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

EMPLOYER USERGUIDE

How to participate in EURES TMS

Employer self-registration

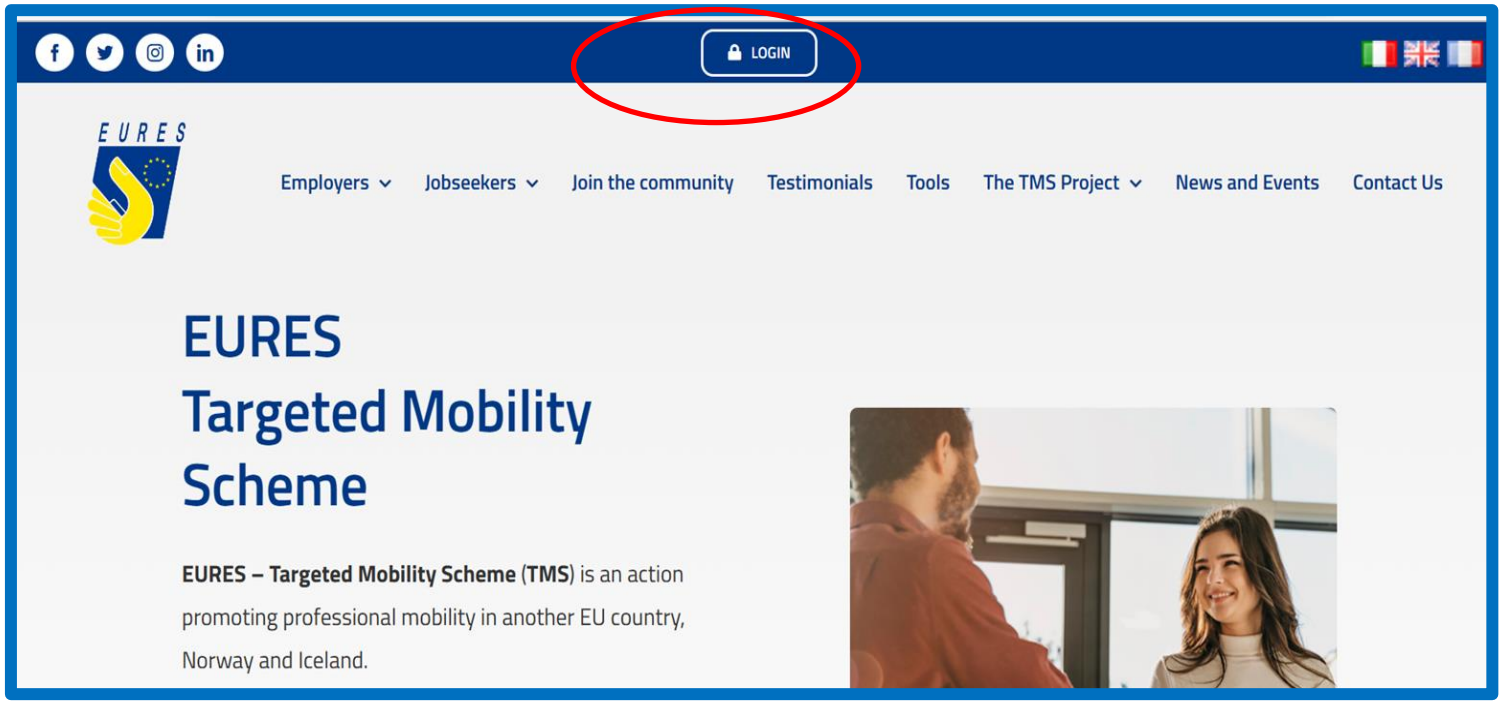
V. 01.02.2023

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

Employer self-registration (1/11)

1. GO to the project website and CLICK on LOGIN

EURESmobility.anpal.gov.it



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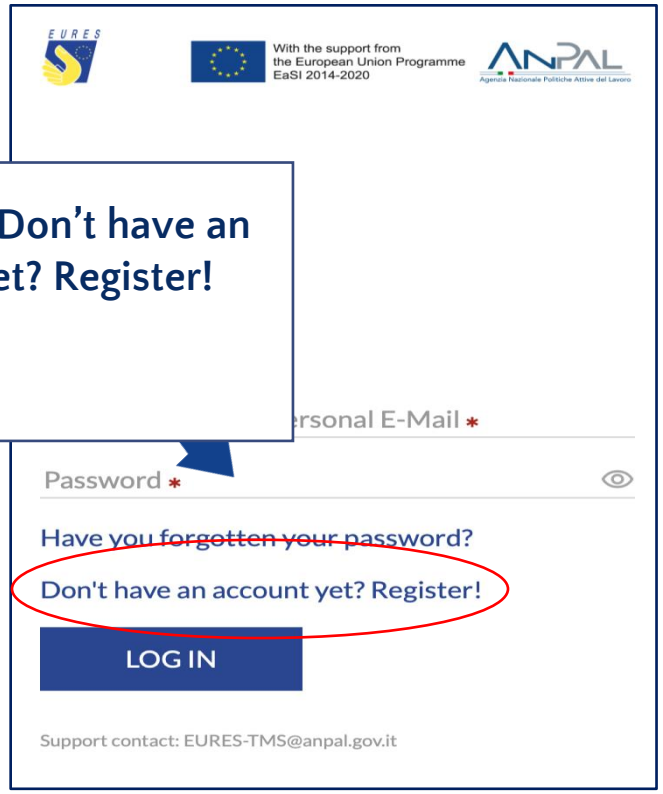
Employer self-registration (2/11)

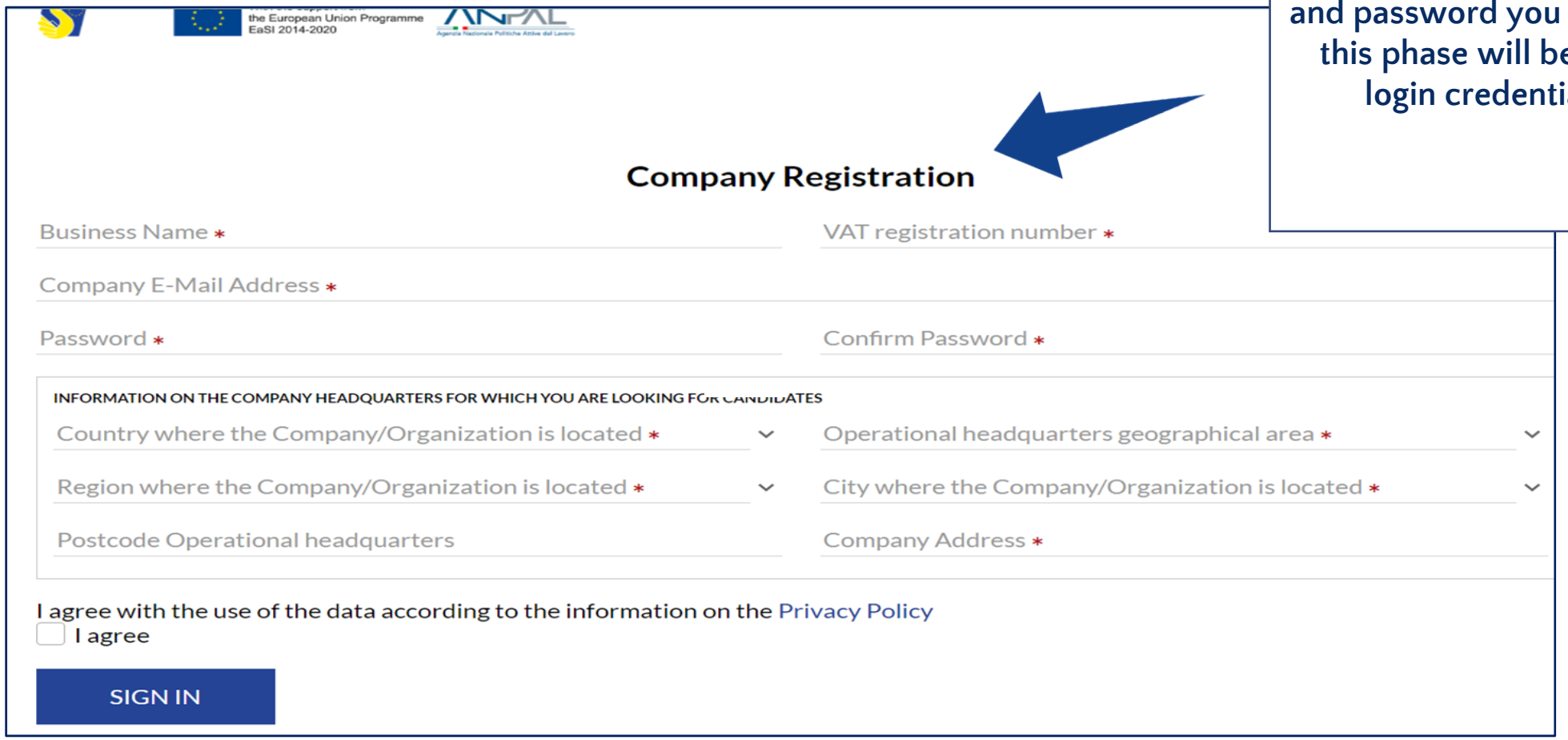
2. CLICK on Don't have an account yet? Register!



3. Then CLICK on Register here, under Company

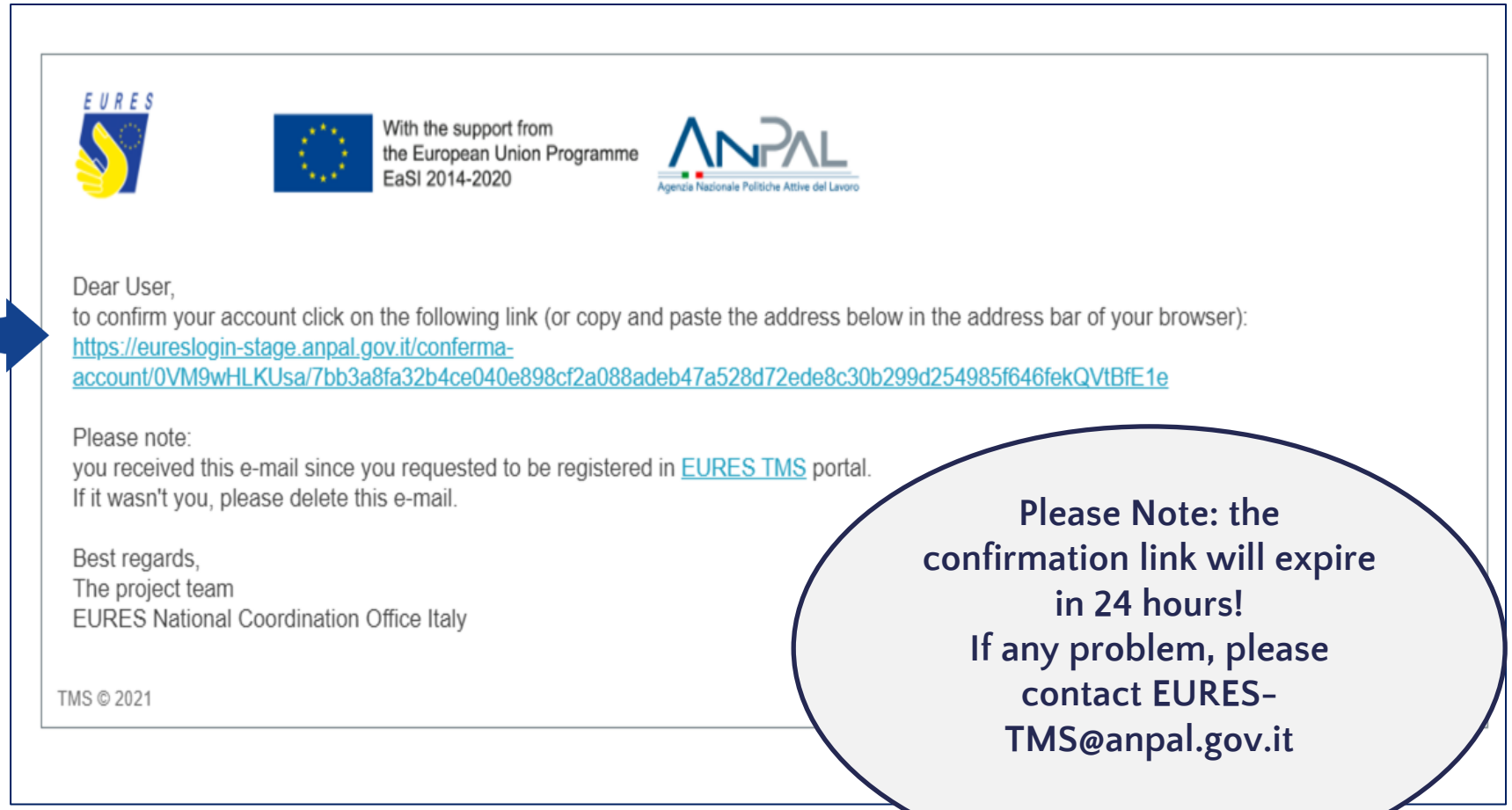
Employer self-registration (3/11)

4. ENTER the required data to register!
Please Note: the e-mail and password you enter in this phase will be your login credentials



Employer self-registration (4/11)

5. CHECK your e-mail and CONFIRM your account through the confirmation link



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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.

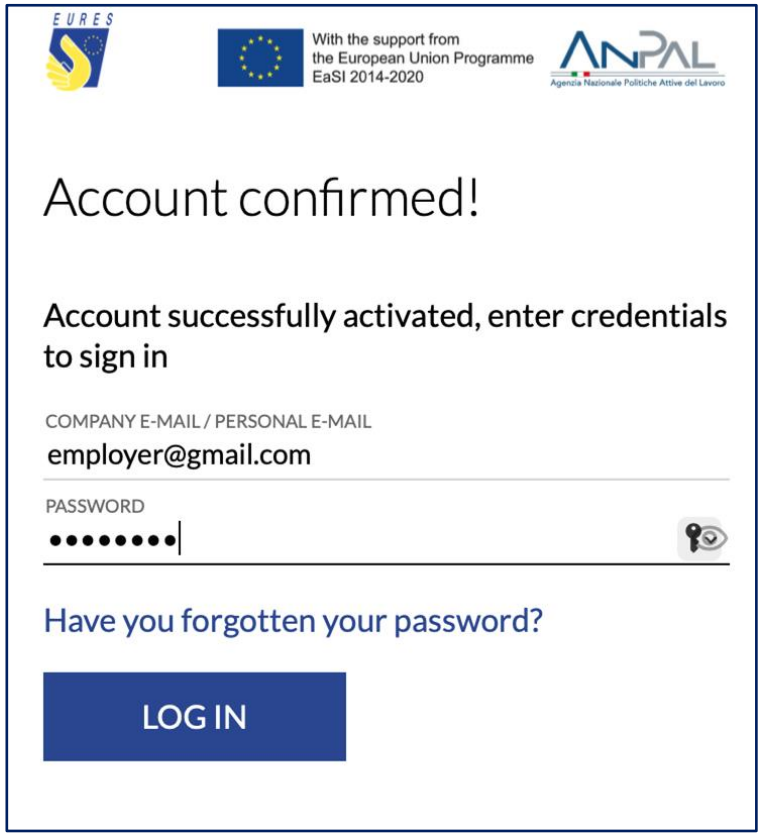
Best regards,
The project team
EURES National Coordination Office Italy

TMS © 2021

Please Note: the confirmation link will expire in 24 hours!
If any problem, please contact EURES-TMS@anpal.gov.it

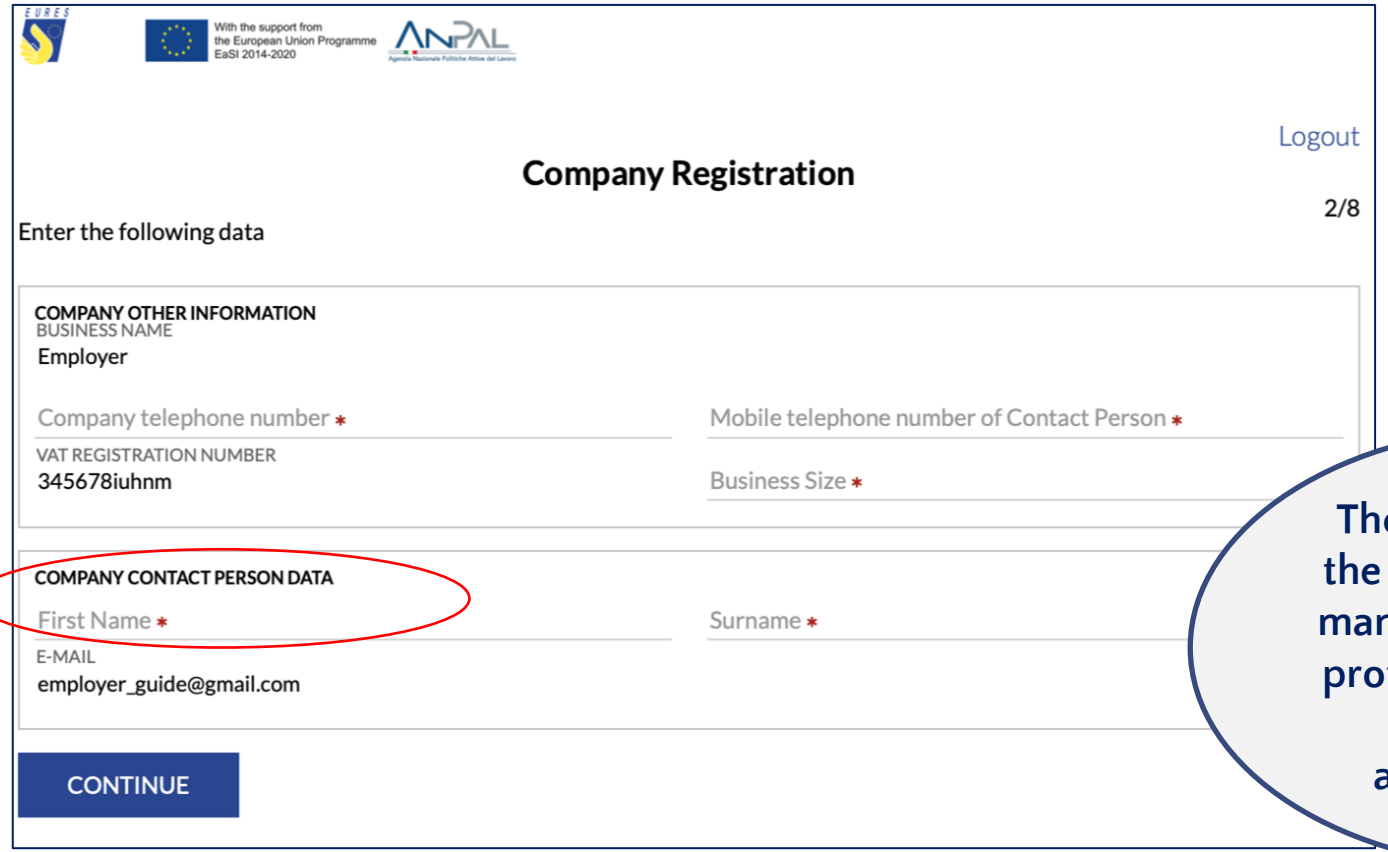
Employer self-registration (5/11)

6. After you have confirmed your account, re-enter into EURES TMS platform by using your credentials



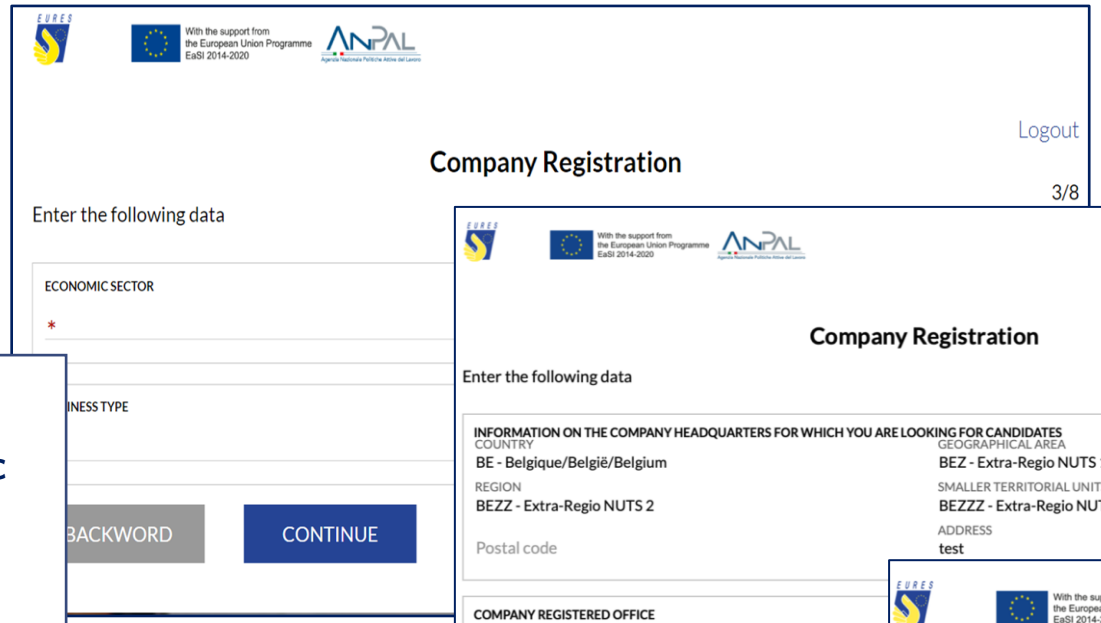
Employer self-registration (6/11)

7. COMPLETE the registration form by entering the required data



The Contact Person is the person in charge of managing the Employer profile in order to fill in vacancies and application forms

Employer self-registration (7/11)

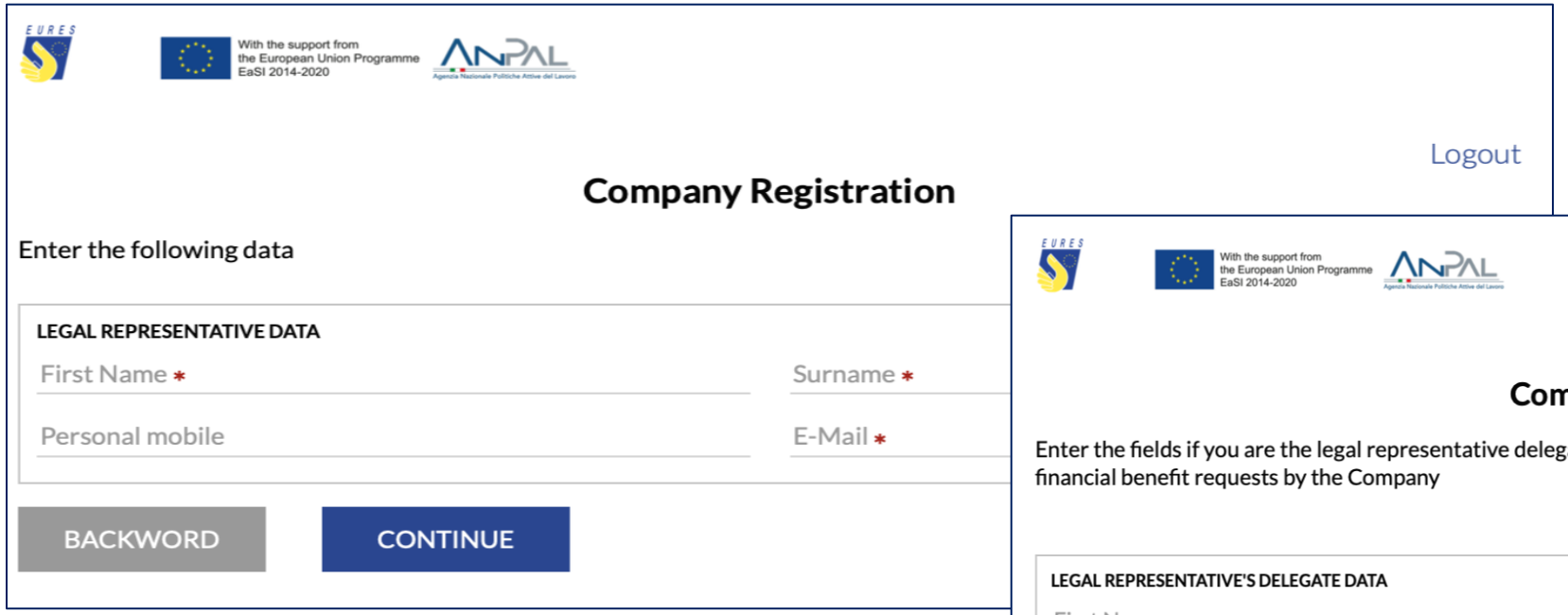


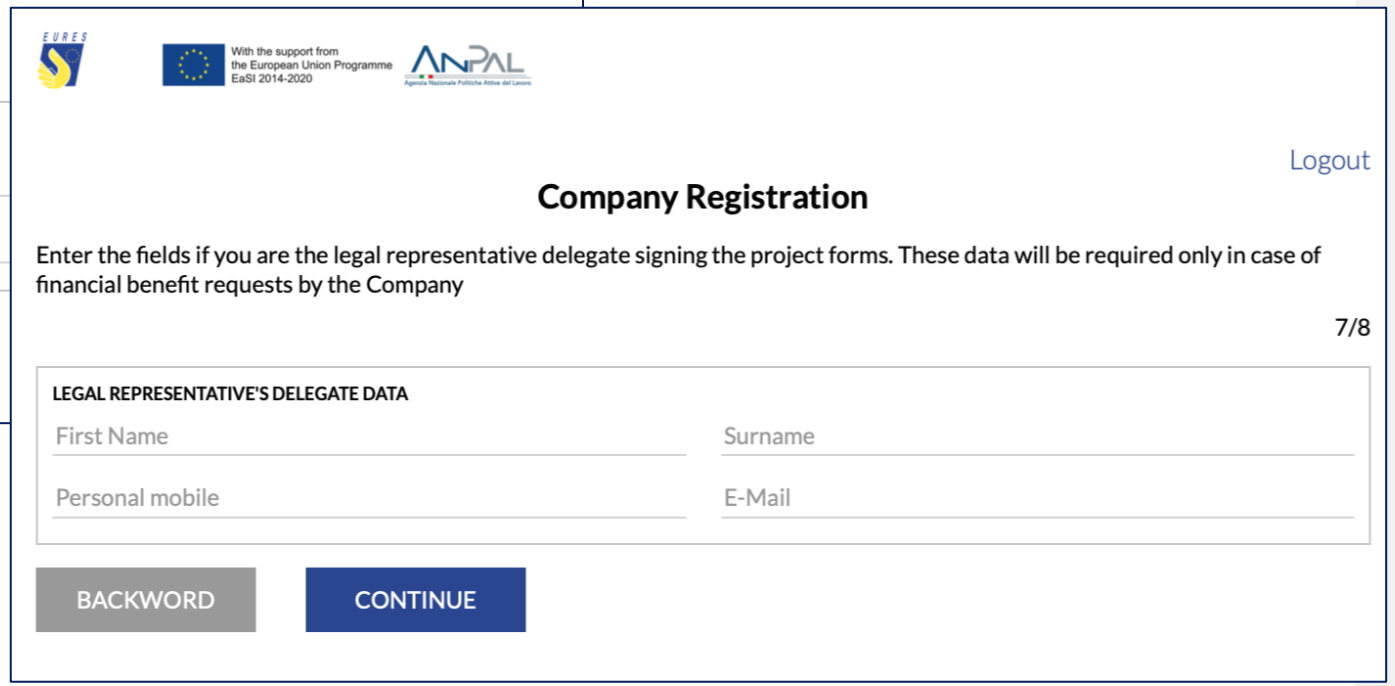
8. SELECT Economic Sector and Business type…

9. ENTER your Operational Headquarter address.
Please Note: if your company has different HEADQUARTERS, enter the one where you will hire candidates through EURES TMS

10. …then ENTER a short Company description

Employer self-registration (8/11)

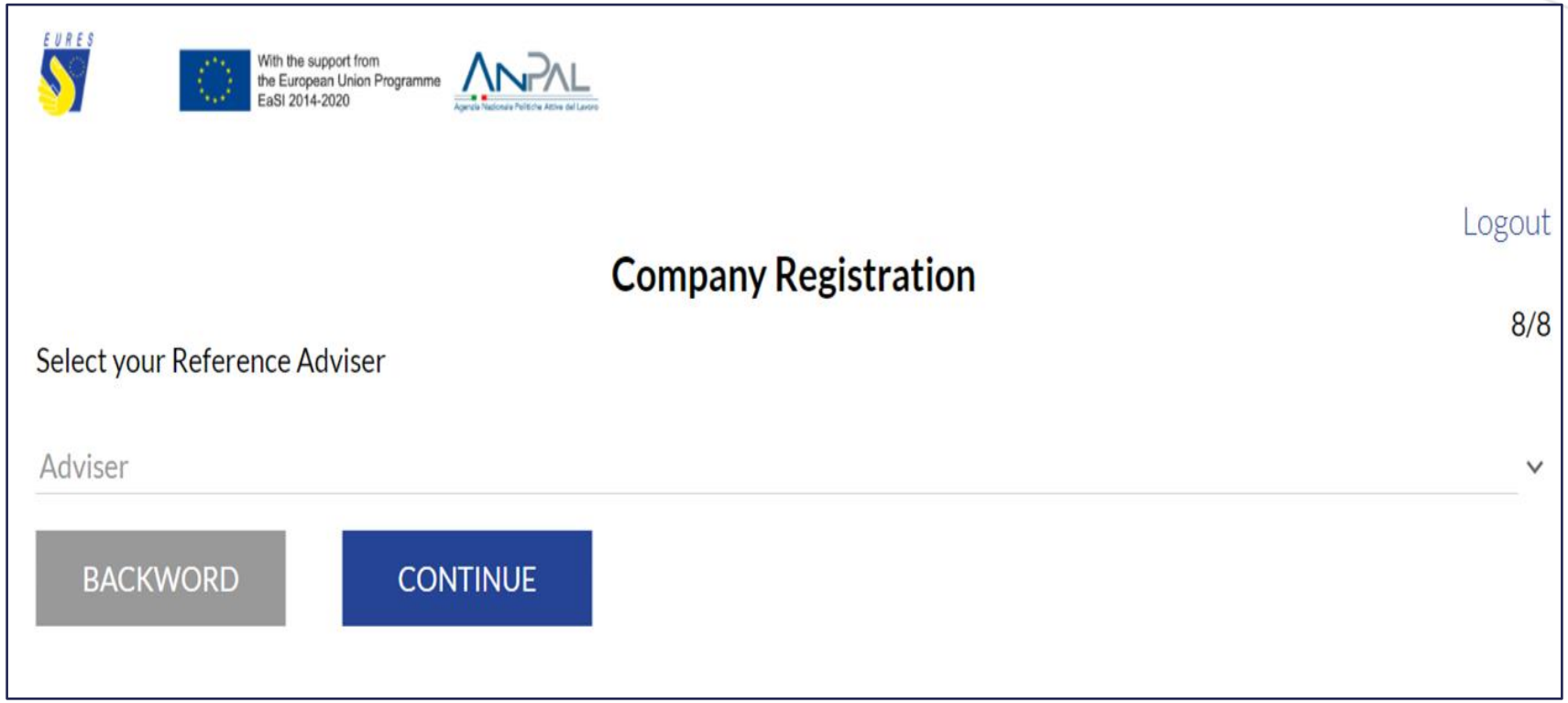




11. ENTER Legal Representative (and his/her Delegate if any) data.
Please Note: only the Legal Representative and his or her Delegate are authorized to sign benefit request forms.
You can ENTER or CHANGE the delegate data later, via the Employer dashboard, if necessary

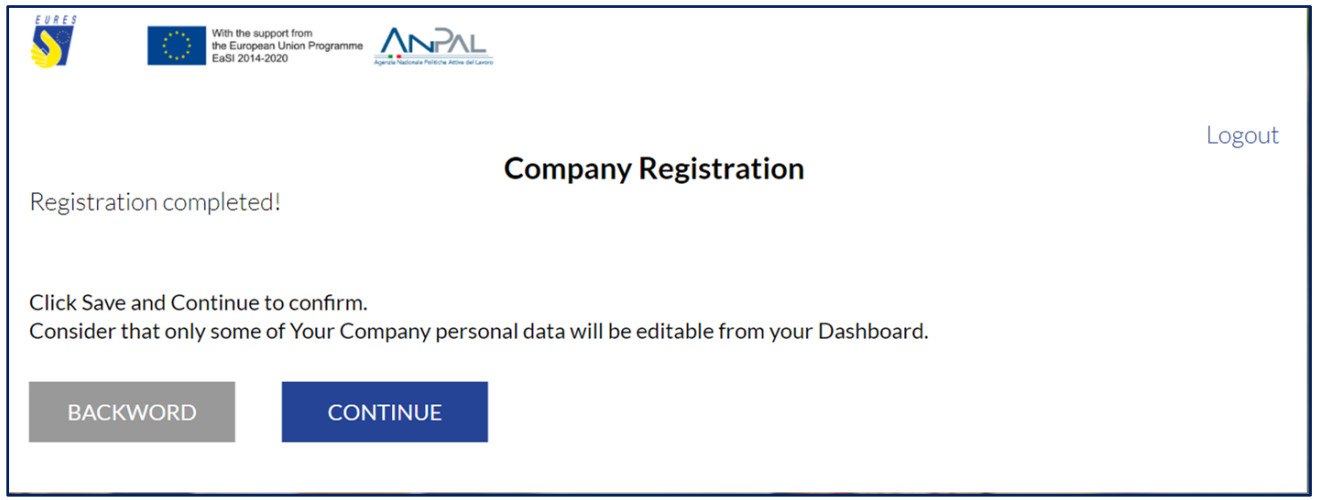
Employer self-registration (9/11)

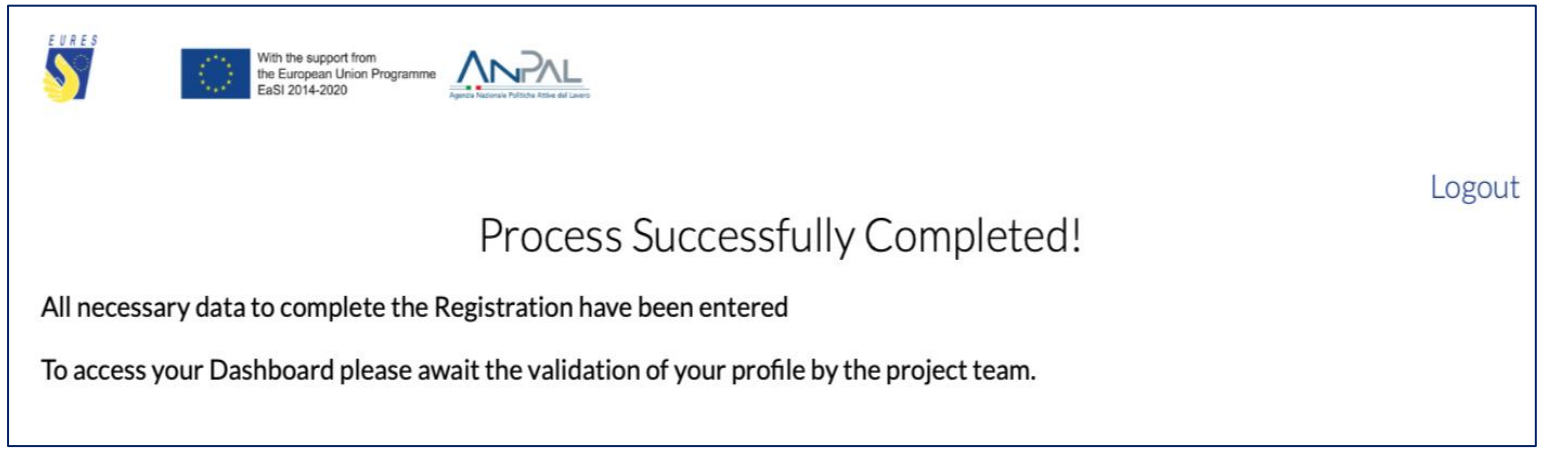
12. ONLY SELECT an EURES TMS Adviser if you are already in contact with one. If not, please skip this step, the project staff will assign an Adviser expert in your sector and working with your Country



Employer self-registration (10/11)

13. CLICK ON Continue to confirm the registration





Employer self-registration (11/11)

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

Dear Employer
thank you for registering in EURES TMS project.

The project team is checking the data you provided.
If your Company/Organisation complies with the EURES TMS eligibility criteria, you will receive an email informing you that your profile in the platform is active.

If necessary, you can contact the Project team for more information or clarification a
eligibility in the project.

Please note:
If it wasn't you, please delete this e-mail.

Best regards,
The project team
EURES National Coordination Office Italy

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

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

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

Dear Employer,
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 promotes worker mobility across Europe and in some EEA countries (Norway and Iceland) by providing financial benefits and services to both job seekers and employers.

Your company profile in the platform has been validated, and you can now access your dashboard!

A project adviser will contact you shortly to assist you in filling your vacancies, selecting candidates, and managing the project procedures.

Please do not hesitate to contact us at Eures-TMS@anpal.gov.it mail for any clarification or further information.

Please note:
If it wasn't you, please delete this e-mail.

Best regards,
The project team
EURES National Coordination Office Italy

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

Dashboard (1/2)

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

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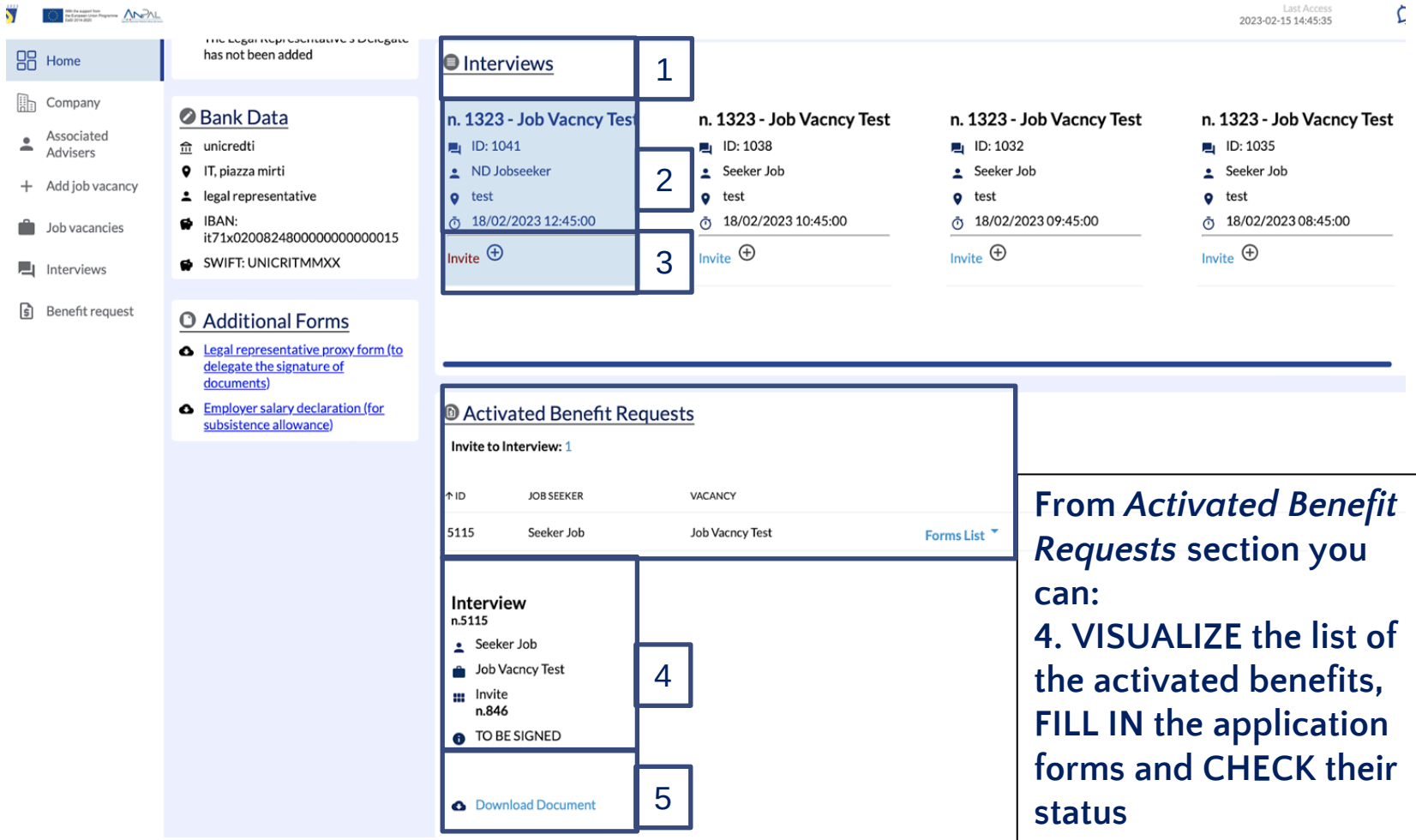
Dashboard (2/2)



From *Interviews* section you can:

1. CHECK the list of the interviews scheduled with selected candidates

2. CHECK the interview details

3. FILL IN the *Interview invitation* form to allow the candidate to claim the project financial support for the interview trip

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_Interview
4) Employer_userguide_Recruiting

For more information on project financial benefits for candidates and employers, please, visit the project website:
https://EURESmobility.anpal.gov.it/tools/

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

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