' button; 4. 'Interview' details for n.5115; 5. 'Download Document' button.

Interviews

| ID | Jobseeker | Location | Time |
|------|--------------|----------|---------------------|
| 1041 | ND Jobseeker | test | 18/02/2023 12:45:00 |
| 1038 | Seeker Job | test | 18/02/2023 10:45:00 |
| 1032 | Seeker Job | test | 18/02/2023 09:45:00 |
| 1035 | Seeker Job | test | 18/02/2023 08:45:00 |

Activated Benefit Requests

Invite to Interview: 1

| ID | JOB SEEKER | VACANCY |
|------|------------|-----------------|
| 5115 | Seeker Job | Job Vacncy Test |

Interview
n.5115

- Seeker Job
- Job Vacncy Test
- Invite n.846
- TO BE SIGNED

[Download Document](#)

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**