

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

EMPLOYER USERGUIDE

How to schedule an online/onsite Interview

V. 01.02.2023

**Do you want to schedule an online/onsite interview with
a candidate selected for your Company/Organisation by
an Adviser
through the EURES TMS Platform?**

**Please read the following slide:
«How to schedule an online/onsite interview»!**

How to schedule an online/onsite interview (1/3)

Employer Informations

Contacts

employer0@gmail.com
003434567890
Legal Representative
employer0@gmail.com

Description

test

Representatives


Legal Representative:

Job Vacancies + Add Job Vac

Draft Job Vacancies: 0 Pending Validation Job V
Published Job Vacancies: 0 Closed Job Vacancie

n. 1317 - Job Vacancy Test

- Validated not published
- 01/02/2023
- BE - Belgique/België/Belgium
- Armed forces occupations, other ranks

Candidate's List 

Integration Programme +

1. From your Dashboard, CLICK on *Candidate's List* under *Job Vacancies* section

This is list of the candidates selected by your Adviser

CANDIDATES' LIST				
TAX IDENTIFICATION NUMBER (TIN)	FIRST NAME	SURNAME	STATUS	MOT
<input type="checkbox"/> 123456789	Job	Seeker	HIRED	
<input type="checkbox"/>	Job	Seeker	SELECTED	

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

Home

Company

Associated Advisers

+ Add job vacancy

Job vacancies

Interviews

Benefit request

CANDIDATES' LIST

TAX IDENTIFICATION NUMBER (TIN)	FIRST NAME	SURNAME	STATUS	MOTIVATION	SELF-CANDIDATE
<input checked="" type="checkbox"/> 123456789	Job	Seeker	PRESELECTED		NO
<input type="checkbox"/>	Job	Seeker	PRESELECTED		NO

VIEW PROFILE

VIEW CURRICULUM

VIEW DESIRED OCCUPATION

REJECT

RECRUIT

SCHEDULE AN INTERVIEW

2. FLAG the candidate's name

3. CLICK on *Schedule an Interview*

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

JOB INTERVIEW

Interview date * Time of the Interview *

Place or link of the interview *

Online Interview?
☐ NO ☐ YES

Contact (for unforeseen events, etc...) *

4. ENTER the requested data (interview date, time and place of the interview, online/onsite mode) and CLICK on *Save*

CANCEL SAVE

If the interview is onsite, you do not cover the candidate interview trip expenses and the place where you will meet the candidate is more than 50 km away from the candidate place of residence/domicile, GO to the next steps and FILL IN the additional form (job interview invitation) which will automatically open on your dashboard when you schedule an interview!

Do you want to allow the candidate to benefit from the project financial support for interview trip? Fill in the job interview invitation form (please, refer to your Adviser for procedures and eligibility criteria).

Go to the next steps to see how to activate the interview allowance for selected candidates and find more information on the project website: [Interview allowance – EURES TMS Project measures \(anpal.gov.it\)](https://anpal.gov.it)



Remember that you can always delegate all platform procedures to your Adviser (except for the digital signature).

How to fill in the job interview invitation form (1/7)

Home

Company

Associated Advisers

+ Add job vacancy

Job vacancies

Interviews

Benefit request

FORM DATA JOB SEEKER DATA EMPLOYER DATA VACANCY DATA

Data from the interview:

DATE
24/01/2023

TIME
18:10:00

LOCATION
TEST

Data to be filled in:

Interview Start Date Interview End Date

Country of the interview Zone of the interview Region of the interview

Smaller Territorial Units of the interview Place of the interview

☐ The Company will cover the costs to be incurred for the interview

SAVE TO DRAFT COMPLETE

1. ENTER the requested data and CLICK on *Complete* if you want to fill in the job interview invitation form right now... or CLICK on *Save to Draft* if you prefer to complete it later

How to fill in the job interview invitation form (2/7)

In case you have previously saved to draft the job interview invitation form, you will find it in the *Interviews* section, under the related job vacancy number. **CLICK on *Go to the invite*** in order to open the job interview invitation form again and fill it in

The screenshot displays the EURES portal interface. On the left is a sidebar with navigation links: Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews, and Benefit request. The main content area is divided into sections. The 'Bank Data' section for 'unicredit' lists address, legal representative, IBAN, and SWIFT. The 'Additional Forms' section contains links for a legal representative proxy form and an employer salary declaration. The 'Interviews' section shows two entries for job vacancy n. 1317. The first entry, with ID 1023, is circled in red and includes a 'Go to the invite >' link. The second entry, with ID 1020, also includes a 'Go to the invite >' link. The 'Activated Benefit Requests' section is partially visible at the bottom.

Job Vacancy Number	ID	Seeker Job	Location	Date and Time	Action
n. 1317 - Job Vacancy Test	ID: 1023	Seeker Job	test	25/01/2023 16:50:00	Go to the invite >
n. 1317 - Job Vacancy Test	ID: 1020	Seeker Job	TEST	24/01/2023 18:10:00	Go to the invite >

How to fill in the job interview invitation form (3/7)

FORM DATA

JOB SEEKER DATA

EMPLOYER DATA

VACANCY DATA

Data from the interview:

DATE

24/01/2023

TIME

18:10:00

LOCATION

TEST

Data to be filled in:

Interview Start Date

Interview End Date

Country of the interview

Zone of the interview

Region of the interview

Smaller Territorial Units of the interview

Place of the interview

☐ The Company will cover the costs to be incurred for the interview

2. ENTER the requested data and
CLICK on *Complete*

SAVE TO DRAFT

COMPLETE

How to fill in the job interview invitation form (4/7)

3. CLICK on *Send OTP (One Time Password)* and SELECT the person who is going to sign the job interview invitation form.

Before clicking on *Confirm*, please VERIFY that the legal representative and/or his delegate (if any) email address have been validated. CHECK also that:

- Legal representative ID card has been uploaded
- *Delegate ID card* and proxy form have been uploaded (if any)

The completed job interview invitation form preview will automatically open

INFORMATION

With which legal entity do you want to sign the document?

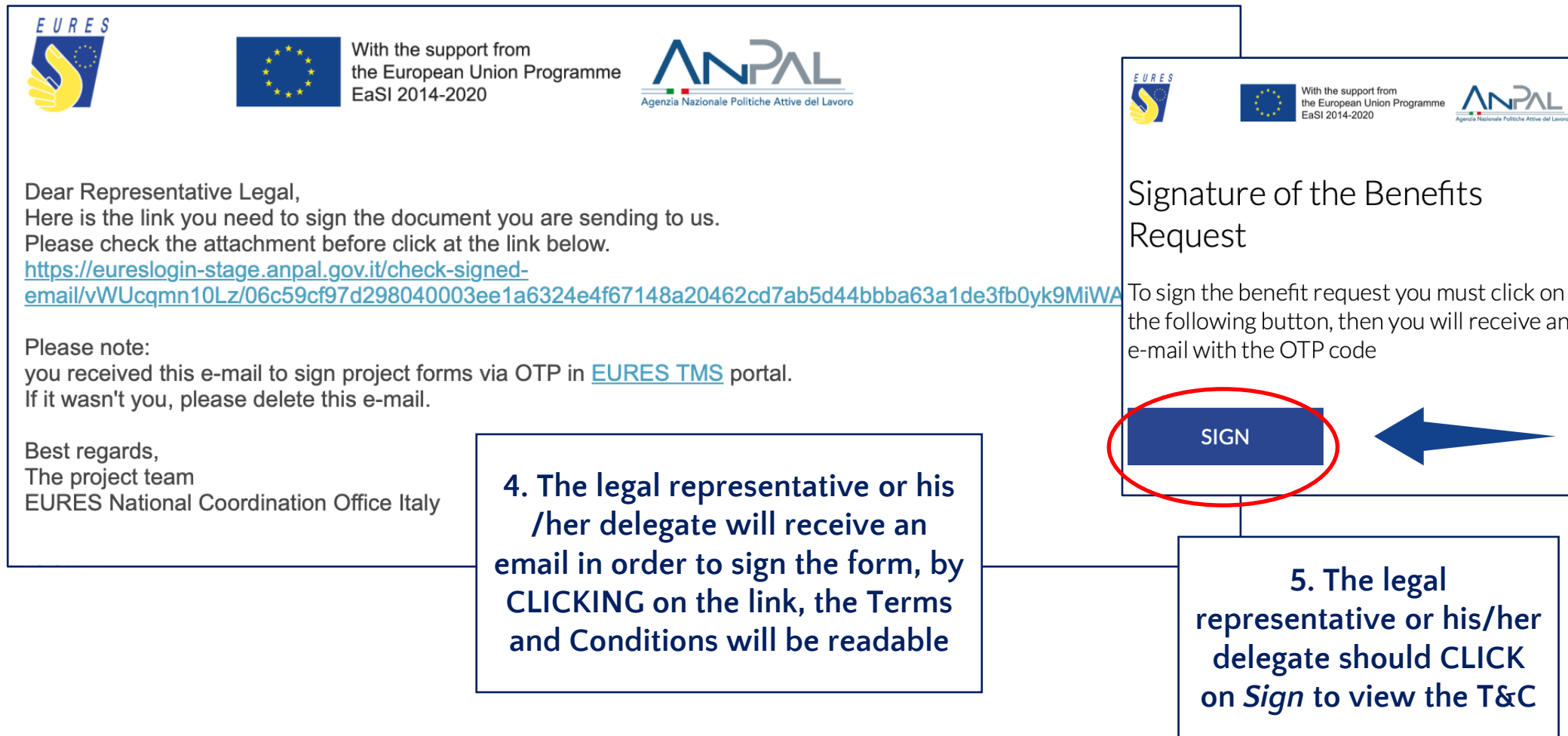
Signatory

- ☐ LEGAL REPRESENTATIVE
☐ LEGAL REPRESENTATIVE DELEGATE

NO

CONFIRM

How to fill in the job interview invitation form (5/7)



How to fill in the job interview invitation form (6/7)

Advanced electronic signature Terms and conditions

EURES Targeted Mobility scheme is a project managed by ANPAL, jointly with an Italian and foreign partners (public and private bodies) with the aim to give:

- candidates the opportunity to have a work/paid traineeship or apprenticeship experience in organizations/enterprises in all EU Member States and Norway and Iceland, as EFTA/EEA Country members.
- eligible employers the opportunity to offer a job or traineeship or apprenticeship in the framework of EURES Targeted mobility scheme project.
- candidates and employers the chance to take advantage of the services and financial benefits of the EURES TMS.
- candidates and employers information about the EURES TMS project, financial benefits and services

These services are provided through the EURES TMS project platform. In particular, through the platform beneficiaries, in compliance with the project rules and procedures, can apply for financial benefits.

6. The legal representative or his/her delegate should SCROLL DOWN to display the button to Accept T&C

DECLINE

ACCEPT

How to fill in the job interview invitation form (7/7)



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the European Union Programme
EaSI 2014-2020



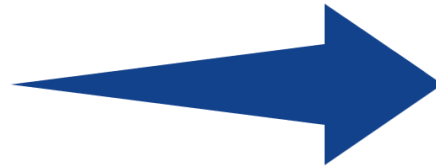
Dear Representative Legal
Here is the OTP code you need to sign the document you are sending to us.

041438

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

Best Regards,
The project team
EURES National Coordination Office Italy

7. The Legal representative or his/her delegate should ENTER the OTP code (received by e-mail) in the window that will have opened in the meantime and CLICK on *Confirm*



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



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



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 use the EURES TMS Home page to manage all platform functions

Dashboard (1/2)

Employer

Employer Informations

Contacts

employer@test@gmail.com
003923456789
Contact Person
employer@test@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	1
01/03/2023	2
BE - Belgique/België/Belgium	3
Armed forces occupations, other ranks	4

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 left sidebar, a top navigation bar, and a main content area. The sidebar contains links for Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews, and Benefit request. The top navigation bar includes the EURES logo, the text 'The legal representative's Delegate has not been added', and the 'Interviews' section header. The main content area is divided into two sections: 'Interviews' and 'Activated Benefit Requests'.

Interviews Section:

- 1. 'Interviews' section header.
- 2. 'n. 1323 - Job Vacncy Test' card, showing ID: 1041, ND Jobseeker, test, and 18/02/2023 12:45:00.
- 3. 'Invite' button with a plus icon.
- 4. 'n. 1323 - Job Vacncy Test' card, showing ID: 1038, Seeker Job, test, and 18/02/2023 10:45:00.
- 5. 'Invite' button with a plus icon.
- 6. 'n. 1323 - Job Vacncy Test' card, showing ID: 1032, Seeker Job, test, and 18/02/2023 09:45:00.
- 7. 'Invite' button with a plus icon.
- 8. 'n. 1323 - Job Vacncy Test' card, showing ID: 1035, Seeker Job, test, and 18/02/2023 08:45:00.
- 9. 'Invite' button with a plus icon.

Activated Benefit Requests Section:

- 10. 'Activated Benefit Requests' section header.
- 11. 'Invite to Interview: 1' text.
- 12. Table with columns: ID, JOB SEEKER, VACANCY. Row 1: 5115, Seeker Job, Job Vacncy Test.
- 13. 'Forms List' dropdown menu.
- 14. 'Interview n.5115' card, showing Seeker Job, Job Vacncy Test, Invite n.846, and TO BE SIGNED.
- 15. 'Download Document' button.

Additional Forms Section:

- 16. 'Additional Forms' section header.
- 17. 'Legal representative proxy form (to delegate the signature of documents)' link.
- 18. 'Employer salary declaration (for subsistence allowance)' link.

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_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