#### 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











through financial benefits and services addressed to jobseekers and employers.



Dear EmployerÂ

Ms/Mr Adviser as an <u>EURES-TMS</u> Adviser, invited you to join the project, run by the <u>EURES National</u>

<u>Coordination Office Italy</u> and financed by the <u>EU Programme for Employment and Social Innovation (EaSI)</u>.

EURES-TMS project supports the mobility of workers across Europe and in some EEA countries (Norway and Iceland),

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/GOxq1aOOFOn1HB/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 preselection/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 email 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!

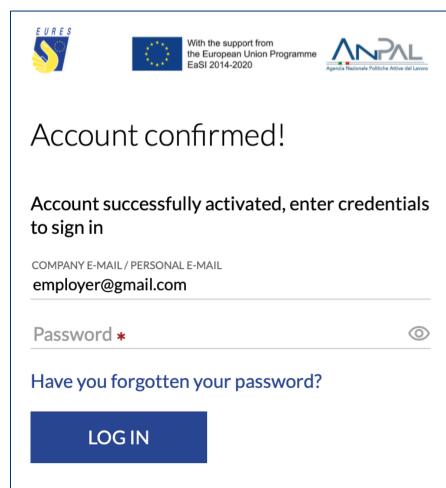






2. After you have clicked on the confirmation link, LOGIN with your credentials (check the e-mail you received) to COMPLETE the registration

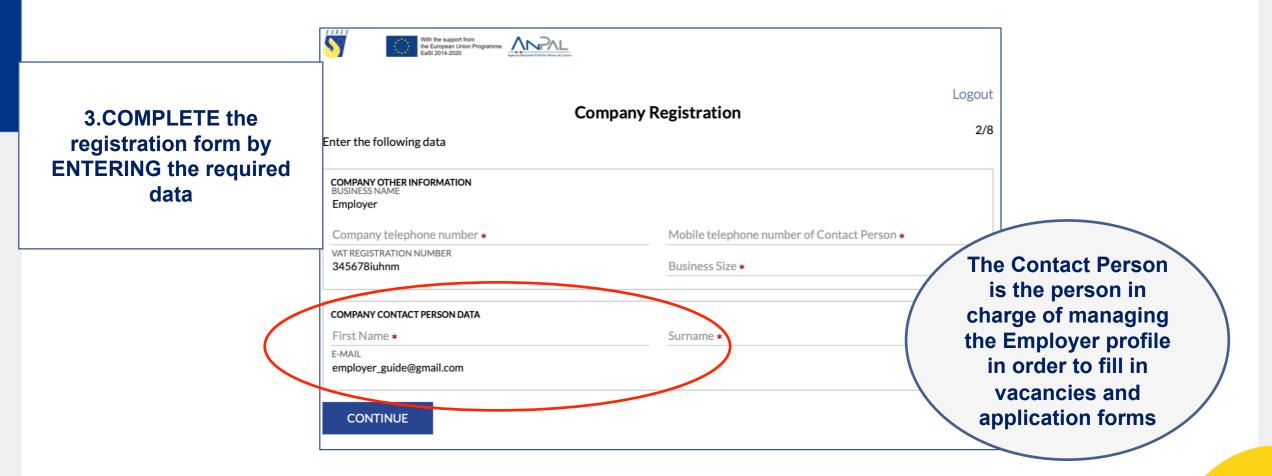










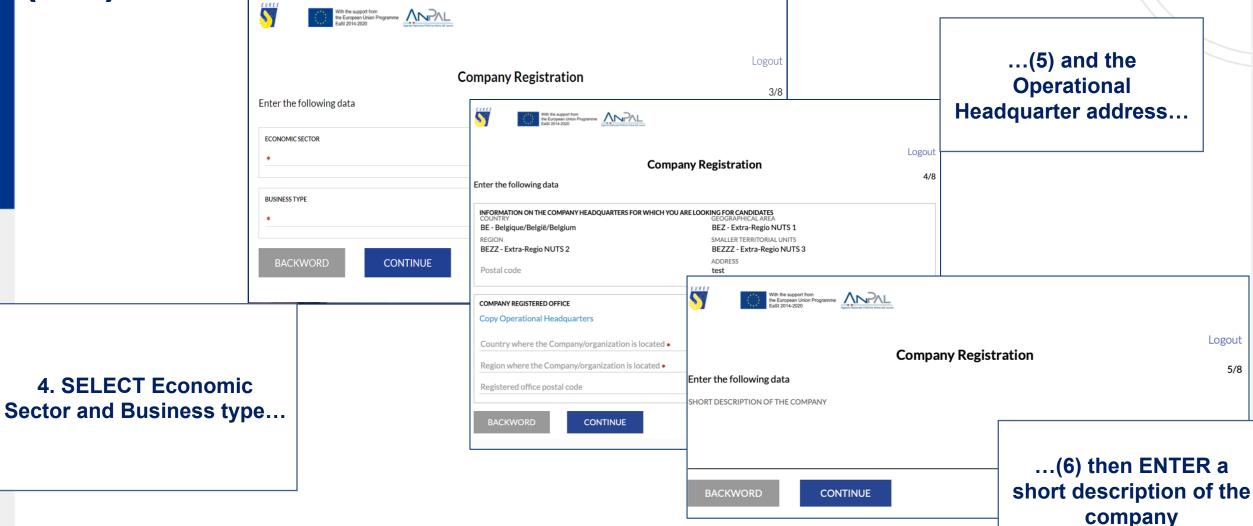








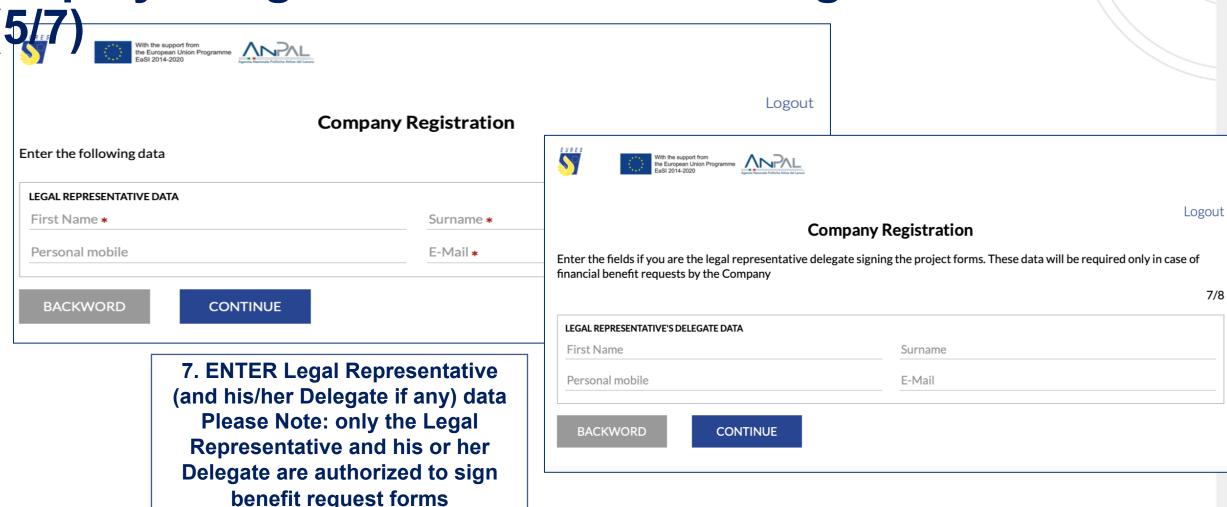
(4/7)















You can ENTER or CHANGE the

delegate data later, via the



8. CLICK on Continue to confirm the registration!











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.













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

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







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





Dear Employer,

EURES

thank you for registering in the platform and welcome to EURES TMS project, run by the <u>EURES National Coordination</u> <u>Office Italy</u> and financed by the <u>EU Programme for Employment and Social Innovation (EaSI)</u>.

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** 







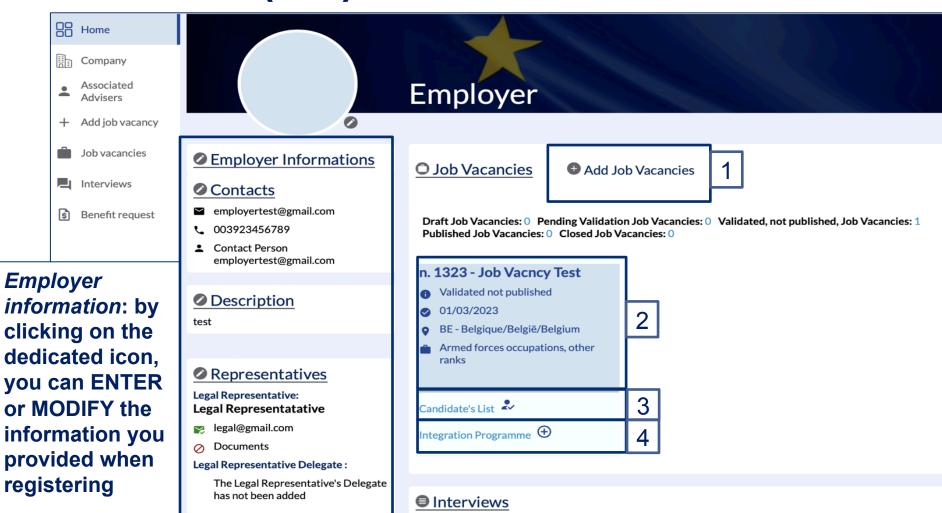
## How to use the EURES TMS Home page to manage all platform functions







#### Dashboard (1/2)



From Job vacancy section you can:

1. ADD a Job vacancy

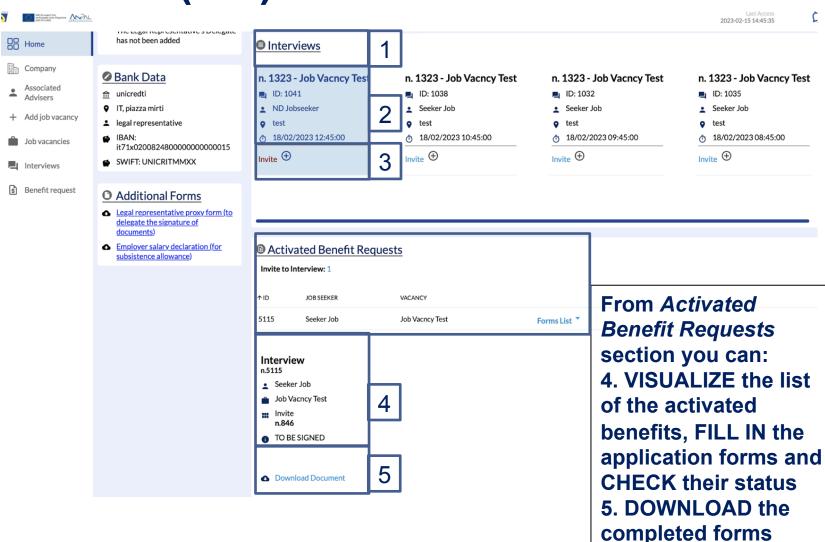
- 2. CHECK the list of previously offered vacancies
- 3.VIEW the candidate's list
- 4. ACTIVATE an integration programme benefit request







#### Dashboard (2/2)



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







## 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





