

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

EMPLOYER USERGUIDE

V. 02.03.2022

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How to participate in EURES TMS

Employer self-registration

Employer self-registration

Go to the
project
website



EURESmobility.anpal.gov.it

**STEP
n. 1**

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)!

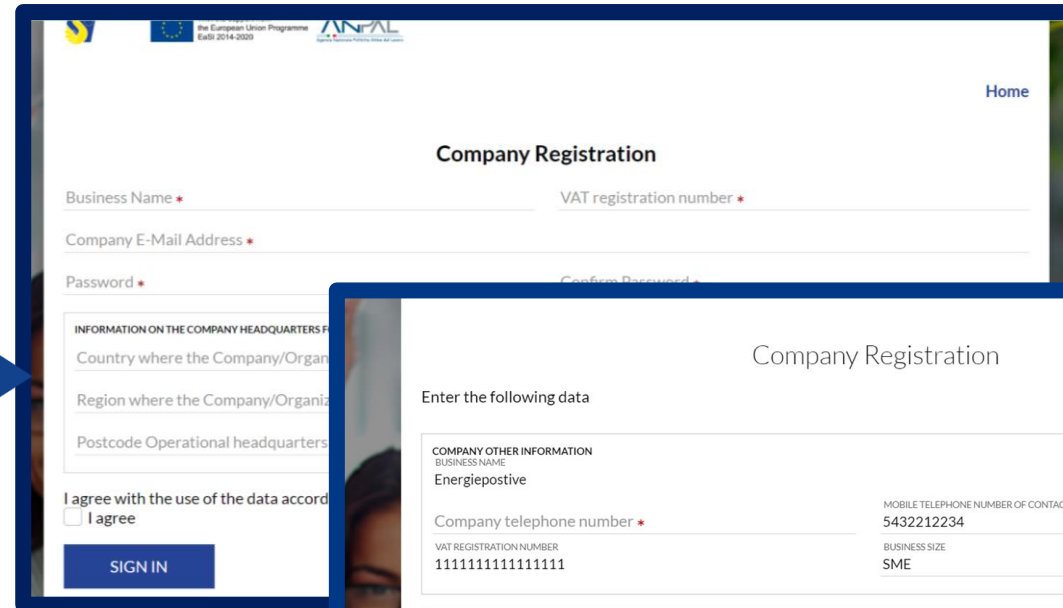
[Register here](#)

And...

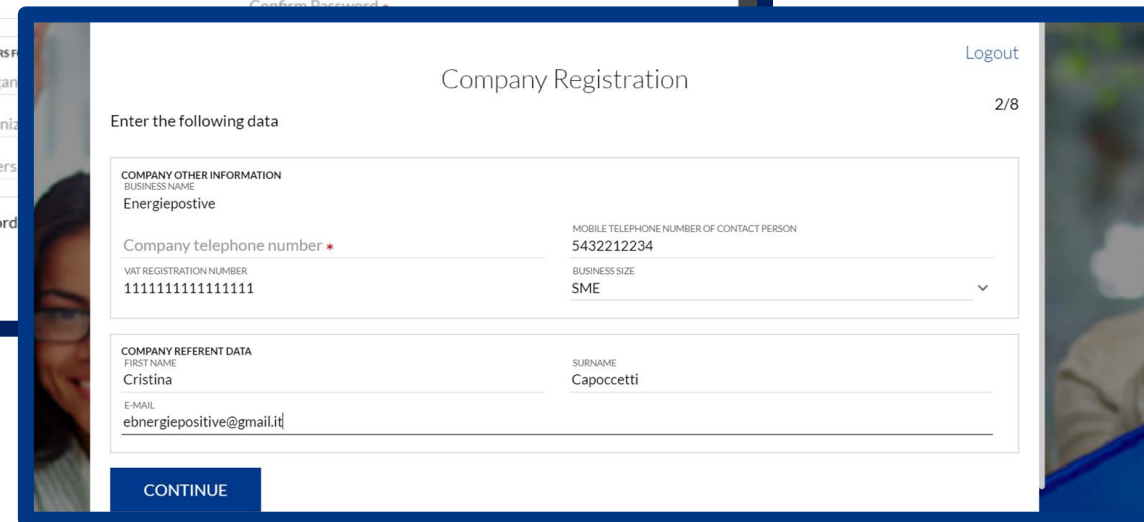
Employer self-registration

STEP
n. 2

Enter the
required
data



This screenshot shows the initial 'Company Registration' form. It includes fields for 'Business Name', 'VAT registration number', 'Company E-Mail Address', and 'Password'. Below these fields is a section titled 'INFORMATION ON THE COMPANY HEADQUARTERS' with dropdown menus for 'Country where the Company/Organization' and 'Region where the Company/Organization', and a text field for 'Postcode Operational headquarters'. At the bottom, there is a checkbox for 'I agree with the use of the data according to the privacy policy' and a 'SIGN IN' button.



This screenshot shows the 'Enter the following data' form, which is the second step of the registration process. It is divided into two main sections: 'COMPANY OTHER INFORMATION' and 'COMPANY REFERENT DATA'. The 'COMPANY OTHER INFORMATION' section includes fields for 'BUSINESS NAME' (filled with 'Energiepositive'), 'Company telephone number' (filled with '5432212234'), and 'VAT REGISTRATION NUMBER' (filled with '1111111111111111'). The 'COMPANY REFERENT DATA' section includes fields for 'FIRST NAME' (filled with 'Cristina'), 'SURNAME' (filled with 'Capocchetti'), and 'E-MAIL' (filled with 'ebnergiepositive@gmail.it'). A 'CONTINUE' button is located at the bottom of the form.

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/7bb3a8fa32b4ce040e898cf2a088adeb47a528d72ede8c30b299d254985f646fekQVtBfE1e>

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.

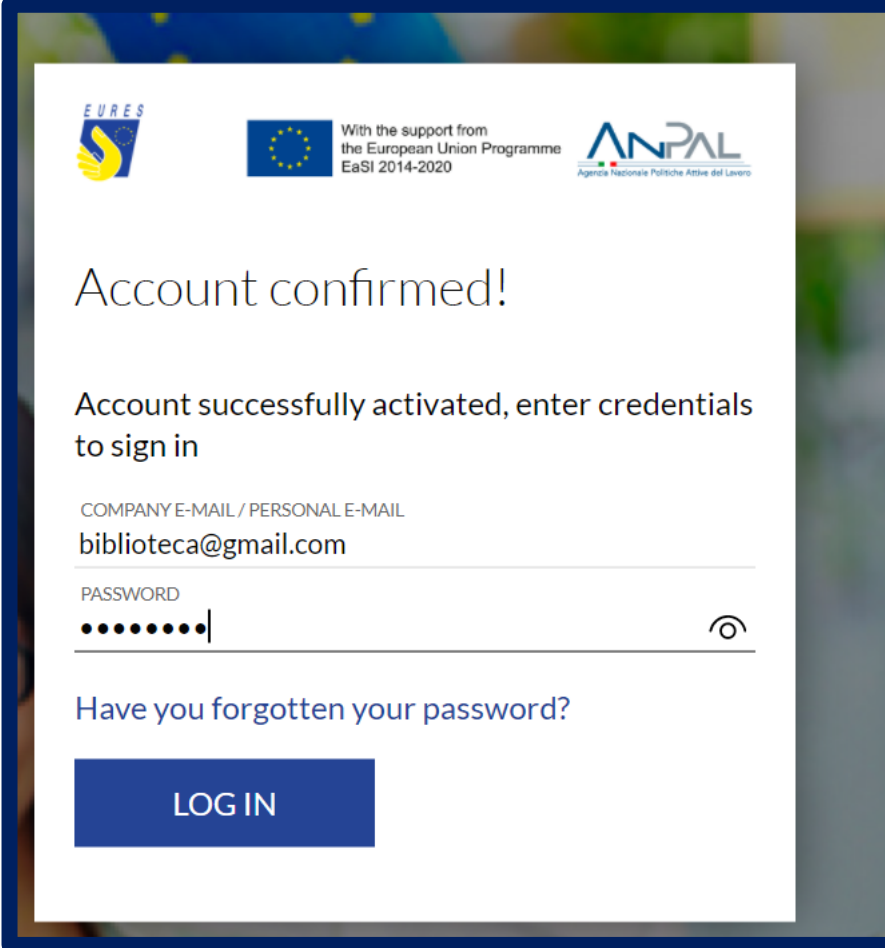
Best regards,
The project team
EURES National Coordination Office Italy

TMS © 2021

Employer self-registration

STEP
n. 4

Enter again in
the EURES
TMS platform
using your
credentials

A screenshot of the EURES TMS login page. At the top, there are logos for EURES, the European Union, and ANPAL. The text 'Account confirmed!' is displayed. Below it, the text 'Account successfully activated, enter credentials to sign in' is shown. There are input fields for 'COMPANY E-MAIL / PERSONAL E-MAIL' (containing 'biblioteca@gmail.com') and 'PASSWORD' (containing masked characters). A 'LOG IN' button is at the bottom. A link 'Have you forgotten your password?' is also present.

EURES

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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
biblioteca@gmail.com

PASSWORD
.....




Have you forgotten your password?

LOG IN

Employer self-registration

STEP
n. 5

Complete the
registration
form entering
other relevant
required data

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Company Registration Logout

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

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Company Registration Logout

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

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Company Registration Logout

3/8

Enter the following data

ECONOMIC SECTOR
*

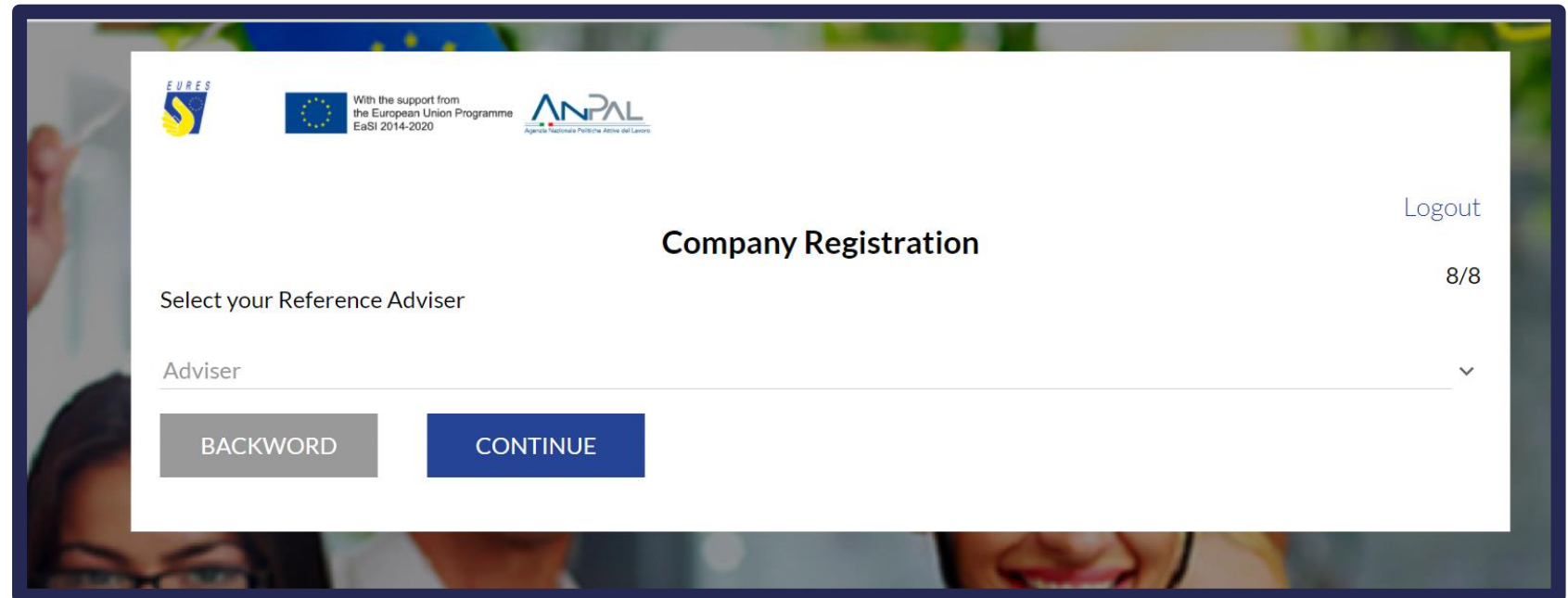
BUSINESS TYPE
*




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



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EaSI 2014-2020  Agencia Nazionale Politiche Attive del Lavoro

Logout 8/8

Company Registration

Select your Reference Adviser

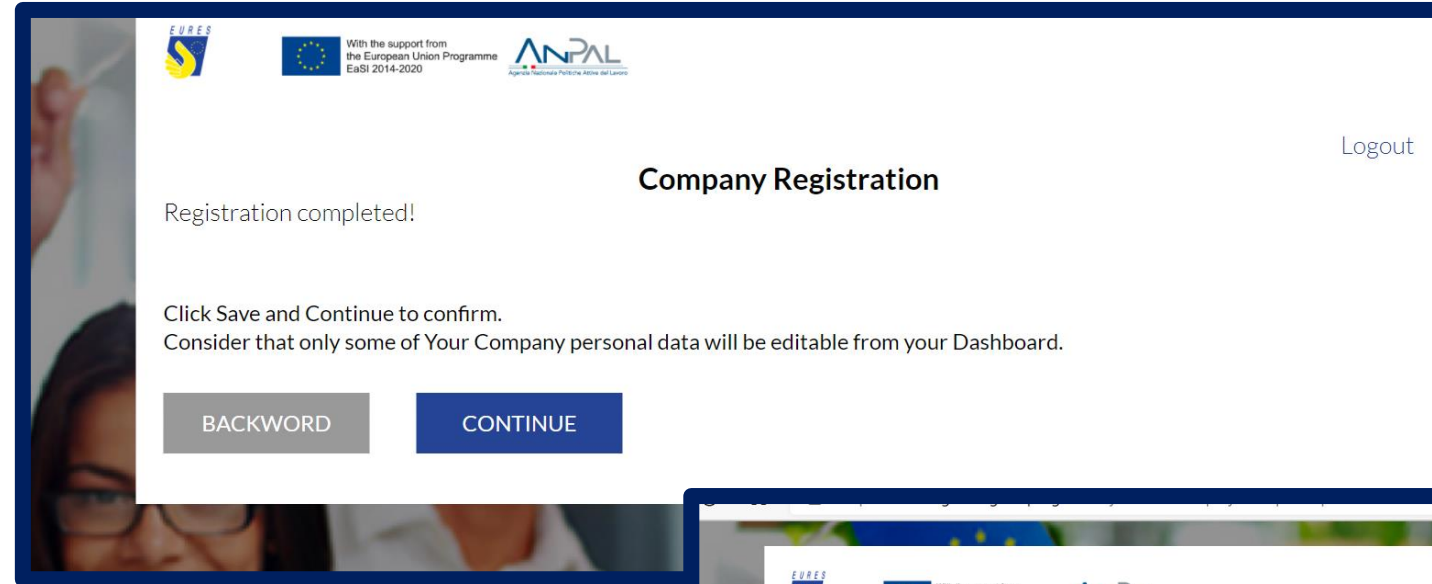
Adviser ▼

BACKWORD CONTINUE

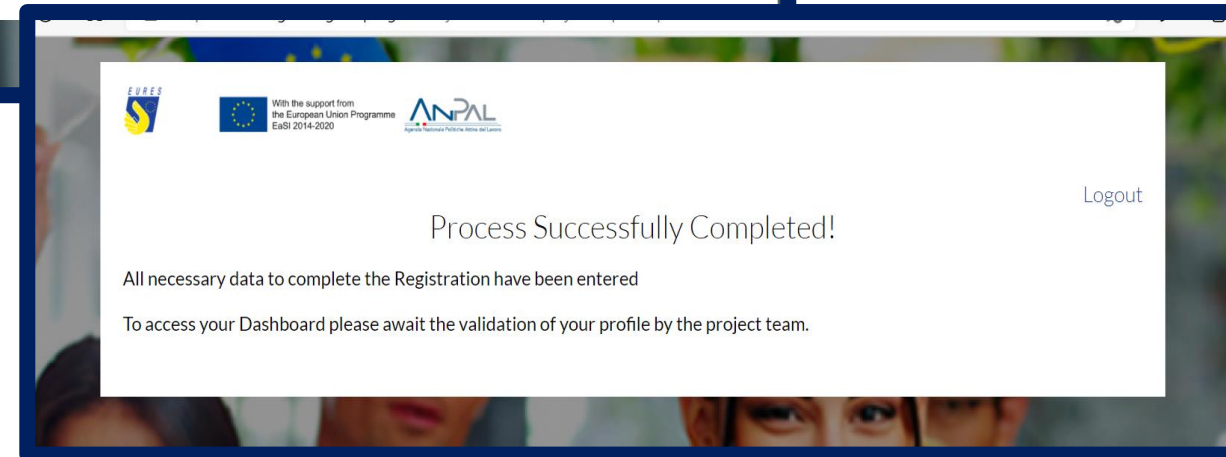
Employer self-registration

STEP
n. 7

Click on
continue
to confirm



The screenshot shows the 'Company Registration' page. At the top, there are logos for EURES, the European Union, and ANPAL. The text 'Registration completed!' is displayed. Below it, a message says: 'Click Save and Continue to confirm. Consider that only some of Your Company personal data will be editable from your Dashboard.' At the bottom, there are two buttons: 'BACKWORD' and 'CONTINUE'.



The screenshot shows the 'Process Successfully Completed!' page. At the top, there are logos for EURES, the European Union, and ANPAL. The text 'Process Successfully Completed!' is displayed. Below it, a message says: '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.' At the bottom right, there is a 'Logout' link.

Employer self-registration

STEP
n. 8

Here is the email you receive
after your registration



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the European Union Programme
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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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Wait for the email
confirming that your
company is **eligible**
in EURES TMS



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



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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**

Temporary 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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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 interface 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 / PERSONALE E-MAIL" with the example "bibliotecaitaliana@gmail.com".
- Input field for "PASSWORD" with masked characters and a toggle icon.
- Text: "Have you forgotten your password?"
- A 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

The image displays three overlapping screenshots of the ANPAL Company Registration form, illustrating the steps involved in completing the registration. The form is titled "Company Registration" and includes a "Logout" link in the top right corner. The progress indicator shows the current step out of eight.

Step 2/8: The form asks for "Enter the following data" and includes fields for "COMPANY OTHER INFORMATION" (BUSINESS NAME: Biblioteca Italiana, Company telephone, VAT REGISTRATION NUMBER: 1235680) and "COMPANY REFERENT DATA" (First Name *, E-Mail *). A "CONTINUE" button is at the bottom.

Step 4/8: The form asks for "Enter the following data" and includes fields for "INFORMATION ON THE COMPANY HEADQUARTERS FOR WHICH YOU ARE LOGGING IN" (COUNTRY: IT - Italia/Italy, REGION: IT14 - Lazio, Postal code) and "COMPANY REGISTERED OFFICE" (Copy Operational Headquarters, Country where the Company/organization is located, Region where the Company/organization is located). A "CONTINUE" button is at the bottom.

Step 3/8: The form asks for "Enter the following data" and includes fields for "ECONOMIC SECTOR" and "BUSINESS TYPE". "BACKWORD" and "CONTINUE" buttons are at the bottom.

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

STEP
n. 3



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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



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EaSI 2014-2020



Logout

Attention

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.

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

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

The screenshot shows the ANPAL portal interface. At the top, there are logos for EURES, the European Union, and ANPAL. A sidebar on the left contains a menu with the following items: Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews, and Benefit request. The main content area is mostly blank. At the bottom, a green banner displays a checkmark icon and the text "Password changed successfully".

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

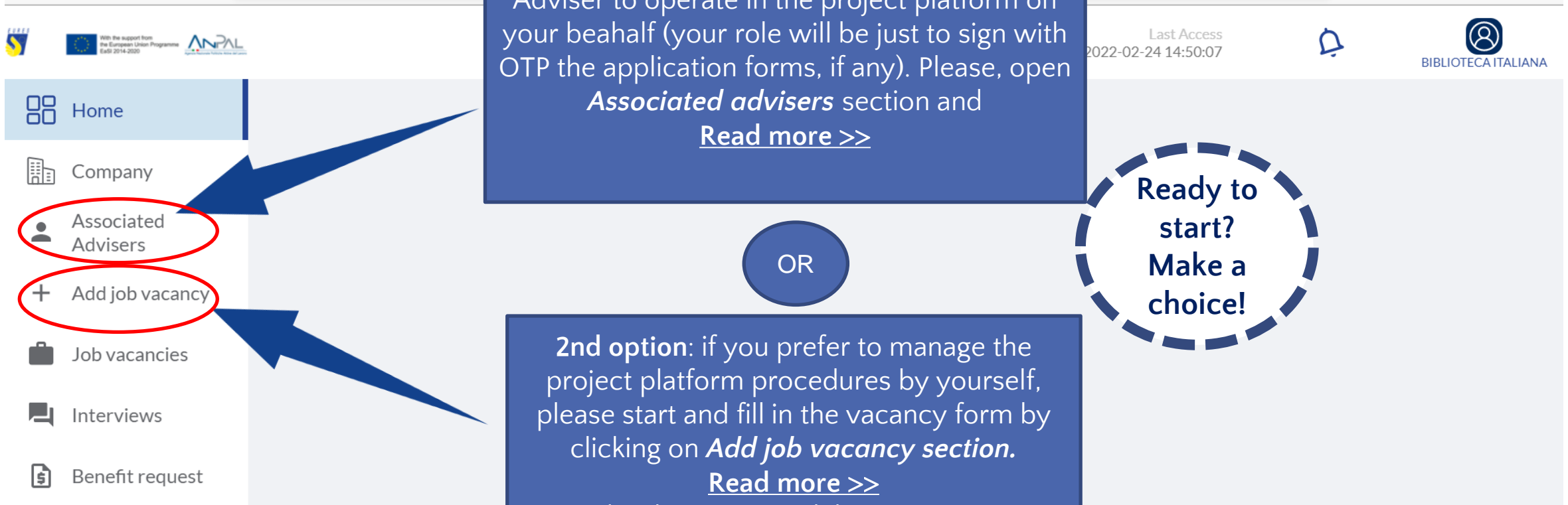
1st option: you can delegate your EURES TMS Adviser to operate in the project platform on your behalf (your role will be just to sign with OTP the application forms, if any). Please, open *Associated advisers* section and [Read more >>](#)

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 >>](#)

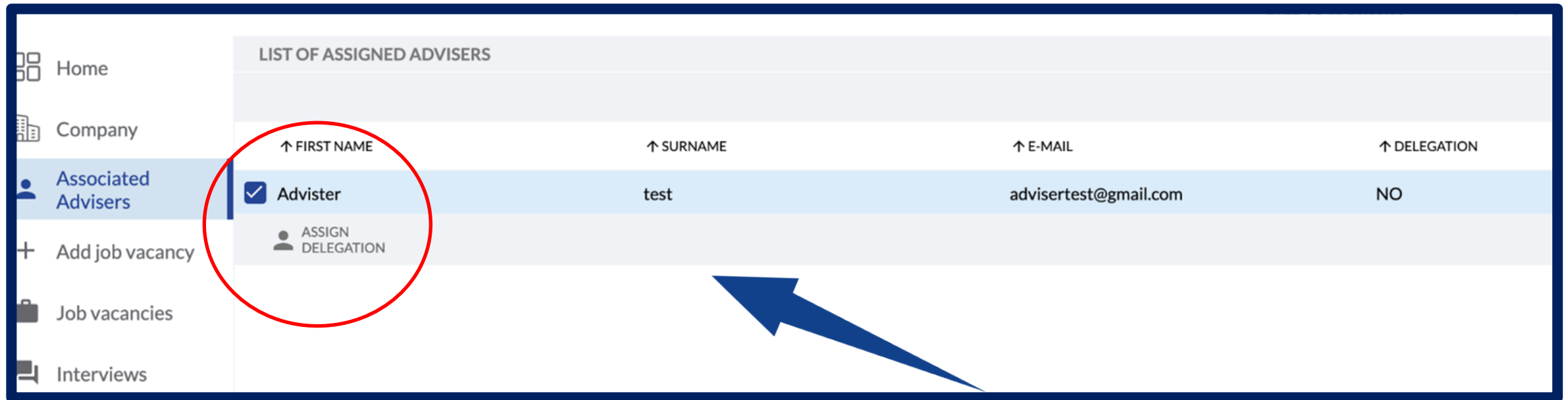
Consider that you can delegate your EURES TMS Adviser at a later time, whenever you want!

Ready to
start?
Make a
choice!



How to delegate your Adviser for the platform procedures

How to delegate your EURES TMS Adviser for the platform procedures



Home

Company

Associated Advisers

Add job vacancy

Job vacancies

Interviews

LIST OF ASSIGNED ADVISERS

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

1. Login into the project dashboard

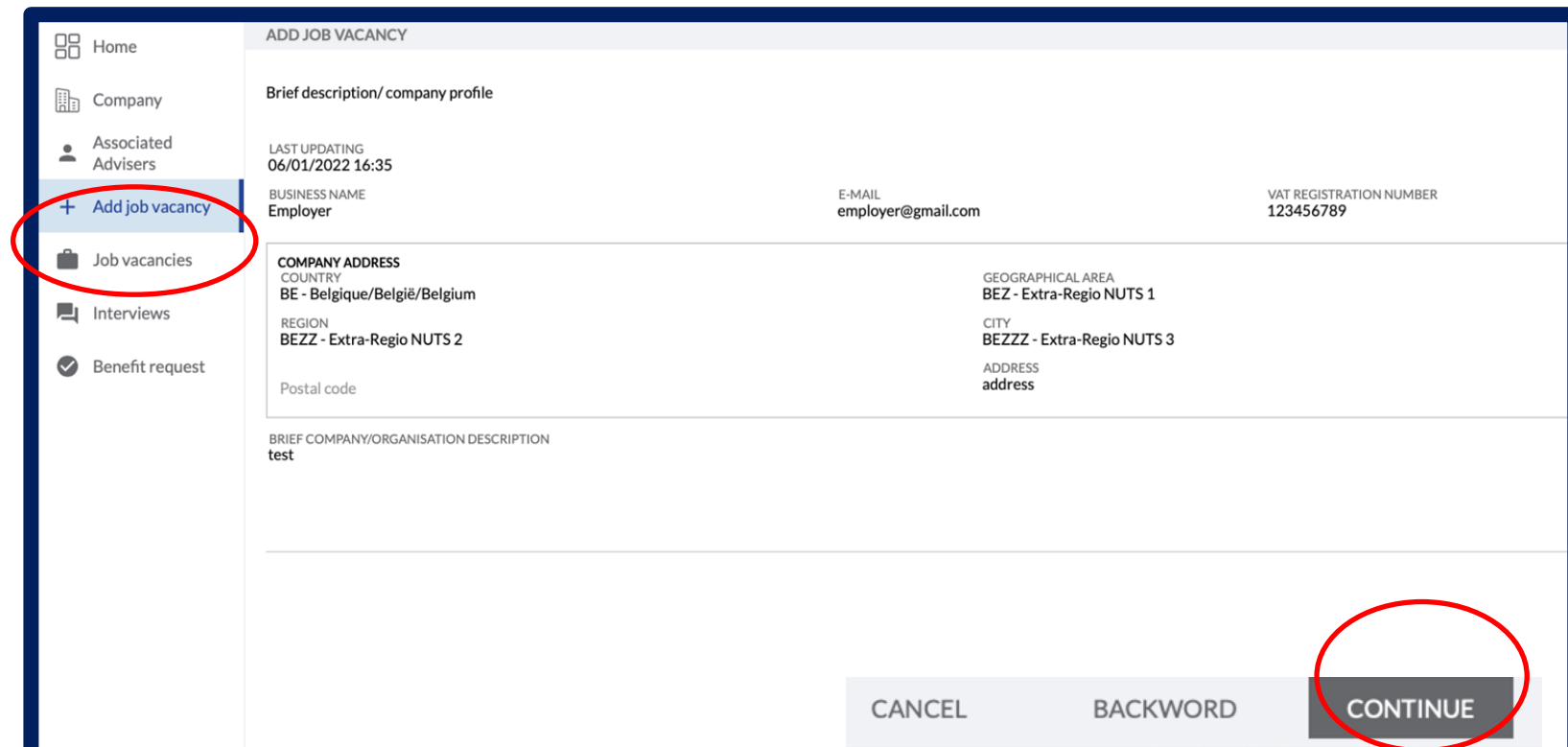
2. Select *Associated Advisers*

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

GEOGRAPHICAL AREA
BEZ - Extra-Regio NUTS 1

CITY
BEZZZ - Extra-Regio NUTS 3

ADDRESS
address

Postal code

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)

The screenshot shows the 'ADD JOB VACANCY' form. On the left, a sidebar contains navigation links: Home, Company, Associated Advisers, Add job vacancy (highlighted with a blue bar), Job vacancies, and Interviews. The main form is divided into several sections: 'Description' (with fields for Title, Starting Date, and Vacancy deadline, each marked with a red asterisk and circled in red), 'WORKPLACE ADDRESS' (with fields for Country, Region, Postal code, Geographical area, City, and Address, each marked with a red asterisk), and 'ECONOMIC ACTIVITY' (with a list of checkboxes for various job categories, each preceded by a red asterisk). Two blue arrows point from the 'Starting Date' and 'Vacancy deadline' fields to a callout box on the right. At the bottom right, there are three buttons: CANCEL, BACKWORD, and CONTINUE. A callout box on the left points to the 'Add job vacancy' link in the sidebar.

Home

Company

Associated Advisers

+ Add job vacancy

Job vacancies

Interviews

ADD JOB VACANCY

Description

Title *

Starting Date *

Vacancy deadline *

Total number of available positions *

WORKPLACE ADDRESS

Country *

Region *

Postal code

Geographical area *

City *

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

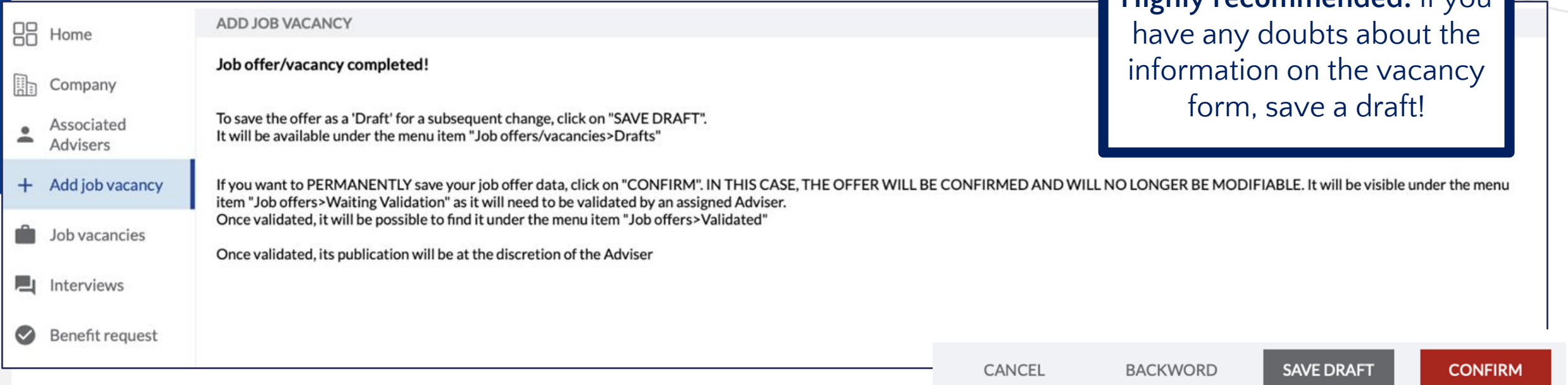
CANCEL BACKWORD CONTINUE

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)



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



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

TMS © 2021

What happens next?

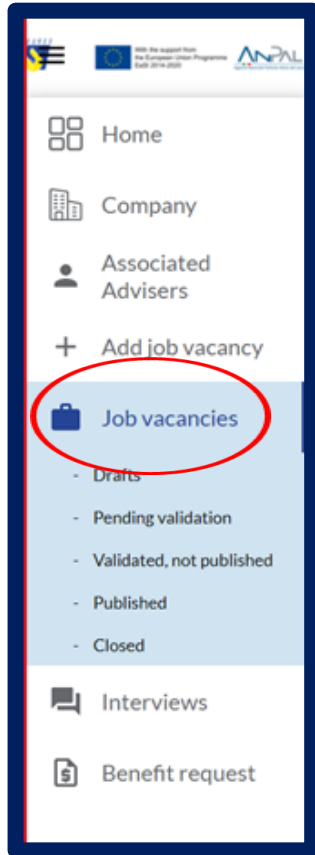


An **Adviser** checks the vacancy and approves or sends it back for review to the Employer to modify the request. Once accepted, the **Employer** will receive an email to the registered email address.

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

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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		VIEW VACANCY	LIST OF THE CANDIDATES	
<input type="checkbox"/>	<input checked="" type="checkbox"/>			07/02/2022	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)

The screenshot shows the EURES 'CANDIDATES' LIST' interface. The header includes logos for EURES, the European Union, and ANPAL, along with the text 'With the support from the European Union Programme EaSI 2014-2020'. The user's last access is noted as '2022-02-24 14:59:30' and the user is identified as 'BIBLIOTECA ITALIANA'.

The left sidebar contains navigation options: Home, Company, Associated Advisers, and Add job vacancy.

The main table lists candidates with columns: TAX IDENTIFICATION N..., FIRST NAME, SURNAME, STATUS, SELF-CANDI..., and DOMICILE. The first candidate is Nina Bianchi, with status 'PRESELECTED' and domicile 'BE - Belgique/België/Belgium'.

Below the candidate name, there are several action buttons: VIEW PROFILE, VIEW CURRICULUM, VIEW DESIRED OCCUPATION, SELECT (circled in red), REJECT, RECRUIT, and SCHEDULE AN INTERVIEW.

A blue callout box with an information icon (i) contains the text: '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!'.

A blue box with the text '1. Select the candidate' has an arrow pointing to the 'SELECT' button.

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

The screenshot shows the EURES 'CANDIDATES' LIST' interface. On the left is a sidebar with navigation options: Home, Company, Associated Advisers, Add job vacancy, and Job vacancies (which is expanded to show Drafts, Pending validation, Validated, not published, Published, and Closed). The main area displays a table of candidates. The first candidate, NINA BIANCHI, is selected (indicated by a blue row and a checked checkbox). Below the candidate's 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 to it from below.

↑ TAX IDENTIFICATION N...	↑ FIRST NAME	↑ SURNAME	↑ STATUS	↑ SELF-CANDI...	DC						
<input checked="" type="checkbox"/>	ACFRFTGTRTTT	NINA	BIANCHI	SELECTED	NO						
	VIEW PROFILE		VIEW CURRICULUM		VIEW DESIRED OCCUPATION		REJECT		RECRUIT		SCHEDULE AN INTERVIEW

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...) *

5. Enter the requested data

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

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)

The screenshot shows the ANPAL web interface for managing job interviews. On the left is a sidebar menu with options: Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews (highlighted with a red circle and an arrow pointing to it), and Benefit request. The main area is titled 'LIST OF JOB INTERVIEWS' and contains a table with columns: FIRST NAME, SURNAME, JOB TITLE, DATE, TIME, and ONLINE?. There are three rows of data. The third row, containing 'Margherita Bianchi' for the job title 'test', is circled in red. A blue arrow points from this row to a box containing the instruction '2. Pick the candidate name'. Another blue arrow points from a box containing '1. Select Interviews on the menu' to the 'Interviews' menu item in the sidebar.

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

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

EMPLO

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 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*

5. Click on *Form list*

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

The screenshot shows the ANPAL EURES portal interface. The left sidebar contains a menu with the following items: Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews, Benefit request (with a sub-menu: Interview, Integration Programme), and a red circle around the 'Benefit request' item. The main content area displays a table titled 'INTERVIEW REQUESTS' with columns: ID, REQUEST DESCRIPTION, JOB SEEKER, and VACANCY. The table contains one row with ID '3911', REQUEST DESCRIPTION 'Interview', JOB SEEKER 'Margherita Bianchi', and VACANCY 'test'. A red circle is around the '3911 Interview' row. Below the table is a link labeled 'FORMS LIST' with a folder icon, also circled in red. A red arrow points from the 'FORMS LIST' link to the 'Benefit request' item in the sidebar. Another red arrow points from the '3911 Interview' row to the 'FORMS LIST' link. A third red arrow points from the 'Benefit request' item in the sidebar to the 'Interview' sub-item. The top right corner shows 'Last Access 2022-02-07 15:08:32' and a notification bell icon with a red '3'.

ID	REQUEST DESCRIPTION	JOB SEEKER	VACANCY
3911	Interview	Margherita Bianchi	test

FORMS LIST

Benefit request

- Interview
- Integration Programme

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

The screenshot shows the ANPAL system interface. On the left is a sidebar with navigation links: Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews, Benefit request (selected), Interview, and Integration Programme. The main area displays a table with columns: REQUEST ID, MODULE ID, FORM DESCRIPTION, MODULE STATE, DATE ADV VALIDATION, and DATE ANPAL VALIDATION. The first row is highlighted in blue and contains the values: 3911, 404, Invite, DRAFT. Below the first row, the text 'VIEW AND FILL OUT' is circled in red, and a blue arrow points to it. A text box below the table contains the instruction: '6. Click on View and fill out'.

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*

How to fill in a job interview invitation (4/5)

Home

Company

Associated Advisers

+ Add job vacancy

Job vacancies

Interviews

Benefit request

- Interview
- Integration Programme

VIEW REQUESTS

LIST OF AVAILABLE BENEFIT REQUEST FORMS

REQUEST ID	MODULE ID	FORM DESCRIPTION	MODULE STATE	DATE ADV VALIDATION	DATE A
3911	404	Invite	PRINTED		

VIEW AND FILL OUT

CONFIRM WITH OTP

PRINT & DOWNLOAD

7. Click on *Print & Download*

8. Click on *Confirm with OTP* and enter the code you receive by email

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



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



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!

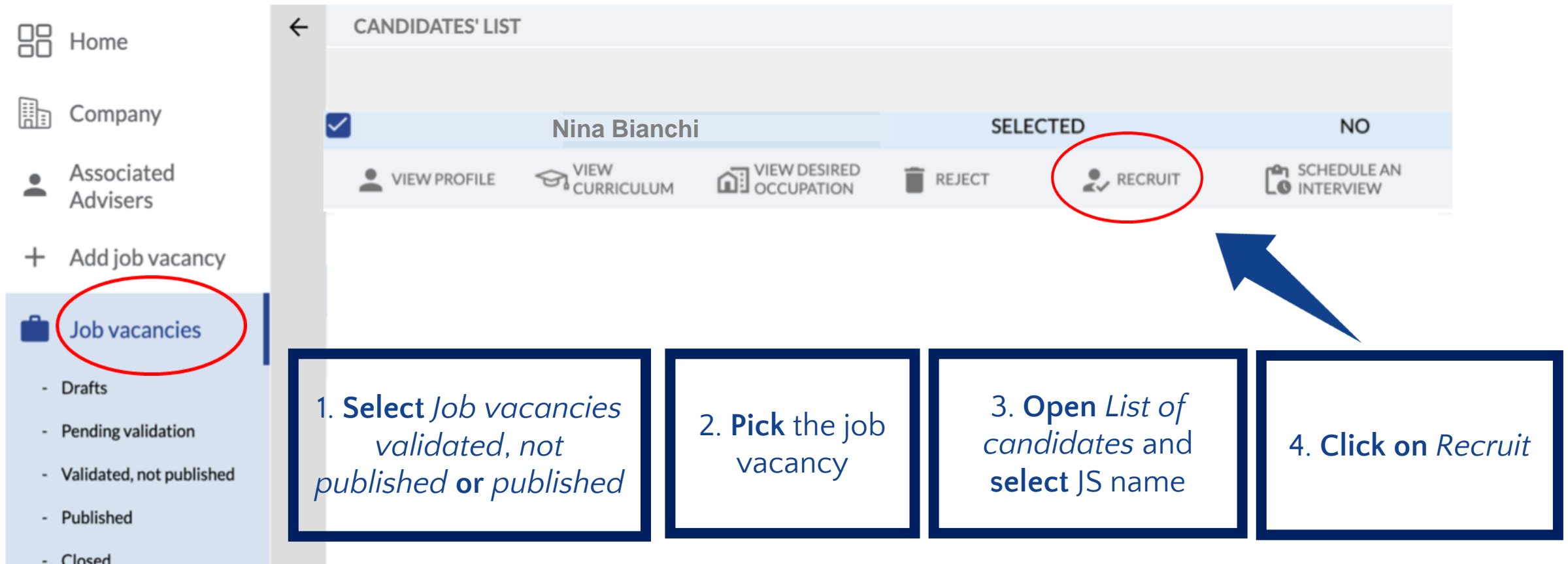
After the invitation has been completed, the jobseeker can fill out his/her benefit request.

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)



The screenshot shows the EURES system interface. On the left, the 'Job vacancies' menu item is circled in red. The main area displays the 'CANDIDATES' LIST' for a job vacancy. The candidate 'Nina Bianchi' is selected, indicated by a checkmark. The 'RECRUIT' button is circled in red. A blue arrow points from the 'RECRUIT' button to the fourth step of the process.

SELECTED	NO
<input checked="" type="checkbox"/>	
Nina Bianchi	
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)



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



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_ZAumRvo9CiZcgSjfWA2UG3kpqM5

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



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