

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

## EMPLOYER USERGUIDE

### How to delegate your Adviser for platform procedures

V. 01.02.2023



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



# How to delegate your Adviser for platform procedures

Home

Company

**Associated Advisers**

+ Add job vacancy

Job vacancies

Interviews

Benefit request

Employer

Employer Informations

Contacts

employer.guide@gmail.com

representative  
guide@gmail.com

Job Vacancies + Add Job Vacancies

Draft Job Vacancies: 0 Pending Validation Job Vacancies: 0 Validated, not published, Job Vacancies: 0  
Published Job Vacancies: 0 Closed Job Vacancies: 0

1. From Home, CLICK on *Associated Advisers*

# How to delegate your EURES TMS Adviser for platform procedures

Home

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Add job vacancy

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LIST OF ASSIGNED ADVISERS

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

ASSIGN DELEGATION

2. FLAG the Adviser name and CLICK on *Assign Delegation*

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

# Dashboard (1/2)

**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

**n. 1323 - Job Vacncy Test**

- Validated not published
- 01/03/2023
- BE - Belgique/België/Belgium
- Armed forces occupations, other ranks

**Candidate's List**

**Integration Programme**

**Interviews**

**Employer information:** by clicking on the dedicated icon, you can ENTER or MODIFY the information you provided when registering

- From *Job vacancy* 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 the ANPAL dashboard with the following sections and callouts:

- Interviews (1):** A list of four interview entries for 'n. 1323 - Job Vacncy Test'. Each entry includes an ID (1041, 1038, 1032, 1035), a role (ND Jobseeker, Seeker Job), a location (test), and a timestamp. Each entry has an 'Invite' button with a plus sign (2).
- Bank Data:** Information for 'unicrediti' including address, legal representative, IBAN, and SWIFT code.
- Additional Forms:** Links for 'Legal representative proxy form' and 'Employer salary declaration'.
- Activated Benefit Requests:** A table with columns for ID, JOB SEEKER, and VACANCY. It shows one entry for ID 5115, Seeker Job, and Job Vacncy Test. Below the table is an 'Interview' section for n.5115 with details for the Seeker Job, Job Vacncy Test, and an 'Invite' button (n.846). A 'Download Document' button is also present (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\_Add\_Job vacancy
- 2) Employer\_userguide\_Interview
- 3) 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**