

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

EMPLOYER USERGUIDE

How to schedule an online/onsite Interview

V. 01.02.2023



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



**Do you want to schedule an online/onsite interview with
a candidate selected for your Company/Organisation by
an Adviser
through the EURES TMS Platform?**

**Please read the following slide:
«How to schedule an online/onsite interview»!**

How to schedule an online/onsite interview (1/3)

The screenshot shows the ANPAL dashboard with the following sections:

- Employer Informations:** employer0@gmail.com, 003434567890, Legal Representative: employer0@gmail.com
- Contacts:** (empty)
- Description:** test
- Representatives:** (empty)
- Job Vacancies:** Draft Job Vacancies: 0, Pending Validation Job Vacancies: 0, Published Job Vacancies: 0, Closed Job Vacancies: 0. Job title: n. 1317 - Job Vacancy Test. Details: Validated not published, 01/02/2023, BE - Belgique/België/Belgium, Armed forces occupations, other ranks.
- Navigation:** Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews, Benefit request, and a 'Candidate's List' link circled in red.

This is list of the candidates selected by your Adviser



TAX IDENTIFICATION NUMBER (TIN)	FIRST NAME	SURNAME	STATUS	MOTIVATION
<input type="checkbox"/> 123456789	Job	Seeker	HIRED	
<input type="checkbox"/>	Job	Seeker	SELECTED	

1. From your Dashboard, CLICK on *Candidate's List* under *Job Vacancies* section

How to schedule an online/onsite interview (2/3)

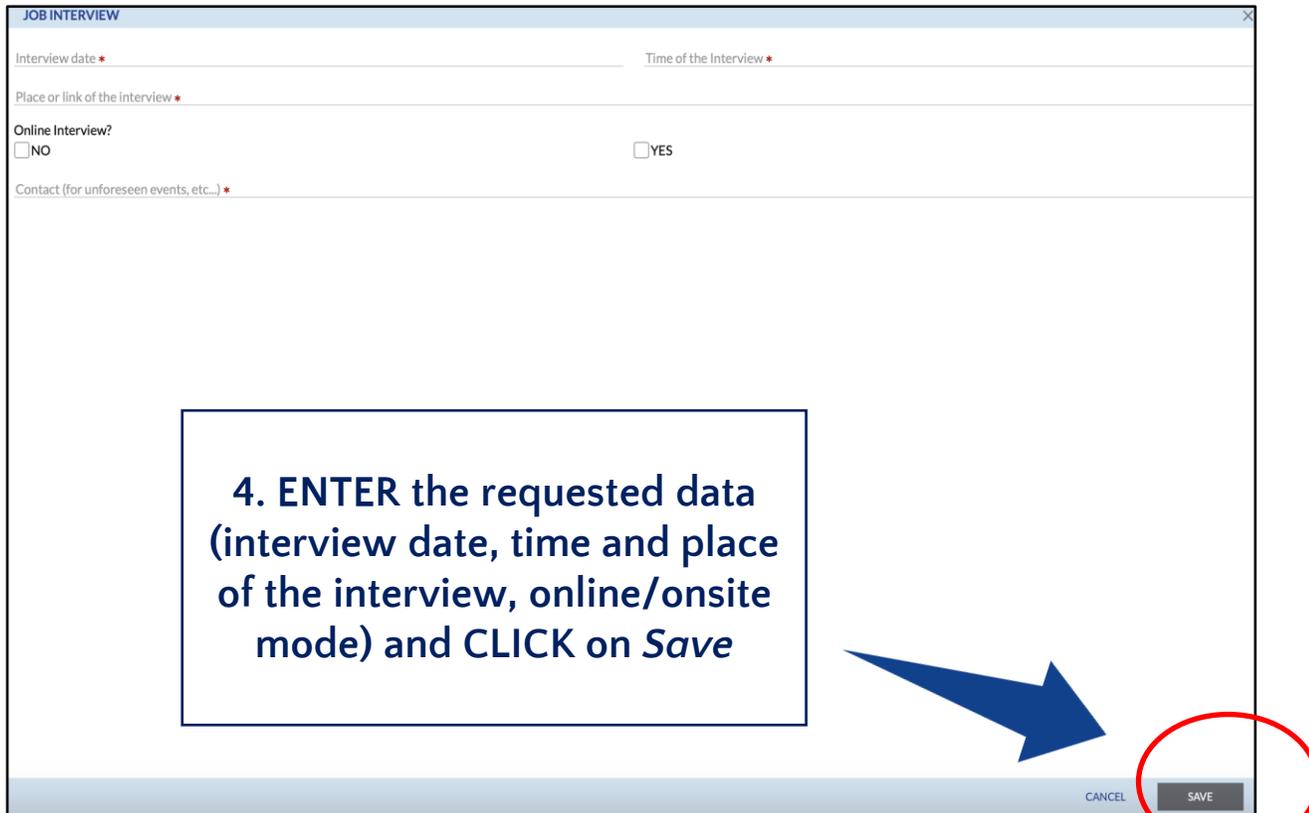
The screenshot shows a web interface for managing candidates. On the left is a navigation menu with items: Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews, and Benefit request. The main area is titled 'CANDIDATES' LIST' and contains a table with columns: TAX IDENTIFICATION NUMBER (TIN), FIRST NAME, SURNAME, STATUS, MOTIVATION, and SELF-CANDIDAT. Two candidate rows are visible. The first row has a checked checkbox next to the TIN '123456789' and a 'SCHEDULE AN INTERVIEW' button circled in red. Below the table, two blue-bordered boxes provide instructions: '2. FLAG the candidate's name' and '3. CLICK on *Schedule an Interview*'.

TAX IDENTIFICATION NUMBER (TIN)	FIRST NAME	SURNAME	STATUS	MOTIVATION	SELF-CANDIDAT
<input checked="" type="checkbox"/> 123456789	Job	Seeker	PRESELECTED		NO
<input type="checkbox"/>	Job	Seeker	PRESELECTED		NO

2. FLAG the candidate's name

3. CLICK on *Schedule an Interview*

How to schedule an online/onsite interview (3/3)



JOB INTERVIEW

Interview date * Time of the Interview *

Place or link of the interview *

Online Interview?
 NO YES

Contact (for unforeseen events, etc...) *

4. ENTER the requested data (interview date, time and place of the interview, online/onsite mode) and **CLICK** on *Save*

CANCEL **SAVE**

If the interview is onsite, you do not cover the candidate interview trip expenses and the place where you will meet the candidate is more than 50 km away from the candidate place of residence/domicile, **GO** to the next steps and **FILL IN** the additional form (job interview invitation) which will automatically open on your dashboard when you schedule an interview!

Do you want to allow the candidate to benefit from the project financial support for interview trip? Fill in the job interview invitation form (please, refer to your Adviser for procedures and eligibility criteria).

Go to the next steps to see how to activate the interview allowance for selected candidates and find more information on the project website: [Interview allowance - EURES TMS Project measures \(anpal.gov.it\)](https://anpal.gov.it)



Remember that you can always delegate all platform procedures to your Adviser (except for the digital signature).

How to fill in the job interview invitation form (1/7)

Home

Company

Associated Advisers

+ Add job vacancy

Job vacancies

Interviews

Benefit request

FORM DATA JOB SEEKER DATA EMPLOYER DATA VACANCY DATA

Data from the interview:

DATE 24/01/2023 TIME 18:10:00

LOCATION TEST

Data to be filled in:

Interview Start Date Interview End Date

Country of the interview Zone of the interview Region of the interview

Smaller Territorial Units of the interview Place of the interview

The Company will cover the costs to be incurred for the interview

SAVE TO DRAFT COMPLETE

1. ENTER the requested data and CLICK on *Complete* if you want to fill in the job interview invitation form right now... or CLICK on *Save to Draft* if you prefer to complete it later

How to fill in the job interview invitation form (2/7)

In case you have previously saved to draft the job interview invitation form, you will find it in the *Interviews* section, under the related job vacancy number. **CLICK** on *Go to the invite* in order to open the job interview invitation form again and fill it in

Home

Company

Associated Advisers

+ Add job vacancy

Job vacancies

Interviews

Benefit request

has not been added

Bank Data

- unicredit
- IT, piazza mirti 2
- Legal representative
- IBAN: it71x020082480000000000000015
- SWIFT: UNICRITMMXX

Additional Forms

- [Legal representative proxy form \(to delegate the signature of documents\)](#)
- [Employer salary declaration \(for subsistence allowance\)](#)

Interviews

n. 1317 - Job Vacancy Test

- ID: 1023
- Seeker Job
- test
- 25/01/2023 16:50:00
- [Go to the invite >](#)

n. 1317 - Job Vacancy Test

- ID: 1020
- Seeker Job
- TEST
- 24/01/2023 18:10:00
- [Go to the invite >](#)

Activated Benefit Requests

How to fill in the job interview invitation form (3/7)

FORM DATA JOB SEEKER DATA EMPLOYER DATA VACANCY DATA

Data from the interview:

DATE
24/01/2023

TIME
18:10:00

LOCATION
TEST

Data to be filled in:

Interview Start Date _____ Interview End Date _____

Country of the interview _____ Zone of the interview _____ Region of the interview _____

Smaller Territorial Units of the interview _____ Place of the interview _____

The Company will cover the costs to be incurred for the interview

**2. ENTER the requested data and
CLICK on *Complete***

SAVE TO DRAFT **COMPLETE**

How to fill in the job interview invitation form (4/7)

The completed job interview invitation form preview will automatically open

3. CLICK on *Send OTP (One Time Password)* and SELECT the person who is going to sign the job interview invitation form.

Before clicking on *Confirm*, please VERIFY that the legal representative and/or his delegate (if any) email address have been validated. CHECK also that:

- Legal representative ID card has been uploaded
- *Delegate ID card* and proxy form have been uploaded (if any)

INFORMATION

With which legal entity do you want to sign the document?

Signatory

LEGAL REPRESENTATIVE

LEGAL REPRESENTATIVE DELEGATE

NO

How to fill in the job interview invitation form (5/7)

  With the support from the European Union Programme EaSI 2014-2020  Agenzia Nazionale Politiche Attive del Lavoro

Dear Representative Legal,
Here is the link you need to sign the document you are sending to us.
Please check the attachment before click at the link below.
<https://eureslogin-stage.anpal.gov.it/check-signed-email/vWUcqmn10Lz/06c59cf97d298040003ee1a6324e4f67148a20462cd7ab5d44bbba63a1de3fb0yk9MiWA>

Please note:
you received this e-mail to sign project forms via OTP in [EURES TMS](#) portal.
If it wasn't you, please delete this e-mail.

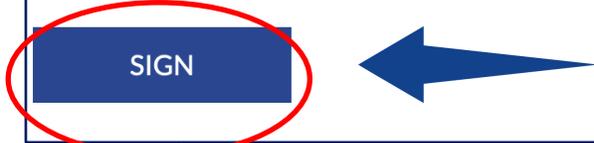
Best regards,
The project team
EURES National Coordination Office Italy

4. The legal representative or his /her delegate will receive an email in order to sign the form, by **CLICKING on the link, the Terms and Conditions will be readable**

5. The legal representative or his/her delegate should **CLICK on *Sign* to view the T&C**

Signature of the Benefits Request

To sign the benefit request you must click on the following button, then you will receive an e-mail with the OTP code



How to fill in the job interview invitation form (6/7)

Advanced electronic signature Terms and conditions

EURES Targeted Mobility scheme is a project managed by ANPAL, jointly with an Italian and foreign partners (public and private bodies) with the aim to give:

- candidates the opportunity to have a work/paid traineeship or apprenticeship experience in organizations/enterprises in all EU Member States and Norway and Iceland, as EFTA/EEA Country members.
- eligible employers the opportunity to offer a job or traineeship or apprenticeship in the framework of EURES Targeted mobility scheme project.
- candidates and employers the chance to take advantage of the services and financial benefits of the EURES TMS.
- candidates and employers information about the EURES TMS project, financial benefits and services

These services are provided through the EURES TMS project platform. In particular, through the platform beneficiaries, in compliance with the project rules and procedures, can apply for financial benefits.

6. The legal representative or his/her delegate should **SCROLL DOWN** to display the button to Accept T&C

DECLINE

ACCEPT

How to fill in the job interview invitation form (7/7)



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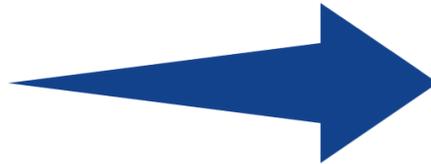
Dear Representative Legal
Here is the OTP code you need to sign the document you are sending to us.

041438

Please Note:
If it wasn't you, please contact the technical support.

Best Regards,
The project team
EURES National Coordination Office Italy

7. The Legal representative or his/her delegate should **ENTER** the OTP code (received by e-mail) in the window that will have opened in the meantime and **CLICK** on *Confirm*



DOCUMENT SIGNATURE

Entering the One time password (OTP),
you **SIGN** the request form

Enter the OTP code that you will find in
your email and press the **CONFIRM**
button. The code will expire in 10
minutes

OTP code +

CANCEL

CONFIRM



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After the invitation has been completed, the jobseeker can fill out his/her benefit request.

**To learn more about this measure, follow the jobseeker instructions and watch the video in the guide section:
<https://EURESmobility.anpal.gov.it/tools/>**

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

Dashboard (1/2)

Employer Informations

Contacts

employertest@gmail.com
003923456789
Contact Person
employertest@gmail.com

Description

test

Representatives

Legal Representative:
Legal Representative
legal@gmail.com
Documents
Legal Representative Delegate :
The Legal Representative's Delegate has not been added

Job Vacancies + Add Job Vacancies 1

Draft Job Vacancies: 0 Pending Validation Job Vacancies: 0 Validated, not published, Job Vacancies: 1
Published Job Vacancies: 0 Closed Job Vacancies: 0

n. 1323 - Job Vacncy Test

- Validated not published
- 01/03/2023
- BE - Belgique/België/Belgium
- Armed forces occupations, other ranks

Candidate's List 3

Integration Programme 4

Interviews

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:** A list of four interview entries for 'n. 1323 - Job Vacncy Test'. Callout 1 points to the 'Interviews' header, callout 2 to the first entry, and callout 3 to the 'Invite' button.
- Bank Data:** Information for 'unicrediti' including address, IBAN, and SWIFT.
- Additional Forms:** Links for 'Legal representative proxy form' and 'Employer salary declaration'.
- Activated Benefit Requests:** A table with one row for ID 5115, Job Seeker 'Seeker Job', and Vacancy 'Job Vacncy Test'. Callout 4 points to the 'Interview' details for n.5115, and 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_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