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EURES – TARGET MOBILITY SCHEME (TMS)

Candidate application for Interview Allowance

Instructions for jobseekers

(Version 2 - November 2022)

Did you receive a Job interview invitation from an Employer registered in the EURES TMS? If so, please verify the eligibility conditions with your Adviser in order to apply for an Interview Allowance. This financial benefit gives you the opportunity to cover the costs of your interview trip.

It consists of:

1. contribution to the travel and accommodation costs (travel insurance included)
2. daily subsistence allowance (DSA)

Let's see them in detail!

1. Contribution to the travel and accommodation costs (travel insurance included)

The contribution to travel and accommodation costs varies depending on the distance between your domicile and the place where the interview is scheduled to take place.

You can claim a travel and accommodation **flat rate contribution** if your domicile is at least 50 Km from the place where you will have the interview.

Please Note: if the Employer covers the costs or some parts of the interview, the allowance is not eligible in order to avoid double funding.

Below are the amounts of the financial support available for your trip (to be combined with the Daily subsistence allowance):

- 0-50 km: no reimbursement
- 50-250 km: 110 EUR
- 250-500 Km: 275 EUR
- 500 Km: 385 EUR

2. Daily subsistence allowance (DSA)



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This is a **flat rate contribution** to cover meals, local transport, telecommunications and all other sundries, it varies according to the duration of the trip.

How to calculate the DSA amount per day?

- if you have spent half a day in the host country, you can claim a daily allowance of 27 euros
- if you have spent more than one day in the host country, you can claim a daily allowance of 55 euros for a maximum of 5 days.

Summing up: DSA (max 5 days) + km (min 50 km) = total amount

Example:

If you are an Italian citizen, resident in Rome, and you have been invited for an interview in Germany, Frankfurt, you can ask for a contribution of 385 euros because the distance between Rome and Frankfurt is greater than 500 km. Depending on the duration of your trip, you can receive also the DSA for a maximum of 5 days (55 euros per day x 5 days=275 euros). The total amount you will receive is 385+275=660 euros.

EURES TMS also contributes to the expenses of a job interview when:

- you travel more than 50 km in your home country
- you reside in national off-shore territories (e.g. Canary Islands, Balearic Islands, Greek Islands, Azores Islands, Madeira) and you must travel to the mainland

The EURES TMS platform will automatically calculate the amount on the basis of the days you entered in the application form and the distance you indicated.

(Select: benefit request →interview→form list→check invite tab→the status should be authorized)

Please Note: before you start completing your interview benefit form, make sure the **Employer** has previously requested it for you through an Employer **interview invitation**. If the Employer covers the cost of the interview, you cannot claim the interview allowance.

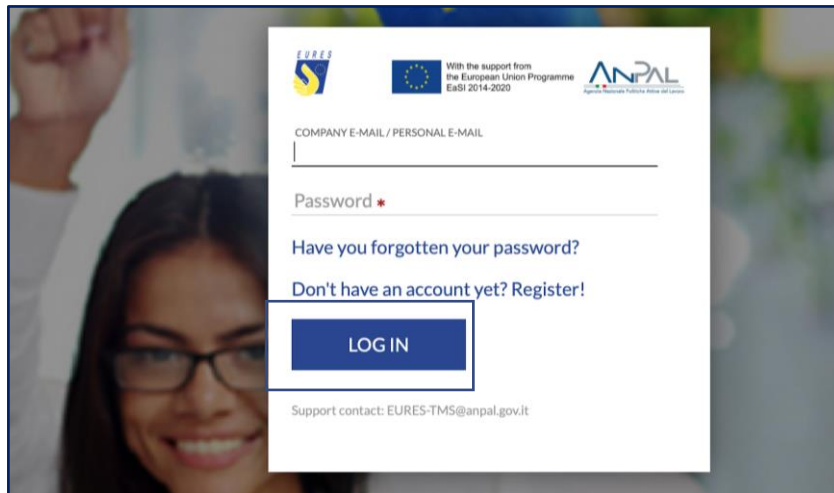
HOW TO GET THE INTERVIEW ALLOWANCE IN 4 STEPS

1

Login to the project platform

→ Login into your dashboard by inserting your e-mail and password (#1.1)

1.1



COMPANY E-MAIL / PERSONAL E-MAIL

Password *

Have you forgotten your password?

Don't have an account yet? Register!

LOG IN

Support contact: EURES-TMS@anpal.gov.it

2

Check the invite to attend a job interview in your e-mail account

If a registered Employer selects you for a job interview, you are informed through the EURES TMS email (EURES-TMS@anpal.gov.it). You will also receive a notification in your dashboard.



→ From **Home** go to **Activated Benefit** (#2.1), go to **Interview** section, select **Form List** (#2.2) and click on **Interview Draft** (#2.3)

The screenshot shows the EURES TMS dashboard interface. On the left is a navigation menu with items: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area displays summary statistics: Supplementary Allowances Relocation: 0, Subsistence Allowance: 0, and Interview: 1. Below these is a table with columns for ID, EMPLOYER, and VACANCY. A table row shows ID 5046, Employer, and VACANCY test 10 novembre, with a 'Forms List' link. A pop-up window titled 'Interview n.5046' lists details: Employer, test 10 novembre, Request n.528, and DRAFT. Three blue circles with numbers 2.1, 2.2, and 2.3 highlight the 'Home' menu item, the 'Forms List' link, and the 'DRAFT' status in the pop-up, respectively.

ID	EMPLOYER	VACANCY
5046	Employer	test 10 novembre

Interview
n.5046

- Employer
- test 10 novembre
- Request n.528
- DRAFT

3

Fill in the Interview Request Form

→ The Form will automatically open, insert all data required in **Form Data** and check that all information you provided (**Jobseeker, Employer, Vacancy** and **Bank Data**) is correct (#3.1)

The screenshot shows the 'Form Data' tab of the Interview Request Form. The 'Data from the interview' section is highlighted with a blue box and a circle labeled '3.1'. The data includes:

Data from the interview:		TIME
DATE	23/11/2022	12:25:00
LOCATION	tst	

The 'Data to be filled in' section includes:

Data to be filled in:		INTERVIEW END DATE
INTERVIEW START DATE	22/11/2022	23/11/2022
COUNTRY OF THE INTERVIEW	BE - Belgique/België/Belgium	ZONE OF THE INTERVIEW
SMALLER TERRITORIAL UNITS OF THE INTERVIEW	BEZZZ - Extra-Regio NUTS 3	REGION OF THE INTERVIEW
		BEZZ - Extra-Regio NUTS 2
		PLACE OF THE INTERVIEW
		tst
Distance KM		Trip Duration
Calculated travel cost (EUR)		

At the bottom right, there are buttons for 'SAVE TO DRAFT', 'COMPLETE', and 'CANCEL'.

→ Upload the required **Attached Documents** (#3.2)
Please refer to the FAQ at the end of the document to make sure that you have correctly uploaded the attachments

The screenshot shows the 'Attached Documents' tab of the Interview Request Form. A blue box highlights the 'ATTACHED DOCUMENTS' tab, and a circle labeled '3.2' highlights the 'Select file' button. The text box explains:

On your Dashboard you can find the “Attached Documents” section where you can download some documents necessary for procedures. Once downloaded you can fill them in and upload them

If you haven't done it yet: fill in the **bank details item**. If you have already done it, make sure that all data are up-to-date and correctly filled. Please consider that the required financial benefit is payable only if your bank details are correct. The payment will be executed to the bank account indicated in this stage.

ATTENTION: change the bank details only within the project platform, after entering with your credentials. Keep your bank information secret and be wary of emails or calls from people asking for your bank details or other information: they could be scammers! Check that your ID card uploaded is still valid and, if not, kindly, upload the new one before signing your application form!

→ **Complete** the Application Form (#3.3)

The screenshot shows a web interface with a sidebar on the left containing navigation options: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area is titled 'JOB SEEKER DATA' and contains the following fields:

- FIRST NAME: Job
- SURNAME: Seeker
- Fiscal/Tax Code
- NATIONALITY: ITALIAN
- STATUS/COUNTRY OF RESIDENCE: BE - Belgique/België/Belgium
- REGION OF RESIDENCE: BEZZ - Extra-Regio NUTS 2
- PLACE OF RESIDENCE: BEZZ - Extra-Regio NUTS 3 - test
- STATE/COUNTRY OF DOMICILE: BE - Belgique/België/Belgium
- PLACE OF DOMICILE: BEZZ - Extra-Regio NUTS 3 - test
- PHONE: 00389734567
- E-MAIL: jobseeker10novembre2@gmail.com
- ID CARD: Schermata 2022-09-19 alle 21.47.41.png
- RESIDENCE PERMIT DETAILS FOR NON EU CITIZENS

A box labeled '3.3' points to the 'COMPLETE' button at the bottom right of the form. Other buttons visible are 'SAVE TO DRAFT' and 'CANCEL'.

→ Read the instruction you receive and click on **OK** (#3.4)

3.4

NOTICE
Are you sure you entered the correct and updated bank details?
Attention!

The payment will be made on the bank details indicated in this financial benefit form.

CANCEL

4

Sign the Interview Allowance Request with One Time Password code (OTP)

→ By clicking on **Complete**, the **Candidate Application for Interview Allowance** preview automatically opens (#4.1). Click on the **Send OTP** to receive the code by e-mail (#4.2)

→ Read carefully the **Terms and Conditions**, then click on **Accept** (#4.3)

→ Enter the **OTP** you received by e-mail (#4.4) and sign the **Interview Allowance Request** by clicking on **Confirm** (#4.5)

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Dear Mr. Rossi

Here is the OTP code you need to sign the document you are sending to us.
717328

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

Best Regards,
The project team
EURES National Coordination Office Italy

PLEASE NOTE: The OTP will be sent to the email address you provided in the registration form!

TMS ©2022

4.4

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

4.5

PLEASE NOTE: The OTP expires within 10 minutes!

→ Your Interview Allowance Request has been correctly signed, click on **OK** to complete the procedure (#4.6)

INFORMATION

The document was successfully signed

OK

4.6

→ Your **Interview Allowance Request** has been **Sent** (#4.7) and it is ready to be checked by your Adviser

Please Note: every time your status changes, you will receive an e-mail or a notification on your dashboard

The screenshot shows a dashboard with a sidebar on the left containing a 'Benefit request' menu item. The main content area displays summary statistics: 'Supplementary Allowances Relocation: 0', 'Subsistence Allowance: 0', and 'Interview: 1'. Below this is a table with columns for ID, EMPLOYER, and VACANCY. A row shows ID 5046, Employer 'test 10 novembre', and a 'Forms List' link. A callout box highlights the details for 'Interview n.5046', including Employer 'test 10 novembre', Request n.528, and status 'SENT'. A 'Download Document' link is also visible. A circled number '4.7' is placed next to the callout box.

→ Once your Adviser has approved your **Interview Allowance Request**, the status will change to **Approved** (#4.8)

The screenshot shows the same dashboard as above, but with the status of the interview allowance request updated to 'APPROVED'. The callout box now shows 'APPROVED' and a monetary value of '100.00'. The sidebar on the left is expanded to show 'Home', 'Profile', 'Curriculum Vitae', 'Desired job positions', 'Job vacancies', 'Interviews', and 'Benefit request'. A circled number '4.8' is placed next to the callout box.

→ Once the Project Staff has approved your **Interview Allowance Request**, the status will change to **Approved – To Pay** (#4.9)

The screenshot shows the 'Interviews' section of the ANPAL system. A table lists an interview with ID 5046, Employer 'test 10 novembre', and VACANCY 'test 10 novembre'. A callout box provides details for 'Interview n.5046': Employer 'test 10 novembre', Request n.528, status 'APPROVED', and amount '\$ 100.00 | TO PAY'. A circled number '4.9' is placed next to the callout box.

→ When the payment request is paid, it is removed from the Activated Benefit Requests section. You can now find it in the **Benefit Requests Archive** with the status **Terminated** and **ready for download** (#4.10)

The screenshot shows the 'Benefit Requests' section of the ANPAL system. A callout box provides details for 'Interview n.5046': Employer 'test 10 novembre', Request n.528, status 'TERMINATED', and amount '\$ 100.00 | 25/11/2022 | HESITATE'. A circled number '4.10' is placed next to the callout box.



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Did anything go wrong? Can't you sign the form?

Please check that all required annexes are uploaded (please, refer to the FAQ at the end of the document to make sure that you have correctly uploaded the attachments), and verify that all items in the form are filled in, then send the form again!

What happens next?

When the form is filled in and the documentation is attached, your application is ready to be checked by the Adviser and project staff.

If there are doubts about the application or if the application is incorrect, your Adviser will ask you for more information or clarification. If all documents and information are right, after the project staff document check, you will receive your benefit as soon as possible.

Please Note: the amount will be paid from Fondazione Giacomo Brodolini, co-applicant of the project, charged with the benefit payment responsibility.

Do you need more information or clarification on procedures? Please do not hesitate to contact your project Adviser!



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Frequently Asked Questions Interview Allowance

1. Who can claim the Interview allowance?

EURES TMS candidates, pre-selected for a job interview, receiving an invitation from an Employer registered in the EURES TMS platform.

2. Which documents should I upload in the attached documents box to apply for the Interview allowance?

You should upload the screenshot estimating the distance from your residence/domicile and the city of destination calculated through web GIS (Google maps, Via Michelin, etc.).

3. What should I check before confirming my application?

You should check that all data you provided are correctly filled in, and make sure the screenshot you uploaded shows clearly the distance! Verify also that the bank data is up to date and correctly filled in and the information you provided is correct.