

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

## EMPLOYER USERGUIDE

### How to recruit a Jobseeker

V. 01.02.2023



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



**Do you want to recruit a candidate who has been selected  
by an Adviser through the EURES TMS Platform?**

**Please read the following slide  
«How to recruit a Jobseeker»!**

# How to recruit a Jobseeker (1/3)

The screenshot displays the ANPAL dashboard interface. At the top right, it shows 'Last Access 2023-01-23 17:15:42' and a notification bell icon. The left sidebar contains navigation options: Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews, and Benefit request. The main content area is divided into three sections: 'Employer Informations' with contact details (employer0@gmail.com, 003434567890), 'Description' (test), and 'Representatives' (Legal Representative: employer0@gmail.com, Documents). The 'Job Vacancies' section shows statistics: Draft Job Vacancies: 0, Pending Validation Job Vacancies: 0, Validated, not published, Job Vacancies: 1, Published Job Vacancies: 0, Closed Job Vacancies: 0. Below this, a specific vacancy 'n. 1317 - Job Vacancy Test' is listed with details: Validated not published, 01/02/2023, BE - Belgique/België/Belgium, and Armed forces occupations, other ranks. At the bottom of this section, the 'Candidate's List' link is circled in red, with an 'Integration Programme' link below it.

1. From your Dashboard, **CLICK** on Candidate List below the Job Vacancy

# How to recruit a Jobseeker (2/3)

The screenshot shows a 'CANDIDATES' LIST' interface with a sidebar on the left containing navigation options: Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews, and Benefit request. The main table has columns for TAX IDENTIFICATION NUMBER (TIN), FIRST NAME, SURNAME, STATUS, MOTIVATION, and SELF-CANDIDAT. Two candidate entries are visible. The first entry has a checked checkbox in the TIN column and a 'RECRUIT' button in the action column, both circled in red. Below the table, two text boxes provide instructions: '2. FLAG the candidate's name, VIEW the related profile and Curriculum' and '3. If suitable for your vacancy, CLICK on Recruit'.

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

2. FLAG the candidate's name, VIEW the related profile and Curriculum

3. If suitable for your vacancy, CLICK on *Recruit*

# How to recruit a Jobseeker (3/3)

Home

Company

Associated Advisers

Add job vacancy

Job vacancies

Interviews

Benefit request

← RECRUIT A CANDIDATE

COMPANY NAME  
Employer

JOB TITLE  
Job Vacancy Test

Destination country \*

Starting Date \* Ending Date

WORKPLACE ADDRESS

COUNTRY  
BE - Belgique/België/Belgium

REGION  
BE23 - Prov. Oost-Vlaanderen

POSTAL CODE  
Postal code

GEOGRAPHICAL AREA  
BE2 - Vlaams Gewest

SMALLER TERRITORIAL UNITS  
BE231 - Arr. Aalst

ADDRESS  
test

Indicate the nature of the position to be held \*

Contract Duration \*

CANCEL SAVE

The candidate will be informed about the positive result of the selection process by e-mail!

The information entered is used for monitoring purposes. Please fill them out correctly!

4.FILL IN all the required data and CLICK on *Save*

# 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** 👤 3

**Integration Programme** + 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 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 date/time. Each entry has an 'Invite' button with a plus sign (2).
- Bank Data:** Information for unicrediti, including address (IT, piazza mirti), legal representative, IBAN, and SWIFT (UNICRITMMXX).
- Additional Forms:** Links for 'Legal representative proxy form (to delegate the signature of documents)' and 'Employer salary declaration (for subsistence allowance)'. A 'Download Document' button is highlighted with callout 5.
- Activated Benefit Requests:** A table with columns for ID, JOB SEEKER, and VACANCY. One entry is shown: ID 5115, Seeker Job, Job Vacncy Test. A 'Forms List' dropdown is visible. Below the table, an 'Interview' section for n.5115 shows 'Seeker Job', 'Job Vacncy Test', 'Invite n.846', and 'TO BE SIGNED' (callout 4).

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**

**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**