

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

EMPLOYER USERGUIDE

How to participate in EURES TMS

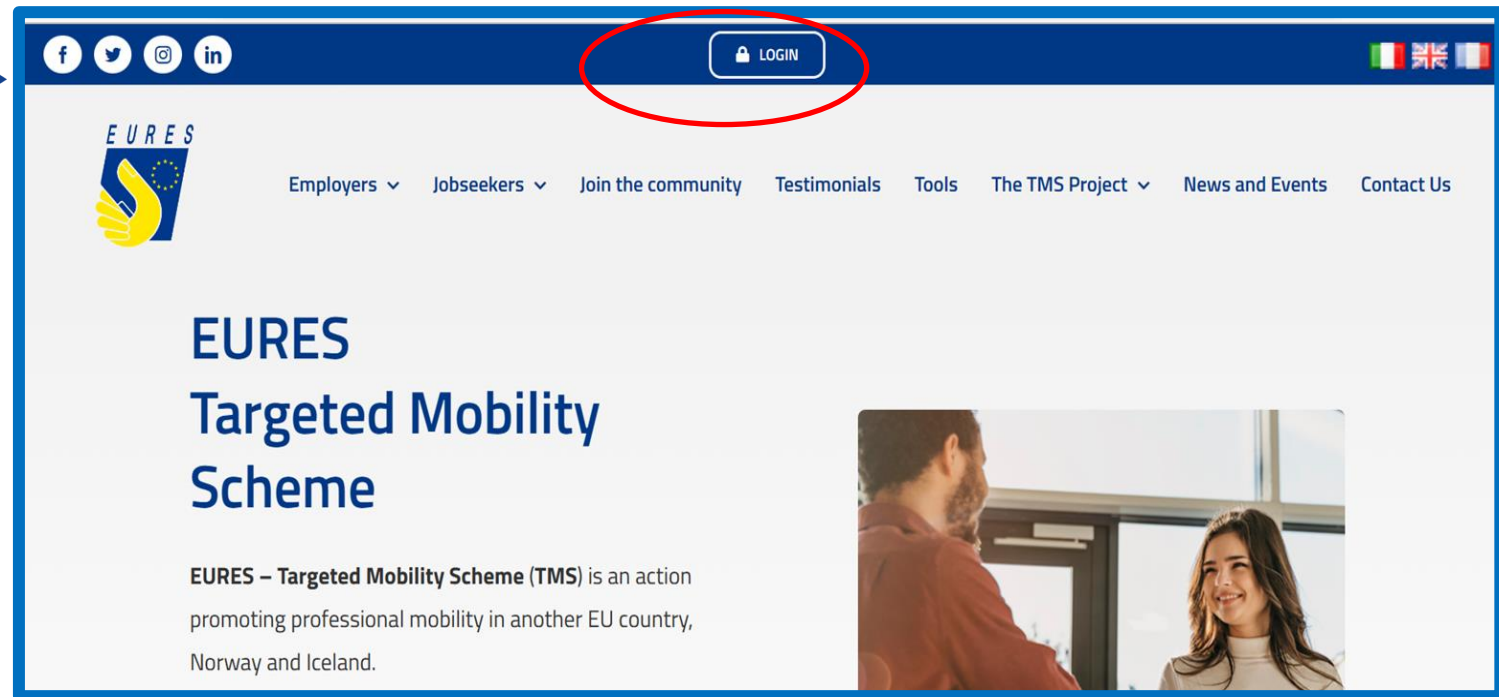
Employer self-registration

V. 01.02.2023

Employer self-registration (1/11)

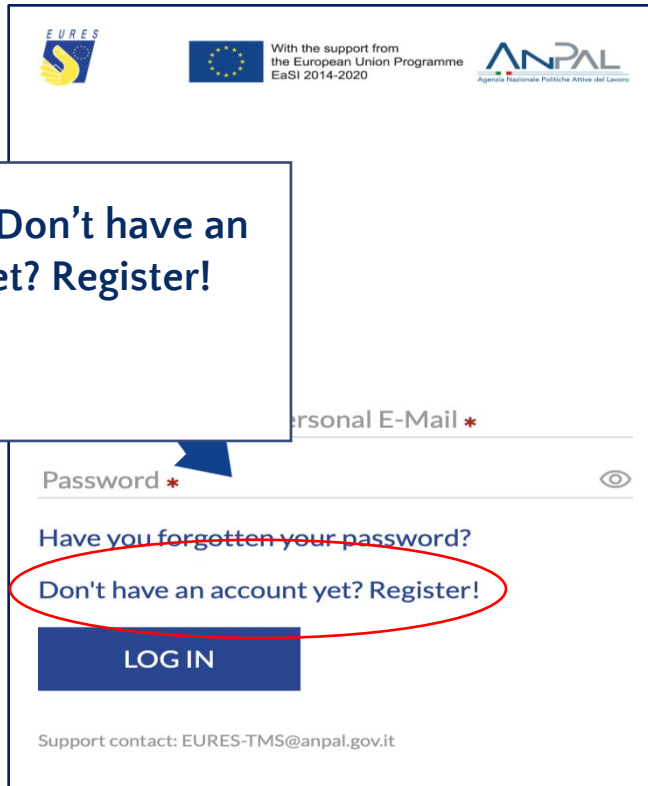
1. GO to the project website and CLICK on LOGIN

EURESmobility.anpal.gov.it



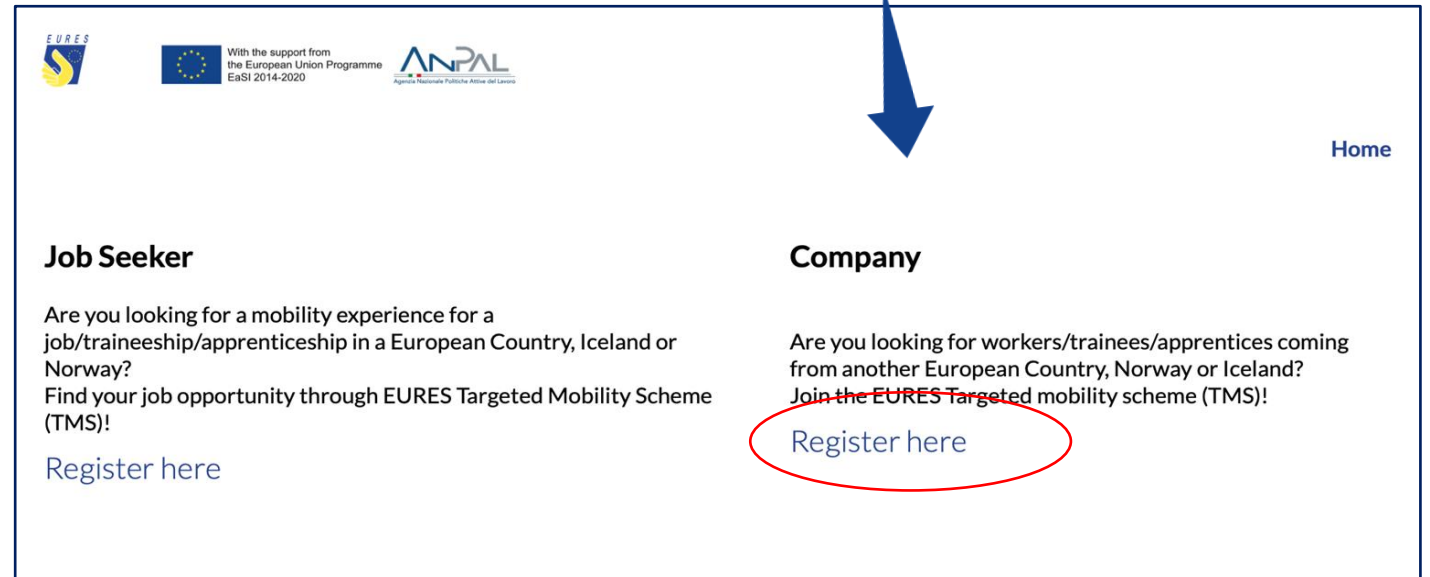
Employer self-registration (2/11)

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



The screenshot shows the EURES login page. At the top, there are logos for EURES, the European Union, and ANPAL. Below the logos, there is a text box for 'Personal E-Mail *' and a password field. A blue arrow points to the password field. Below the password field, there is a link 'Have you forgotten your password?' and a link 'Don't have an account yet? Register!' which is circled in red. Below these links is a blue 'LOG IN' button. At the bottom, there is a support contact email: 'Support contact: EURES-TMS@anpal.gov.it'.

3. Then CLICK on Register here, under Company

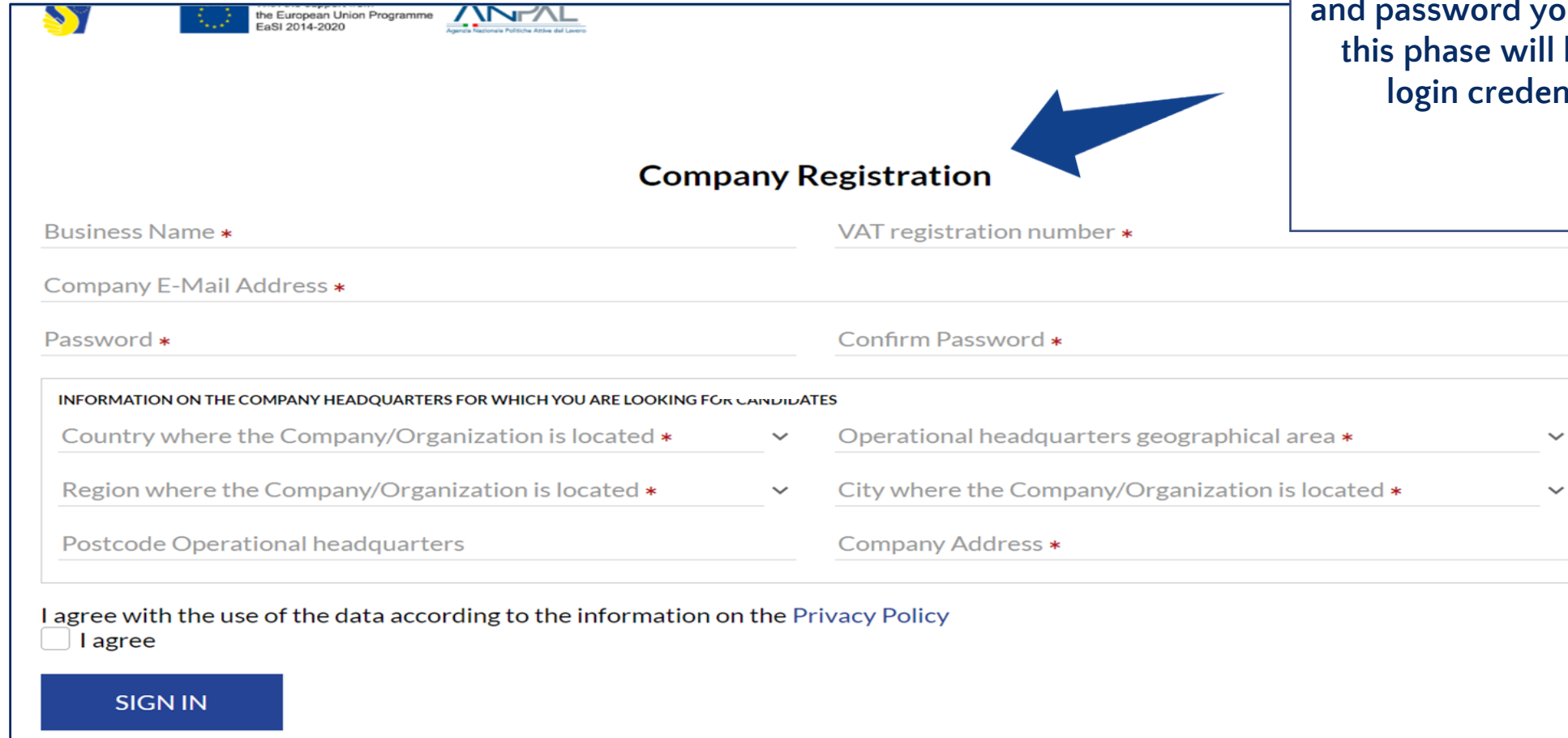


The screenshot shows the EURES registration page. At the top, there are logos for EURES, the European Union, and ANPAL. Below the logos, there is a 'Home' link in the top right corner. The page is divided into two main sections: 'Job Seeker' and 'Company'. The 'Job Seeker' section has a heading 'Job Seeker' and a paragraph: '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'. The 'Company' section has a heading 'Company' and a paragraph: 'Are you looking for workers/trainees/apprentices coming from another European Country, Norway or Iceland? Join the EURES Targeted mobility scheme (TMS)! Register here'. The 'Register here' link in the 'Company' section is circled in red. A large blue arrow points from the 'Register here' link in the 'Company' section to the 'Don't have an account yet? Register!' link in the 'Job Seeker' section.

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



Company Registration

Business Name * VAT registration number *

Company E-Mail Address *

Password * Confirm Password *

INFORMATION ON THE COMPANY HEADQUARTERS FOR WHICH YOU ARE LOOKING FOR CANDIDATES

Country where the Company/Organization is located * Operational headquarters geographical area *

Region where the Company/Organization is located * City where the Company/Organization is located *

Postcode Operational headquarters Company Address *

I agree with the use of the data according to the information on the [Privacy Policy](#)

☐ I agree

SIGN IN

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





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Account confirmed!

Account successfully activated, enter credentials to sign in

COMPANY E-MAIL / PERSONAL E-MAIL
employer@gmail.com



PASSWORD
••••••••

[Have you forgotten your password?](#)


LOG IN

Employer self-registration (6/11)

7. COMPLETE the registration form by entering the required data



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Logout

Company Registration

2/8

Enter the following data

COMPANY OTHER INFORMATION
BUSINESS NAME
Employer

Company telephone number *

Mobile telephone number of Contact Person *

VAT REGISTRATION NUMBER
345678iuhnm

Business Size *

COMPANY CONTACT PERSON DATA

First Name *

Surname *

E-MAIL
employer_guide@gmail.com

CONTINUE

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...

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Company Registration Logout 3/8

Enter the following data

ECONOMIC SECTOR *

BUSINESS TYPE

BACKWORD CONTINUE

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Company Registration Logout 4/8

Enter the following data

INFORMATION ON THE COMPANY HEADQUARTERS FOR WHICH YOU ARE LOOKING FOR CANDIDATES

COUNTRY BE - Belgique/België/Belgium

REGION BEZZ - Extra-Regio NUTS 2

Postal code

GEOGRAPHICAL AREA

BEZ - Extra-Regio NUTS 1

SMALLER TERRITORIAL UNITS

BEZZZ - Extra-Regio NUTS 3

ADDRESS test

BACKWORD CONTINUE

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Company Registration Logout 5/8

Enter the following data

COMPANY REGISTERED OFFICE

[Copy Operational Headquarters](#)

Country where the Company/organization is located *

Region where the Company/organization is located *

Registered office postal code

BACKWORD CONTINUE

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Company Registration Logout 5/8

Enter the following data




SHORT DESCRIPTION OF THE COMPANY

BACKWORD CONTINUE

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)

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Logout

Company Registration




Enter the following data

LEGAL REPRESENTATIVE DATA	
First Name *	Surname *
Personal mobile	E-Mail *

BACKWORD

CONTINUE

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

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Logout

Company Registration

Enter the fields if you are the legal representative delegate signing the project forms. These data will be required only in case of financial benefit requests by the Company

7/8



LEGAL REPRESENTATIVE'S DELEGATE DATA	
First Name	Surname
Personal mobile	E-Mail

BACKWORD


CONTINUE

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



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Logout

8/8

Company Registration

Select your Reference Adviser

Adviser



BACKWORD

CONTINUE


Employer self-registration (10/11)

13. **CLICK ON Continue** to confirm the registration





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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



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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 (11/11)



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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 about 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 e-mail
confirming that your
EURES TMS company
profile has been
validated

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



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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



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

Dashboard (1/2)

The screenshot shows the Employer Dashboard with a sidebar on the left and a main content area. The sidebar contains links: Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews, and Benefit request. The main content area has a header with a profile picture placeholder and the word 'Employer'. Below the header, there are four sections: Employer Informations, Contacts, Description, and Representatives. The Job Vacancies section is highlighted with a callout '1' pointing to the 'Add Job Vacancies' button. Below this, there is a summary of job vacancies: Draft Job Vacancies: 0, Pending Validation Job Vacancies: 0, Validated, not published, Job Vacancies: 1, Published Job Vacancies: 0, Closed Job Vacancies: 0. A table lists job vacancies, with the first one highlighted by callout '2'. The table has columns for Job Vacancy ID, Status, Date, Location, and Occupation. The first row is 'n. 1323 - Job Vacncy Test', 'Validated not published', '01/03/2023', 'BE - Belgique/België/Belgium', and 'Armed forces occupations, other ranks'. Below the table, there are two buttons: 'Candidate's List' (callout '3') and 'Integration Programme' (callout '4'). The Interviews section is also visible at the bottom.

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

Job Vacancy ID	Status	Date	Location	Occupation
n. 1323 - Job Vacncy Test	Validated not published	01/03/2023	BE - Belgique/België/Belgium	Armed forces occupations, other ranks

2

3 Candidate's List

4 Integration Programme

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 a dashboard with a sidebar on the left containing navigation links: Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews, and Benefit request. The main content area is divided into several sections:

- Interviews** (Callout 1): A section header with a sub-header "n. 1323 - Job Vacncy Test". Below it, there are four cards, each representing an interview. Each card contains details like ID, Job Seeker, test location, and time. Callout 2 points to the first card, and callout 3 points to the "Invite" button on the first card.
- Bank Data**: A section with details for "unicredit", including address, IBAN, and SWIFT.
- Additional Forms**: A section with links to "Legal representative proxy form" and "Employer salary declaration".
- Activated Benefit Requests** (Callout 4): A section with a table of activated benefits. The table has columns for ID, JOB SEEKER, and VACANCY. Below the table, there is an "Interview" section with details for "n.5115", including Job Seeker, Job Vacncy Test, and a "Download Document" button (Callout 5).

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**