



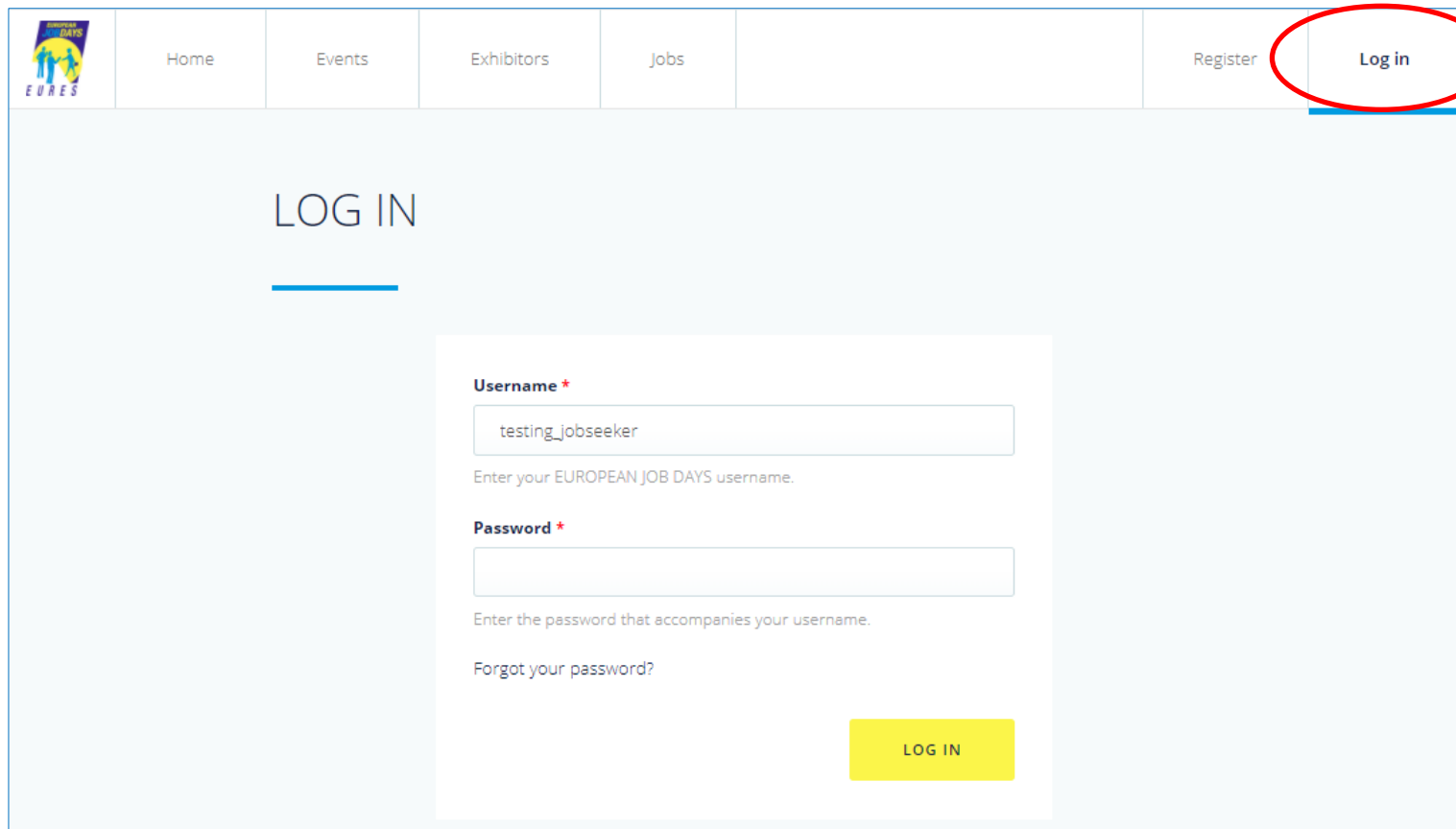
**EURES - ITALIA**

**Linee guida JOBSEEKERS**



## 1. Accesso come jobseeker

- a. Clicca su “login”
- b. Inserisci le tue credenziali:  
Login:  
Password:



The screenshot shows the EURES website's login page. The top navigation bar includes links for Home, Events, Exhibitors, Jobs, Register, and Log in. The 'Log in' link is circled in red. Below the navigation bar, the page features a 'LOG IN' heading and a login form. The form contains two input fields: 'Username \*' with the value 'testing\_jobseeker' and 'Password \*'. Below the password field is a link for 'Forgot your password?'. A yellow 'LOG IN' button is positioned at the bottom right of the form.



## 1.1 Gestione dell'account (Inserimento delle informazioni che verranno viste dal datore di lavoro)

- Clicca su "Profile settings"
- Scorri la pagina verso il basso
- Scegli la lingua (le offerte di lavoro verranno rese disponibili in base a questa selezione)
- Scegli il settore di istruzione (le offerte di lavoro verranno rese disponibili in base a questa selezione)

Home Events Exhibitors Jobs

Jobseeker testing\_jobseeker

Dashboard

Edit my account

Profile settings

Log out

### JOBSEEKER

#### My panel

- My events
- Recommended Jobs
- My job applications
- Pick Interview times
- Video tutorials
- FAQ

#### About you

**Profile picture (240px x 240px)**

Image preview (240px x 240px)

Click on the image and drag to mark how

REMOVE

#### Language skills \*

<none> **ADD**

Czech (Čeština) > <b>Basic</b>	Remove
English > <b>Very good</b>	Remove
Greek (Ελληνικά) > <b>Very good</b>	Remove
Polish (Polski) > <b>Fluent</b>	Remove

Choose a language from the drop-down menu followed by the efficiency level. Click the 'Add' button to add a language to the list. In order to remove a language from the list, click the 'Remove' button then click the 'Update' button below.

#### Education fields

<none> **ADD**

Agriculture, forestry and fishery	Remove
Law	Remove

Select a value and click the 'Add' button. Click 'Remove' link to remove language from the list.



## 1.2 Estrarre il CV dal portale EURES

- Clicca su “Profile settings”
- Scorri la pagina verso il basso
- Inserisci lo username EURES e il numero dell’account per recuperare il CV dal portale EURES

The image shows a screenshot of the EURES 'Your CV' page. The page is divided into two main sections. The top section, titled 'Your CV', contains the text 'Upload your CV' (circled in red) and 'Or retrieve it from the EURES portal'. Below this is a section for 'Uploaded CV' with a 'Scegli file' button and the text 'Nessun file selezionato'. It also includes instructions: 'Files must be less than 5 MB.' and 'Allowed file types: pdf doc docx odt.'. The bottom section contains two checkboxes: one checked for 'I would like my account to remain accessible for other events, until I delete it myself.' and one unchecked for 'I would like to receive information on new and upcoming events'. At the bottom of the page are two buttons: 'BACK TO THE PROFILE' and 'SAVE'.

**Your CV**

Upload your CV Or retrieve it from the EURES portal

**Uploaded CV**

Scegli file Nessun file selezionato

Files must be less than **5 MB**.  
Allowed file types: **pdf doc docx odt**.

I would like my account to remain accessible for other events, until I delete it myself.  
(Otherwise it will be deleted after 12 weeks – please refer to the "Privacy statement and spe

I would like to receive information on new and upcoming events

**Your CV**

Upload your CV Or retrieve it from the EURES portal

**My EURES username**

**My EURES account number**

To find your My EURES account number, log in to eures.europa.eu and go to "My EURES" and click on "My EURES" in the left column. Your account number is displayed on the main page.

**RETRIEVE YOUR CV LIST**

**BACK TO THE PROFILE** **SAVE**



### 1.3 Cambia password

- Clicca su “Edit my account”
- Inserisci e conferma la tua nuova password
- Clicca su “Save”

The screenshot displays the 'EDIT MY ACCOUNT' interface. At the top, there is a navigation bar with the EURES logo and links for Home, Events, Exhibitors, and Jobs. On the right, a user menu for 'Jobseeker testing\_jobseeker' is visible, with 'Edit my account' highlighted in a red circle. The main content area is titled 'EDIT MY ACCOUNT' and is divided into two sections: 'My panel' on the left and 'Account information' on the right. The 'My panel' section includes links for 'My events', 'Recommended jobs', 'My job applications', 'Pick interview times', 'Video tutorials', and 'FAQ'. The 'Account information' section contains the following fields:

- Username \***: A text input field containing 'testing\_jobseeker'. Below it, a note states: 'Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.'
- E-mail address \***: A text input field containing 'test@waat.eu'. Below it, a note states: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.'
- Password** and **Confirm password**: Two text input fields for entering a new password. These fields are circled in red.

At the bottom of the 'Account information' section, a note reads: 'To change the current user password, enter the new password in both fields.'



## 1.4 Fai application per un'offerta di lavoro

- Clicca su "Recommended jobs"
- Clicca sul lavoro per cui desideri fare domanda (esempio: RESEARCH ASSISTANT, MENA)
- Clicca su "Apply for this jobs"

The screenshot shows a web interface for job recommendations. On the left, a sidebar titled "My panel" contains links for "My events", "Recommended jobs" (circled in red), "My Job applications", "Pick interview times", "Video tutorials", and "FAQ". The main area is titled "RECOMMENDED JOBS" and features a filter section with fields for "Phrase search", "Workplace country", "Sector", "Education level", "Occupation", and "Available for event". Below the filters is a dark blue "APPLY" button. A job card for "RESEARCH ASSISTANT, MENA" is highlighted with a red circle. The card includes a "PROFILE MATCHING PERFECT!" badge, a location icon for Switzerland, and a yellow "APPLY FOR THIS JOB" button (circled in red). The job details section shows the event "EJD training in Lisbon for EURES Advisers - 19 April 2018" and a description of the role. A red circle also highlights the job title "Research Assistant, MENA" in the job card's header. A blue arrow points from the job card towards the bottom right. At the bottom of the page, there is a decorative banner with colorful silhouettes of people and arrows.

## 1.5 Gestisci le posizioni per le quali hai fatto domanda

- Clicca su “Jobs” nella parte alta della pagina
- Riempi i criteri di ricerca e clicca su “Apply” nella parte in basso a sinistra della pagina
- Clicca sull’offerta di lavoro che ti interessa
- Clicca su “Apply for this job”

Home Events Exhibitors **Jobs** Jobseeker testing\_jobseeker

# JOBS

Phrase search  
Workplace country  
Sector  
Education Level  
Education field  
Occupation  
Available for event

ACTIVE OFFERS ARCHIVED OFFERS

## 6 RESULTS FOR OFFERS SEARCHED

**Research Assistant, MENA**  
Offered by: Switzerland  
Workplace: United Kingdom  
Profile Matching: PERFECT!

**French and Spanish Speaking Sales Coordinator**  
Offered by: Spain  
Workplace: Spain  
Profile Matching: AVERAGE

**APPLY**

## RESEARCH ASSISTANT, MENA

Switzerland

Profile Matching: PERFECT!

**APPLY FOR THIS JOB**

The job offer is available for the following event:  
EJD training in Lisbon for EURES Advisers - 19 April 2018

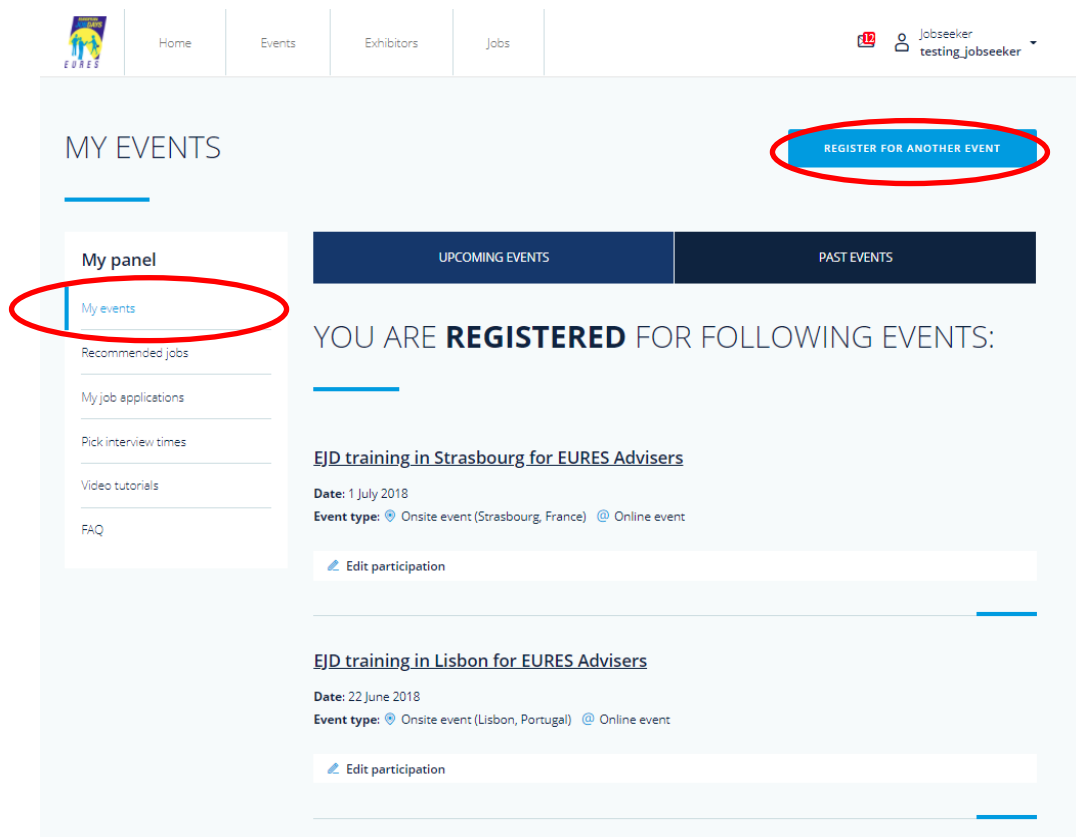
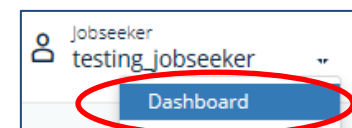
Job details  
Workplace country: United Kingdom

VIEW ALL JOBS



## 1.6 Gestire i miei eventi

- Clicca su “Dashboard” per tornare indietro sul tuo profilo
- Clicca su “My events”
- Clicca su “Register for another event” per iscriverti ad altri eventi disponibili
- Seleziona l'evento che desideri e clicca su “Register for this event”



MY EVENTS

REGISTER FOR ANOTHER EVENT

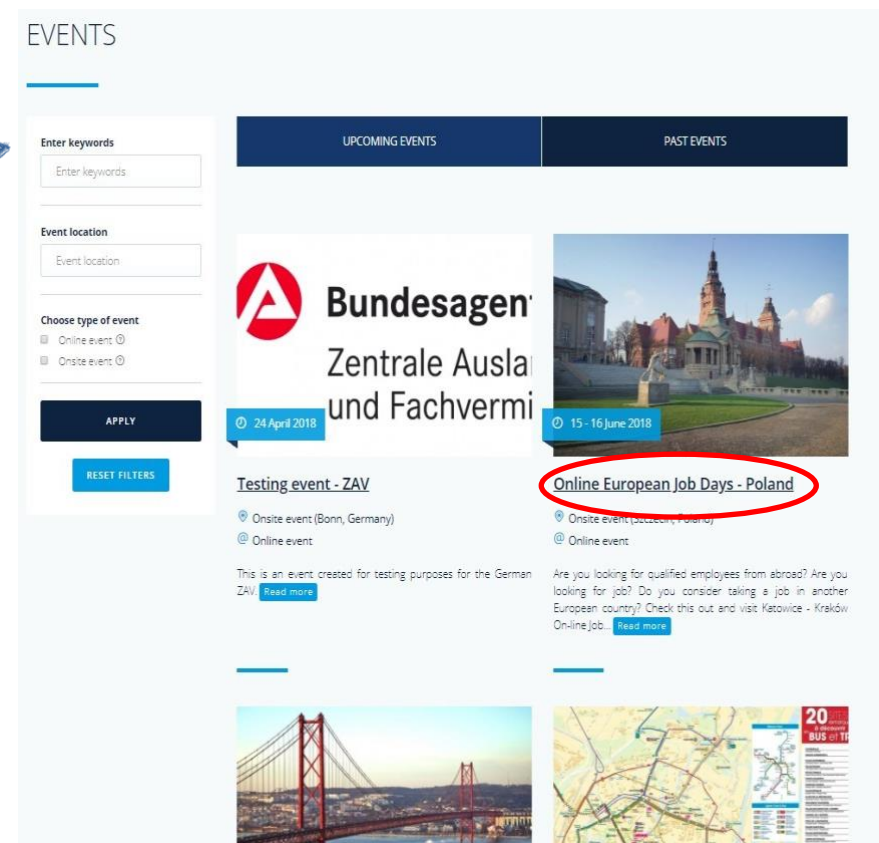
UPCOMING EVENTS PAST EVENTS

YOU ARE **REGISTERED** FOR FOLLOWING EVENTS:

**EJD training in Strasbourg for EURES Advisers**  
Date: 1 July 2018  
Event type: Onsite event (Strasbourg, France) Online event  
Edit participation

**EJD training in Lisbon for EURES Advisers**  
Date: 22 June 2018  
Event type: Onsite event (Lisbon, Portugal) Online event  
Edit participation

My panel  
My events  
Recommended jobs  
My job applications  
Pick interview times  
Video tutorials  
FAQ



EVENTS

UPCOMING EVENTS PAST EVENTS

Enter keywords  
Event location  
Choose type of event  
APPLY  
RESET FILTERS

**Bundesagentur für Arbeit**  
Zentrale Ausländer- und Fachvermittlung  
24 April 2018


**Testing event - ZAV**  
Onsite event (Bonn, Germany) Online event  
This is an event created for testing purposes for the German ZAV. Read more


**Online European Job Days - Poland**  
Onsite event (Katowice, Poland) Online event  
Are you looking for qualified employees from abroad? Are you looking for job? Do you consider taking a job in another European country? Check this out and visit Katowice - Kraków On-line Job. Read more



20th Anniversary BUS of IT








[Home](#)
[Events](#)
[Exhibitors](#)
[Jobs](#)







[Jobseeker testing\\_jobseeker](#)

# ONLINE EUROPEAN JOB DAYS - POLAND

🕒 15 - 16 JUNE 2018

📍 Onsite event (Szczecin, Poland) @ Online event

**REGISTER FOR THIS EVENT**

 ABOUT THIS EVENT
 
[VIEW AGENDA](#)
 [BROWSE EVENT JOBS](#)
 [BROWSE EXHIBITORS](#)

## MORE ABOUT THIS EVENT

**Are you looking for qualified employees from abroad?**

**Are you looking for job? Do you consider taking a job in another European country?**

**Check this out and visit Katowice - Kraków On-line Job Day 2017 organised by EURES Poland!**

Katowice - Kraków On-line Job Day 2017 is an on-line event which will be held on October 20th, 2017. The main aim of this project is to facilitate contact between Polish jobseekers and European employers. Polish employers interested in employing candidates from abroad and European citizens who think about working in Poland have the possibility to take part in this event.

Regional Labour Offices from Katowice and Kraków organise one common venture called Katowice - Kraków On-line Job Day 2017.

### Additional information

[About this event](#)

[Information Page \(Poland\)](#)



## 1.7 Gestione dei colloquio e dell'agenda

- Clicca su "My job applications" e su "Interviews"
- Clicca su "Accept Invitation" e scegli l'orario del tuo colloquio con gli exhibitor

**MY INTERVIEWS**

My panel

My events

Recommended jobs

My job applications

Pick interview times

Video tutorials

FAQ

**INTERVIEWS** | TIMESLOTS

Phrase search

- Any -

Job titles, organisation names and descriptions

APPLY

✓ EJD training in Strasbourg for EURES Advisers

Not scheduled

STATUS	TIME (EUROPE/BRUSSELS - CEST)	JOBSEEKER'S NAME	NEXT ACTION(S)
Applied	Not set	<b>Pepe Pótamo</b> Analytical chemist with expertise in GC-MS	Wait for Exhibitor answer
Invited	Not set	<b>Testing Jobseeker2</b> Myjjs	<b>ACCEPT INVITATION</b>
Invited	Not set	<b>Testing Jobseeker2</b> Analytical chemist with expertise in GC-MS	<b>ACCEPT INVITATION</b>
Declined	Not set	<b>Pepe Pótamo</b> Myjjs	
Applied		<b>Pepe Pótamo</b>	
Applied			

Please select interview time

You are invited by: **WAAT Ltd** Check the job offer

Available timeslot(s)	10 <sup>00</sup> -11 <sup>00</sup>	11 <sup>00</sup> -11 <sup>30</sup>	11 <sup>30</sup> -12 <sup>00</sup>	13 <sup>00</sup> -14 <sup>00</sup>	15 <sup>00</sup> -15 <sup>30</sup>	15 <sup>30</sup> -16 <sup>00</sup>
2018-07-01	online	online	<b>ONLINE</b>	online	online	online

CANCEL | **ACCEPT INVITATION**



- c. Clicca su “Timeslots” per programmare i tuoi inviti o clicca su “Pick interviews time” in “My Panel” sulla sinistra
- d. Clicca su “Pick your interview time” per modificare il tuo timeslot
- e. Clicca sul timeslot che preferisci tra quelli disponibili e clicca su “Change interview time” per salvare il nuovo orario

**USER'S INTERVIEW TIMESLOTS**

My panel

- My events
- Recommended jobs
- My job applications
- Pick interview times**
- Video tutorials
- FAQ

INTERVIEWS | **TIMESLOTS**

✓ EJD training in Strasbourg for EURES Advisers

Strasbourg, France

You are invited by: **WAAT Ltd** Check the job offer

Available timeslot(s)	2018-07-01	10 <sup>30</sup> -11 <sup>00</sup>	11 <sup>00</sup> -11 <sup>30</sup>	13 <sup>30</sup> -14 <sup>00</sup>	15 <sup>00</sup> -15 <sup>30</sup>	15 <sup>30</sup> -16 <sup>00</sup>
		online	online	online	online	<b>ONLINE</b>

**PICK YOUR INTERVIEW TIME**

Please select interview time

You are invited by: **WAAT Ltd** Check the job offer

Available timeslot(s)	2018-07-01	10 <sup>30</sup> -11 <sup>00</sup>	11 <sup>00</sup> -11 <sup>30</sup>	11 <sup>30</sup> -12 <sup>00</sup>	13 <sup>30</sup> -14 <sup>00</sup>	15 <sup>00</sup> -15 <sup>30</sup>	15 <sup>30</sup> -16 <sup>00</sup>
		online	online	online	online	<b>ONLINE</b>	online

**CANCEL** **CHANGE INTERVIEW TIME**



