

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

EMPLOYER USERGUIDE

V. 02.03.2022



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



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How to participate in EURES TMS



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Employer self-registration

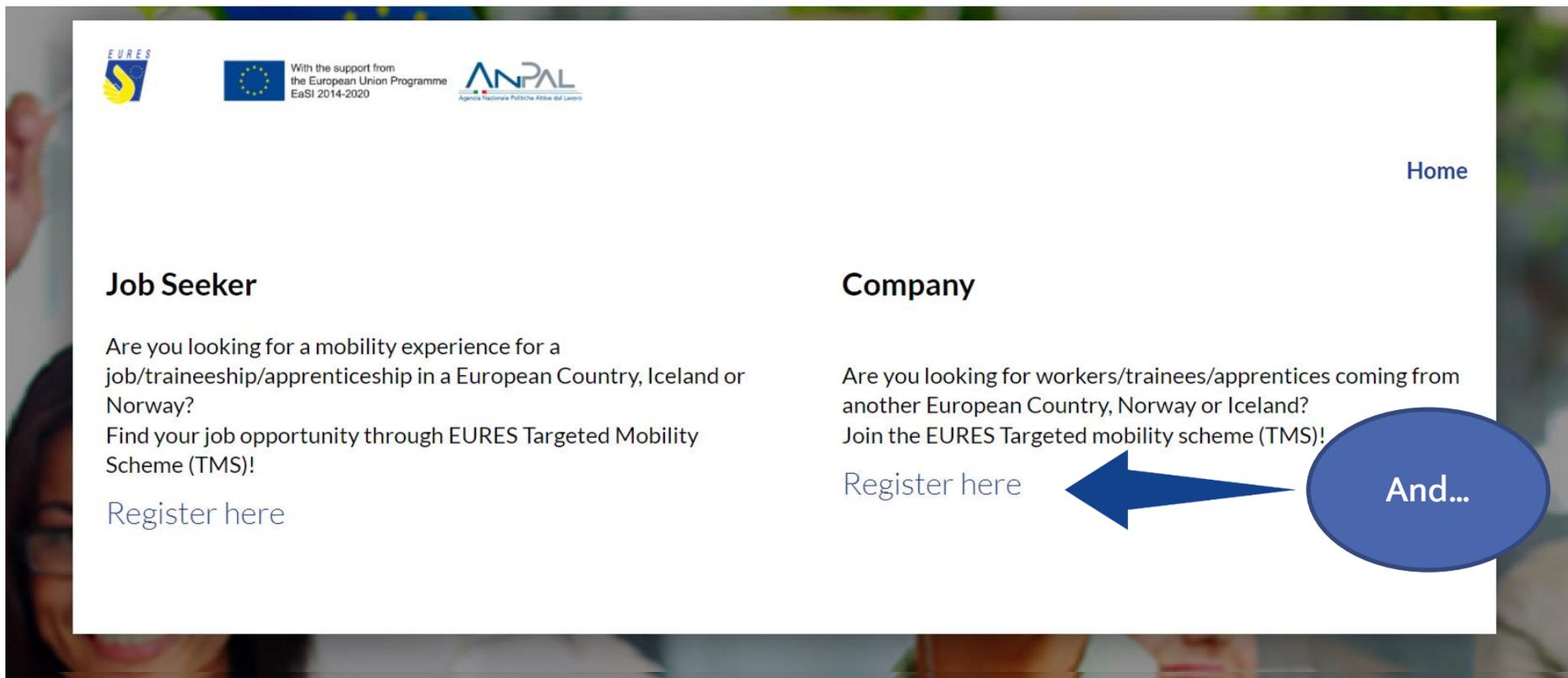
Employer self-registration

Go to the
project
website



EURESmobility.anpal.gov.it

STEP
n. 1



The screenshot shows the homepage of the EURES mobility website. At the top left, there are logos for EURES, the European Union, and ANPAL. The text 'With the support from the European Union Programme EaSI 2014-2020' is displayed. A 'Home' link is in the top right. The page is divided into two main sections: 'Job Seeker' and 'Company'. The 'Job Seeker' section asks if the user is looking for a mobility experience and provides a 'Register here' link. The 'Company' section asks if the user is looking for workers/trainees/apprentices and provides a 'Register here' link. A blue oval with 'And...' and a blue arrow points to the 'Register here' link in the 'Company' section.

Home

Job Seeker

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](#)

Company

Are you looking for workers/trainees/apprentices coming from another European Country, Norway or Iceland?
Join the EURES Targeted mobility scheme (TMS)!
[Register here](#)

And...

Employer self-registration

STEP
n. 2

Enter the
required
data

Home

Company Registration

Business Name * VAT registration number *

Company E-Mail Address *

Password * Confirm Password *

INFORMATION ON THE COMPANY HEADQUARTERS

Country where the Company/Organizati

Region where the Company/Organizati

Postcode Operational headquarters

I agree with the use of the data accord

I agree

SIGN IN

Logout 2/8

Company Registration

Enter the following data

COMPANY OTHER INFORMATION

BUSINESS NAME
Energiepositive

MOBILE TELEPHONE NUMBER OF CONTACT PERSON
5432212234

Company telephone number *
1111111111111111

BUSINESS SIZE
SME

COMPANY REFERENT DATA

FIRST NAME
Cristina

SURNAME
Capocchetti

E-MAIL
ebnergiepositive@gmail.it

CONTINUE

Employer self-registration

STEP
n. 3

Check your
email and
confirm your
account



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



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/7bb3a8fa32b4ce040e898cf2a088adeb47a528d72ede8c30b299d254985f646fekQVIBfE1e>

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.

Best regards,
The project team
EURES National Coordination Office Italy

TMS © 2021

Employer self-registration

STEP
n. 4

Enter again in
the EURES
TMS platform
using your
credentials



The screenshot shows the EURES TMS platform login interface. At the top, there are logos for EURES, the European Union, and ANPAL (Agenzia Nazionale Politiche Attive del Lavoro). The text reads: "Account confirmed!" followed by "Account successfully activated, enter credentials to sign in". Below this, there are two input fields: "COMPANY E-MAIL / PERSONAL E-MAIL" with the value "biblioteca@gmail.com" and "PASSWORD" with a masked input "....." and a visibility toggle icon. A link "Have you forgotten your password?" is present below the password field. At the bottom, there is a blue "LOG IN" button.

Employer self-registration

STEP
n. 5

Complete the registration form entering other relevant required data

Company Registration 2/8

Enter the following data

COMPANY OTHER INFORMATION
BUSINESS NAME
Biblioteca Italiana
Company telephone
VAT REGISTRATION NUMBER
1235680

COMPANY REFERENT DATA
First Name *
E-Mail *

CONTINUE

Company Registration 4/8

Enter the following data

INFORMATION ON THE COMPANY HEADQUARTERS FOR WHICH YOU ARE LOGGING IN
COUNTRY
IT - Italia/Italy
REGION
ITI4 - Lazio
Postal code

COMPANY REGISTERED OFFICE
Copy Operational Headquarters
Country where the Company/organization is located
Region where the Company/organization is located

CONTINUE

Company Registration 3/8

Enter the following data

ECONOMIC SECTOR *

BUSINESS TYPE *

BACKWORD CONTINUE

Employer self-registration

STEP
n. 6

Select the EURES TMS Adviser with whom you are already in contact. If you are not in contact with any Adviser please skip this step

The screenshot displays the 'Company Registration' interface. At the top, there are logos for EURES, the European Union, and ANPAL. The main heading is 'Company Registration' with a 'Logout' link on the right. Below the heading, it says 'Select your Reference Adviser' and '8/8'. There is a dropdown menu labeled 'Adviser' with a downward arrow. At the bottom, there are two buttons: 'BACKWORD' (grey) and 'CONTINUE' (blue).

Employer self-registration

STEP
n. 7

Click on
continue
to confirm

EURES logo, European Union flag, ANPAL logo, and text: "With the support from the European Union Programme EaSI 2014-2020".

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

EURES logo, European Union flag, ANPAL logo, and text: "With the support from the European Union Programme EaSI 2014-2020".

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

STEP
n. 8

Here is the email you receive
after your registration



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



Dear Biblioteca Italiana
thank you for registering in EURES TMS project.

The project team is checking the data you **provided**.
You will receive by e-mail the credentials to access to your personal dashboard.

If necessary, you can contact the Project team for more information or clarification about the Company/Organisation 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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With the support from
the European Union Programme
EaSI 2014-2020



Dear Biblioteca Italiana,
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 supports the mobility of workers across European countries and in some EEA countries (Norway and Iceland), through financial benefits and services addressed to jobseekers and employers.

Your Company profile in the platform is validated and starting now you can access to your dashboard!

A project adviser will shortly get in touch with you and will support you to fill in your vacancies, to select candidates and to manage 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 email
confirming that your
company is **eligible**
in EURES TMS



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EaSI 2014-2020



Few questions to check your eligibility in EURES TMS

Are you a large-sized organization or SME (small and medium enterprise) located in the EU country, Iceland or Norway?

Are you looking for the best EU candidate with a specific set of skills?

Can you offer a job, apprenticeship, or traineeship position compliant with national labour and social protection laws and ensuring adequate protection and benefits?

Are you proposing a fair mobility experience?

**Employer registration after receiving an invitation
from EURES-TMS@anpal.gov.it**

Employer registration after receiving an invitation from EURES-TMS@anpal.gov.it

Here is the email inviting you to register in EURES TMS platform



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



Dear Biblioteca Italiana

Ms/Mr Carla Neri as Adviser in [EURES-TMS project](#) invited you to join 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 supports the mobility of workers across European countries 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 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-referent/mogRqbcgfk/227523798f9ad01c80f2c9d68bac2be4e82dec40ef564068c082ceeccf346c01zZhFn8YvRK>

You can access with this credentials to your personal dashboard:

Email: **bibliotecaitaliana@gmail.com**

Tempoary password: **biblioteca**

Once logged in to the portal, you will receive a request to change your password.

After the registration, the EURES TMS adviser will support you in the drafting of the vacancy and in the preselecting/ selecting /matching of the jobseeker suited to your business requirements.

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.

You can find more information on the project webpage dedicated to services and benefits. Do not hesitate to contact us at EURES-TMS@anpal.gov.it mail for more information or register.

Please note:

you received this e-mail since BERNADETTE GRECO suggested your registration to the [EURES TMS](#) portal.

Best regards,

The project team

EURES National Coordination Office Italy

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Follow the next
steps to join
EURES TMS
project!



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the European Union Programme
EaSI 2014-2020



Employer registration after receiving an invitation from EURES-TMS@anpal.gov.it

STEP
n. 1

Open
EURESmobility.anpal.gov.it
website and enter your
email and password you
received from EURES TMS
email



The screenshot shows a login form with the following elements:

- Logos for EURES, the European Union, and ANPAL (Agenzia Nazionale Politiche Attive del Lavoro).
- Text: "Account confirmed!"
- Text: "Account successfully activated, enter credentials to sign in"
- Input field for "COMPANY E-MAIL / PERSONAL E-MAIL" containing "bibliotecaitaliana@gmail.com".
- Input field for "PASSWORD" with masked characters and a visibility toggle icon.
- Text: "Have you forgotten your password?"
- Blue "LOG IN" button.

Employer registration after receiving an invitation from EURES-TMS@anpal.gov.it

STEP
n. 2

Complete the registration form by entering all relevant required data

Company Registration 2/8

Enter the following data

COMPANY OTHER INFORMATION

BUSINESS NAME
Biblioteca Italiana

Company telephone

VAT REGISTRATION NUMBER
1235680

COMPANY REFERENT DATA

First Name *

E-Mail *

CONTINUE

Company Registration 4/8

Enter the following data

INFORMATION ON THE COMPANY HEADQUARTERS FOR WHICH YOU ARE LOGGED IN

COUNTRY
IT - Italia/Italy

REGION
IT14 - Lazio

Postal code

COMPANY REGISTERED OFFICE

[Copy Operational Headquarters](#)

Country where the Company/organization is located

Region where the Company/organization is located

Company Registration 3/8

Enter the following data

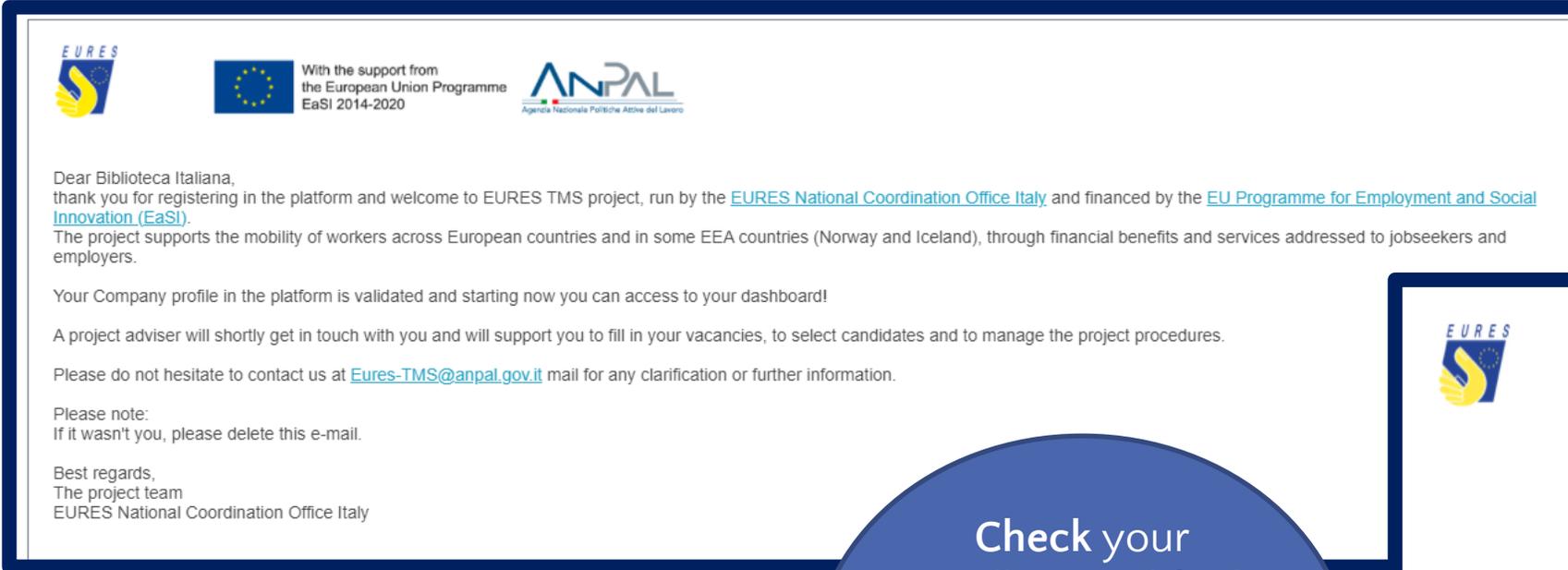
ECONOMIC SECTOR *

BUSINESS TYPE *

BACKWORD CONTINUE

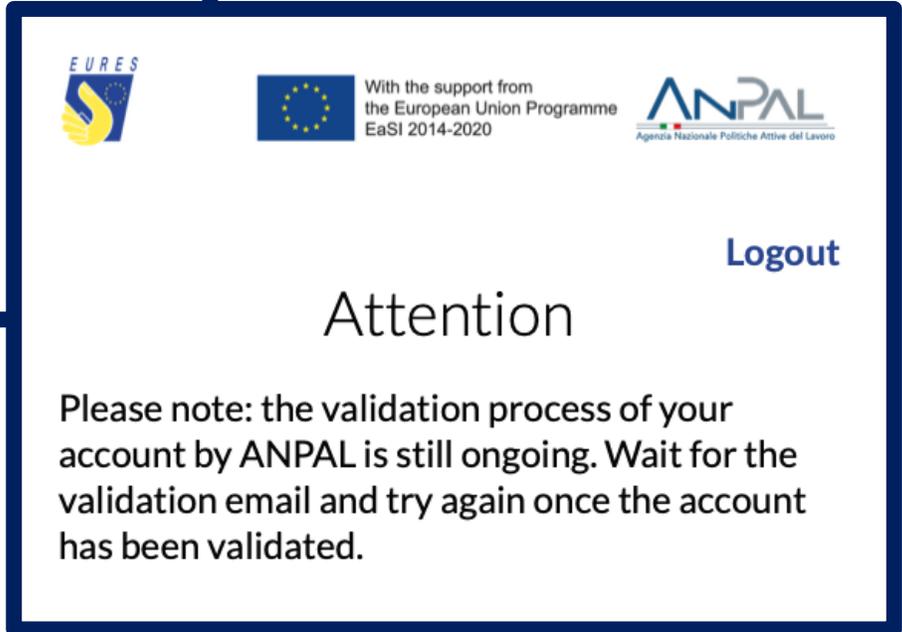
Employer registration after receiving an invitation from EURES-TMS@anpal.gov.it

STEP
n. 3



The screenshot shows an email header with logos for EURES, the European Union, and ANPAL. The main text of the email reads: "Dear Biblioteca Italiana, 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 supports the mobility of workers across European countries and in some EEA countries (Norway and Iceland), through financial benefits and services addressed to jobseekers and employers. Your Company profile in the platform is validated and starting now you can access to your dashboard! A project adviser will shortly get in touch with you and will support you to fill in your vacancies, to select candidates and to manage 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"

Check your mailbox and find out the email confirming that your profile is active



The screenshot shows a user interface with logos for EURES, the European Union, and ANPAL. A "Logout" button is visible in the top right. A large "Attention" message is centered on the screen, stating: "Please note: the validation process of your account by ANPAL is still ongoing. Wait for the validation email and try again once the account has been validated."

Employer registration after receiving an invitation from EURES-TMS@anpal.gov.it

STEP
n. 4

Set your new
password

LOGIN PASSWORD

Set the new password for portal access:

Old password *

New password *

Confirm password *

LOG OUT SAVE

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Home

Company

Associated Advisers

+ Add job vacancy

Job vacancies

Interviews

Benefit request

✓ Password changed successfully

Employer registration after receiving an invitation from EURES-TMS@anpal.gov.it

1st option: you can delegate your EURES TMS Adviser to operate in the project platform on your behalf (your role will be just to sign with OTP the application forms, if any). Please, open *Associated advisers* section and [Read more >>](#)

OR

2nd option: if you prefer to manage the project platform procedures by yourself, please start and fill in the vacancy form by clicking on *Add job vacancy section*. [Read more >>](#)

Consider that you can delegate your EURES TMS Adviser at a later time, whenever you want!

Ready to start?
Make a choice!

Home
Company
Associated Advisers
Add job vacancy
Job vacancies
Interviews
Benefit request

Last Access
2022-02-24 14:50:07
BIBLIOTECA ITALIANA

How to delegate your Adviser for the platform procedures

How to delegate your EURES TMS Adviser for the platform procedures

The screenshot displays the 'LIST OF ASSIGNED ADVISERS' table with the following columns: FIRST NAME, SURNAME, E-MAIL, and DELEGATION. The 'Associated Advisers' menu item is circled in red, and a blue arrow points to the 'ASSIGN DELEGATION' button for the 'Advister' row.

↑ FIRST NAME	↑ SURNAME	↑ E-MAIL	↑ DELEGATION
<input checked="" type="checkbox"/> Advister	test	advisertest@gmail.com	NO

1. Login into the project dashboard

2. Select *Associated Advisers*

3. Flag the **Adviser** name and click on *Assign delegation*

How to add a job vacancy on the platform



How to add a job vacancy on the platform (1/4)

Home

Company

Associated Advisers

+ Add job vacancy

Job vacancies

Interviews

Benefit request

ADD JOB VACANCY

Brief description/ company profile

LAST UPDATING
06/01/2022 16:35

BUSINESS NAME
Employer

E-MAIL
employer@gmail.com

VAT REGISTRATION NUMBER
123456789

COMPANY ADDRESS

COUNTRY
BE - Belgique/België/Belgium

REGION
BEZZ - Extra-Regio NUTS 2

Postal code

GEOGRAPHICAL AREA
BEZ - Extra-Regio NUTS 1

CITY
BEZZZ - Extra-Regio NUTS 3

ADDRESS
address

BRIEF COMPANY/ORGANISATION DESCRIPTION
test

CANCEL BACKWORD **CONTINUE**



1. Open your dashboard

2. Select *Add Job vacancy*

3. Enter all requested data

4. Select *Continue*

How to autonomously add a job vacancy on the platform (2/4)

- Home
- Company
- Associated Advisers
- + Add job vacancy
- Job vacancies
- Interviews

ADD JOB VACANCY

Description 2/7

Title * Total number of available positions *

Starting Date * Vacancy deadline *

Description *

WORKPLACE ADDRESS

Country * Geographical area *

Region * City *

Postal code Address *

ECONOMIC ACTIVITY

* Armed forces occupations

> Clerical support workers

Clerical support workers, service and sales workers

> Craft and related trades workers

> Elementary occupations

> Managers

Managers, professionals, technicians and associate professionals

Manual workers

Messengers

CANCEL BACKWORD **CONTINUE**

Click the arrow 3 times to open the three-level menu!

Please note: the Starting and Ending Date refer to the days of selection and NOT to the contract starting and ending date

How to add a job vacancy on the platform (3/4)

Highly recommended: if you have any doubts about the information on the vacancy form, save a draft!

ADD JOB VACANCY

Job offer/vacancy completed!

To save the offer as a 'Draft' for a subsequent change, click on "SAVE DRAFT". It will be available under the menu item "Job offers/vacancies>Drafts"

If you want to PERMANENTLY save your job offer data, click on "CONFIRM". IN THIS CASE, THE OFFER WILL BE CONFIRMED AND WILL NO LONGER BE MODIFIABLE. It will be visible under the menu item "Job offers>Waiting Validation" as it will need to be validated by an assigned Adviser. Once validated, it will be possible to find it under the menu item "Job offers>Validated"

Once validated, its publication will be at the discretion of the Adviser

CANCEL BACKWORD SAVE DRAFT CONFIRM

SAVE DRAFT: This is a draft version that allows you to change the data you have already entered

CONFIRM: This is the definitive version that allows you to start the selection. **Entered data cannot be changed, but you may add other position/s or extend the selection dates. Read the following slides!**

How to add a job vacancy on the platform (4/4)



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Here is the email you
receive after you
confirm your vacancy

Dear Employer ,
thank you for offering a work based experience in the framework of the EURES TMS project.

One of your EURES TMS Adviser, associated with you, will verify the information you provided.
Shortly you will receive information about the status of research of candidate(s).

For more information or clarification do not hesitate to contact us at Eures-TMS@anpal.gov.it.

Best regards,
The project team
EURES National Coordination Office Italy

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What happens next?



An **Adviser** checks the vacancy and approves or sends it back for review to the Employer to modify the request. Once accepted, the **Employer** will receive an email to the registered email address.

Then, the **Adviser** selects a list of suitable candidates and sends it to the **Employer** through the platform

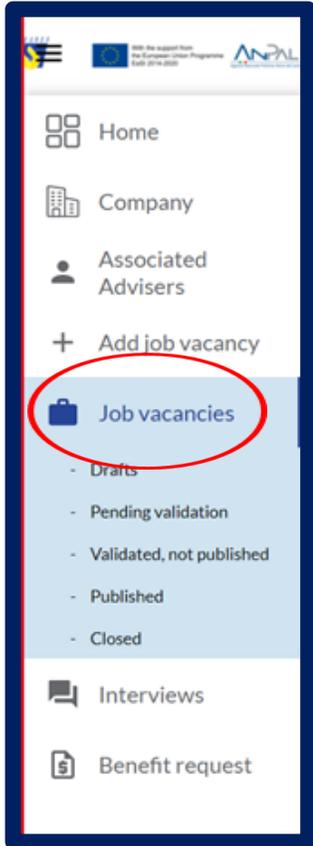
Where you can find suitable candidates
selected by the EURES TMS Adviser
for your vacancy



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Where you can find suitable candidates selected by a EURES TMS Adviser for your vacancy



1. Open
Job vacancies

2. Pick validated
published/not published

VALIDATED VACANCIES, NOT PUBLISHED 2

	OPEN APPLICATION	↑ NUM	↑ JOB TITLE	↑ APPLICATION OPENIN...	WORKPLACE ADDRESS
<input type="checkbox"/>	✓	1079	Nurse	07/02/2022	CZ - Česko/Czech Republic, CZ
<input type="checkbox"/>	✓	1082	Doctor	07/02/2022	BE - Belgique/België/Belgium, BE

What about a published vacancy? On the basis of the specific selection needs, your Adviser can choose to publish the vacancy in order to allow candidates to self apply

Where you can find suitable candidates selected by a EURES TMS Adviser for your vacancy

VALIDATED VACANCIES, NOT PUBLISHED **2**

OPEN APPLICATION	↑ NUM	↑ JOB TITLE	↑ APPLICATION OPENIN...	WORKPLACE ADDRESS	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1079	Doctor	07/02/2022	CZ - Česko/Czech Republic, CZ0 - Česko, C...
<input type="checkbox"/>	<input checked="" type="checkbox"/>			07/02/...	BE - Belgique/België/Belgium, BEZ - Extra-Reg... Armed force...

3. Select the vacancy

4. Click on *List of Candidates*

5. Pick the candidate name

Please note here you can see which candidates are proposed by the Adviser, check CVs, desired positions and invite them for an interview!

How to schedule an online/onsite Interview

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

Home
Company
Associated Advisers
Add job vacancy

← CANDIDATES' LIST

↑ TAX IDENTIFICATION N... ↑ FIRST NAME ↑ SURNAME ↑ STATUS ↑ SELF-CANDI... DOMICILE

<input checked="" type="checkbox"/>	1234567890	Nina	Bianchi	PRESELECTED	NO	BE - Belgique/België/Belgium.
-------------------------------------	------------	------	---------	-------------	----	-------------------------------

VIEW PROFILE VIEW CURRICULUM VIEW DESIRED OCCUPATION **SELECT** REJECT RECRUIT SCHEDULE AN INTERVIEW

1. Select the candidate

i
This step is necessary in order to proceed with a Job Interview: if you do not need to meet the candidate for a job interview, skip this step!

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

The screenshot shows a web application interface for managing candidates. On the left is a navigation menu with options: Home, Company, Associated Advisers, Add job vacancy, and Job vacancies (with sub-items: Drafts, Pending validation, Validated, not published, Published, Closed). The main area is titled 'CANDIDATES' LIST' and contains a table of candidates. The table has columns for 'TAX IDENTIFICATION N...', 'FIRST NAME', 'SURNAME', 'STATUS', and 'SELF-CANDI...'. One candidate is highlighted: ACFRFTGTRTTT, NINA, BIANCHI, with a status of 'SELECTED'. Below the candidate name are several action buttons: 'VIEW PROFILE', 'VIEW CURRICULUM', 'VIEW DESIRED OCCUPATION', 'REJECT', 'RECRUIT', and 'SCHEDULE AN INTERVIEW'. The 'SCHEDULE AN INTERVIEW' button is circled in red, and a large blue arrow points upwards towards it.

2. Open
Job vacancies

3. Select *Validated not published* or *Published*

4. Click on *schedule an Interview*

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

ADD JOB INTERVIEW

Interview date * Time of the Interview *

Place or link of the interview *

ONLINE INTERVIEW?

NO YES

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

The JS receives an email including all the details the Employer provides through this form!

5. Enter the requested data

How to activate the Interview Benefit for the selected candidate

How to activate the Interview Benefit for the selected candidate

Home

Company

Associated Advisers

Add job vacancy

Job vacancies

Interviews

Benefit request

LIST OF JOB INTERVIEWS

FILTER

↑ FIRST NAME	↑ SURNAME	↑ JOB TITLE	↑ DATE	↑ TIME	↑ ONLINE?
<input checked="" type="checkbox"/>	Jean	Smith	22/12/2021	14:20:00	NO

VIEW PROFILE

VIEW CURRICULUM

MODIFY INTERVIEW

DELETE INTERVIEW

ACTIVATE INTERVIEW BENEFIT

1. Open *Interviews*

2. Select the vacancy

3. Pick the candidate name

4. Click on *Activate Interview Benefit*

How to fill in a job interview invitation

How to fill in a job interview invitation (1/5)

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Last Access 2022-02-07 15:08:32

Home
Company
Associated Advisers
Add job vacancy
Job vacancies
Interviews
Benefit request

LIST OF JOB INTERVIEWS

↑ FIRST NAME	↑ SURNAME	↑ JOB TITLE	↑ DATE	↑ TIME	↑ ONLINE?
<input type="checkbox"/> nina	buanchi	test Need	05/02/2022	15:10:00	NO
<input type="checkbox"/> nina	buanchi	test Need	07/02/2022	15:10:00	NO
<input type="checkbox"/> Margherita	Bianchi	test	08/02/2022	15:30:00	NO

1. Select *Interviews* on the menu

2. Pick the candidate name

How to fill in a job interview invitation (2/5)

4. Pick the candidate name *ID request*

3. Open *Benefit request*, then select *Interview*

5. Click on *Form list*

Home
Company
Associated Advisers
Add job vacancy
Job vacancies
Interviews
Benefit request
- Interview
- Integration Programme

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

Last Access 2022-02-07 15:08:32

↑ ID	↑ REQUEST DESCRIPTION	JOB SEEKER	VACANCY
3911	Interview	Margherita Bianchi	test

FORMS LIST

How to fill in a job interview invitation (3/5)

↑ REQUEST ID	↑ MODULE ID	↑ FORM DESCRIPTION	↑ MODULE STATE	↑ DATE ADV VALIDATION	↑ DATE ANPAL VALIDATION
✓ 3911	404	Invite	DRAFT		

VIEW AND FILL OUT

6. Click on *View and fill out*

ESTS

How to fill in a job interview invitation (5/5)



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Dear

You are selected for a job interview ONSITE for the vacancy n.1082 as test, offered by Employer.

The interview will be held on **08/02/2022** at **15:30**, in **Rome**.

The Company will **NOT** cover costs related to it.

If should be any unforeseen circumstances you can turn to the Employer contact: '@1234'.

One of EURES-TMS Adviser will contact you as soon as possible for giving you more information on the following steps.

We inform you that you can access to the benefit requests on our platform to be interviewed more easily.

Keep this mail as a reference.

Best regards,

The project team

EURES National Coordination Office Italy

Here is the email the JS receives after
your invitation!



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the European Union Programme
EaSI 2014-2020



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 recruit a Jobseeker

How to recruit a Jobseeker (1/3)

Home

Company

Associated Advisers

+ Add job vacancy

Job vacancies

- Drafts
- Pending validation
- Validated, not published
- Published
- Closed

← CANDIDATES' LIST

<input checked="" type="checkbox"/>	Nina Bianchi	SELECTED	NO		
VIEW PROFILE	VIEW CURRICULUM	VIEW DESIRED OCCUPATION	REJECT	RECRUIT	SCHEDULE AN INTERVIEW

1. **Select** *Job vacancies validated, not published or published*
2. **Pick** the job vacancy
3. **Open** *List of candidates* and **select** JS name
4. **Click on** *Recruit*

How to recruit a Jobseeker (not delegating companies) (2/3)

RECRUIT A CANDIDATE

COMPANY NAME

Employer

JOB TITLE

test

Destination country *

Starting Date *

Ending Date

WORKPLACE ADDRESS

COUNTRY

BE - Belgique/België/Belgium

REGION

BEZZ - Extra-Regio NUTS 2

Postal code

GEOGRAPHICAL AREA

BEZ - Extra-Regio NUTS 1

CITY

BEZZZ - Extra-Regio NUTS 3

ADDRESS

address

Indicate the nature of the position to be held *

Contract Duration *

All entered data in this form are used for monitoring purpose, check them before saving!

How to recruit a Jobseeker (not delegating companies) (3/3)



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ANPAL
Agenzia Nazionale Politiche Attive del Lavoro

Dear Jobseeker,
Your candidature for the job offer Nurse of the Employer Employer is detecting positive outcomes.

You have, therefore, been activated the possibility to request the following benefits:

- **Relocation**
Please note: You can send at most **1** for each edition.
- **Special needs relocation**
Please note: You can send at most **1** for each edition.
- **Subsistence**
Please note: You can send at most **1** for each edition.

They will be visible in the main menu of your Dashboard.
Anyway, you must check with Your Adviser which benefits are eligible / suitable for you

Here is the email the JS
receives after recruitment!

How to apply for Integration Programme

Are you interested on how beneficiaries can apply for financial benefits? Please, refer to the dedicated instructions!

https://drive.google.com/drive/u/1/folders/1b6Zs_ZAumRvo9CiZcgSjfWA2UG3kpgM5

**Instructions are available also in the EURES TMS website:
<https://EURESmobility.anpal.gov.it/tools/>**



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