



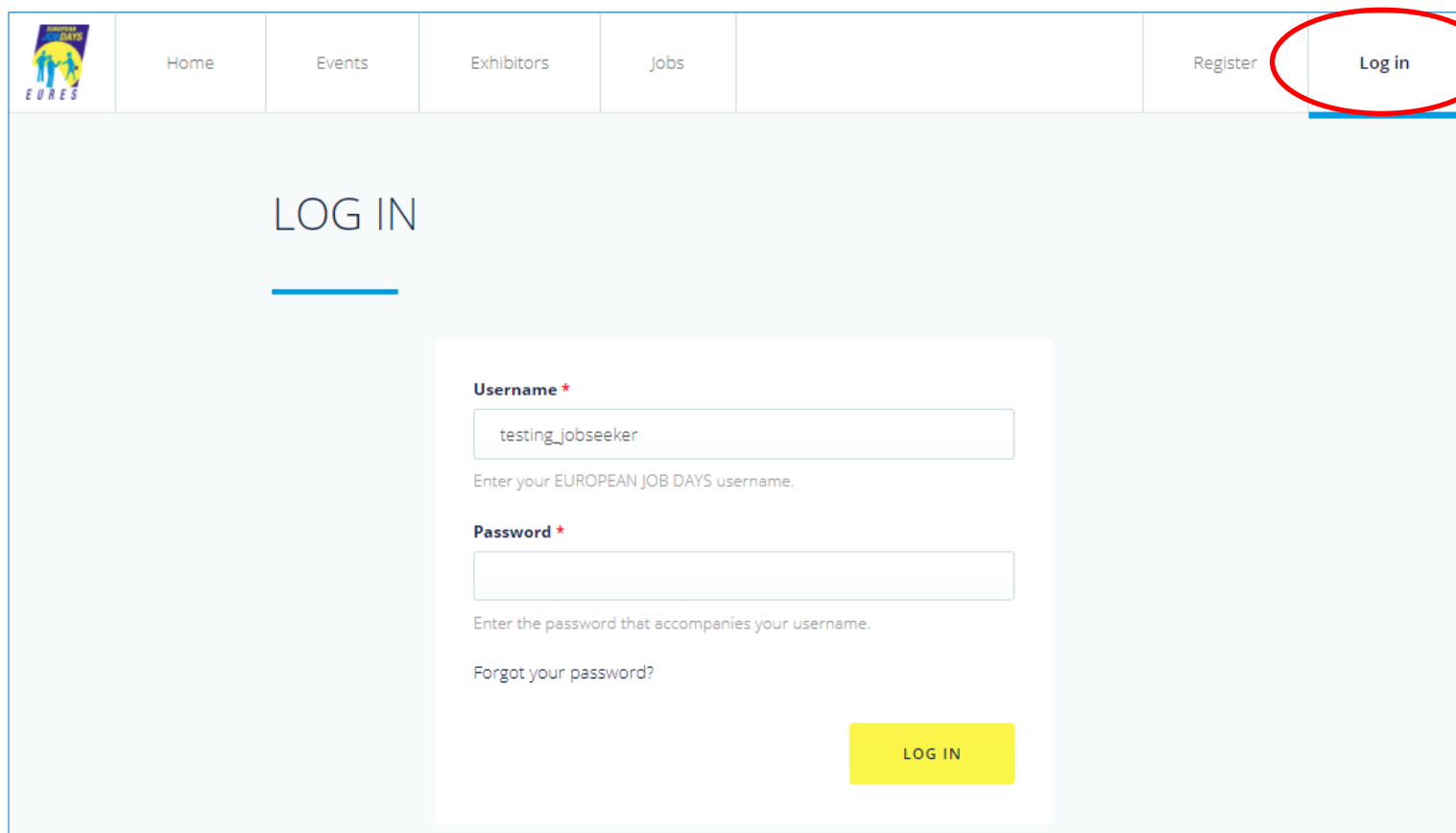
**EURES - ITALIA**

**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 'Forgot your password?' link and a yellow 'LOG IN' button.



## 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)

The screenshot displays the EURES Jobseeker account management interface. The main page features a navigation bar with 'Home', 'Events', 'Exhibitors', and 'Jobs'. A user profile is visible with a 'Profile picture' section. A dropdown menu is open, highlighting 'Profile settings'. Two inset boxes show the 'Language skills' and 'Education fields' sections, both with 'ADD' buttons and 'REMOVE' links for each entry.

**Language skills \***

Language	Efficiency level	Action
<none>		ADD
Czech (Čeština)	Basic	Remove
English	Very good	Remove
Greek (Ελληνικά)	Very good	Remove
Polish (Polski)	Fluent	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**

Field	Action
<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

**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 'Home', 'Events', 'Exhibitors', and 'Jobs'. The user is logged in as 'Jobseeker testing\_jobseeker'. A dropdown menu is open, showing options: 'Dashboard', 'Edit my account' (circled in red), 'Profile settings', and 'Log out'. The main content area is titled 'Account information' and 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@maat.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**: A text input field.
- Confirm password**: A text input field.

The 'Password' and 'Confirm password' fields are circled in red. At the bottom of the form, 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 yellow "APPLY FOR THIS JOB" button (circled in red), and a "Job details" section with a Swiss flag icon and a "VIEW ALL JOBS" button. The job details text describes a fixed-term vacancy for a Research Assistant in the MENA Division of Human Rights Watch, with an application deadline of May 3, 2018. 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 holding 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

**APPLY**

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

## 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

FIXED-TERM JOB VACANCY RESEARCH ASSISTANT Middle East and North Africa Division Application Deadline: May 3, 2018 The Middle East and North Africa ("MENA") Division of Human Rights Watch ("HRW") is seeking a Research Assistant to assist in the monitoring and reporting of human rights violations in Egypt, with possible additional rights monitoring and reporting work on Libya. This is a fixed-term full-time (40 hours per week) position for up to 1 year, with the possibility of extension. Preferred locations for this position to be based include Berlin, Tunis, and Beirut, however, other locations will be considered. The Research Assistant will report to the Egypt Researcher in the MENA Division, based in Europe. Responsibilities: 1. Establish and maintain contacts with a variety of local actors, including using networks among local rights activists and organizations to expand HRW's monitoring capabilities and access to information; where possible these contacts will include government officials; 2. Assist with monitoring human rights conditions and documenting abuses by collecting and analyzing information from a wide variety of sources including governments, local media, NGOs, victims, witnesses, and journalists; 3. Follow up on specific cases of human rights violations, as requested by the Egypt Researcher or Libya Researcher; 4. Advise MENA staff on local media advocacy; 5. Under the guidance of the Egypt and/or Libya Researcher, provide written analyses and write-ups of interviews, and, when appropriate, first drafts of briefing papers, letters, news releases, submissions

**Job details**

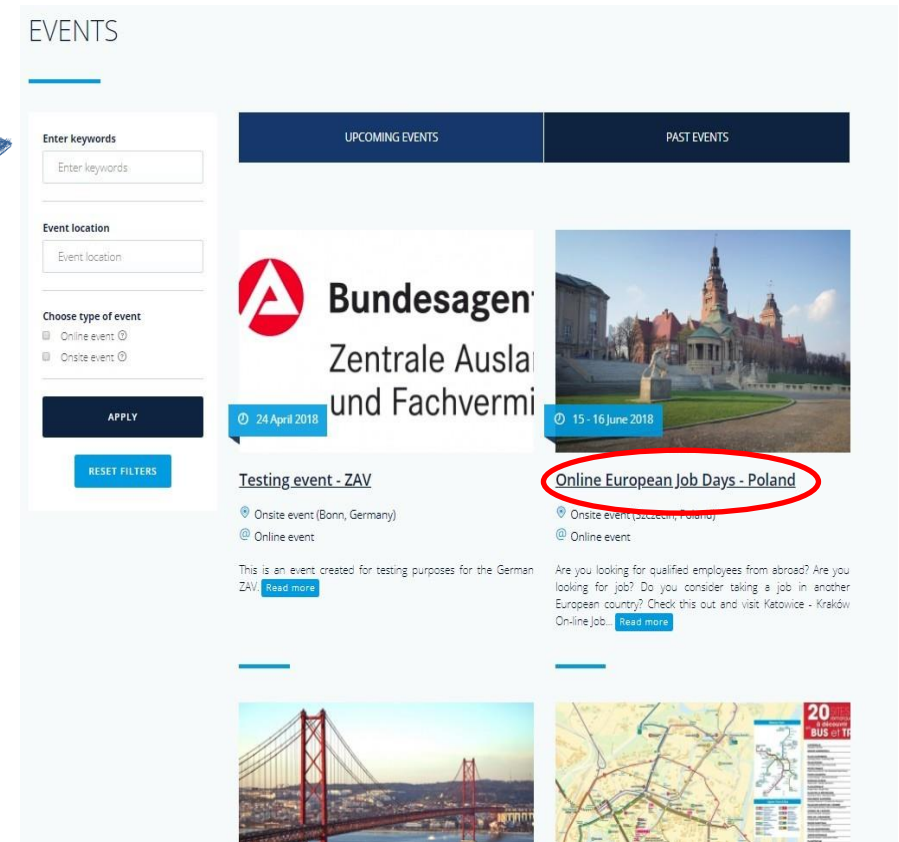
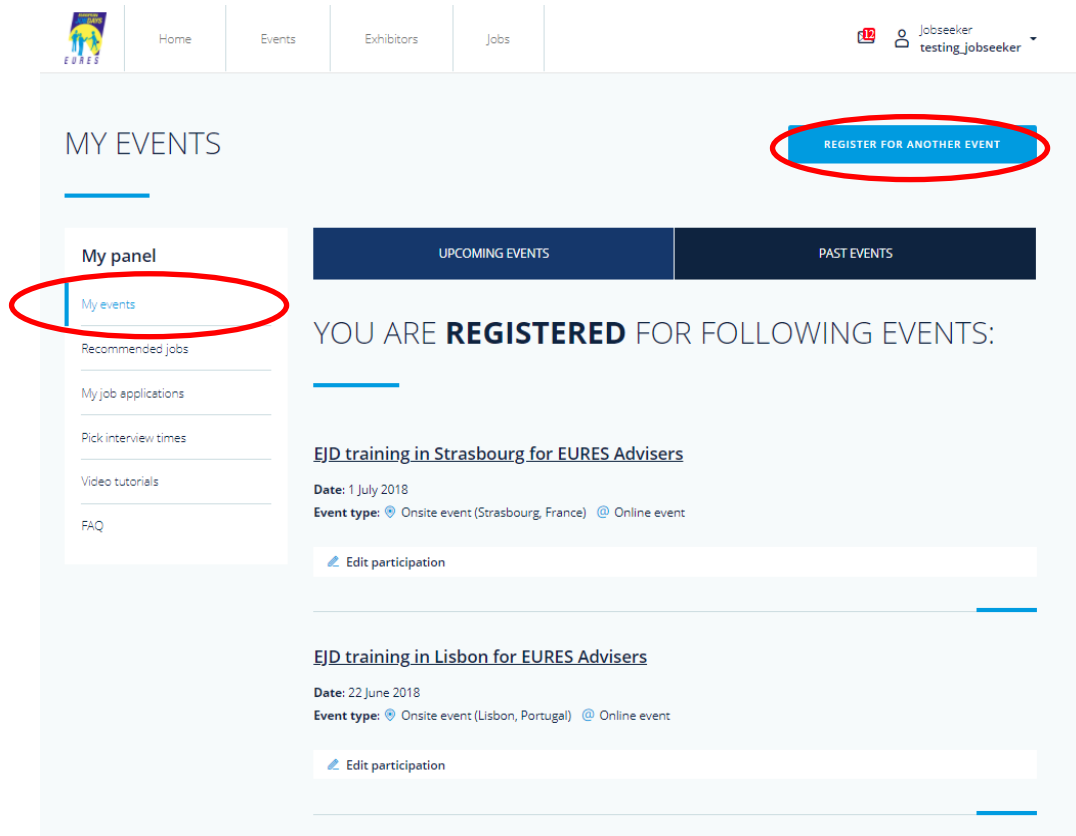
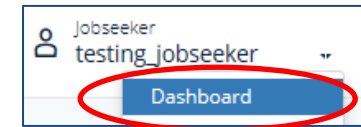
VIEW ALL JOBS

Workplace country: United Kingdom



## 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”







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

The screenshot shows the 'MY INTERVIEWS' dashboard. On the left, the 'My panel' sidebar has 'My job applications' highlighted with a red circle. The main area has a top navigation bar with 'INTERVIEWS' highlighted in a red circle. Below this is a search bar and an 'APPLY' button. A table titled 'EJD training in Strasbourg for EURES Advisers' lists interview invitations. Two 'ACCEPT INVITATION' buttons in the table are circled in red. A blue arrow points from the table towards the right. Below the table, a modal window titled 'Please select interview time' is shown. It displays a calendar for 2018-07-01 and a grid of time slots. The 11:00-12:00 slot is highlighted in pink and labeled 'ONLINE'. At the bottom right of the modal, the 'ACCEPT INVITATION' button is circled in red.

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			

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



- 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

The screenshot displays the 'USER'S INTERVIEW TIMESLOTS' interface. On the left is a 'My panel' sidebar with a 'Pick interview times' link circled in red. The main area has two tabs: 'INTERVIEWS' and 'TIMESLOTS', with the latter circled in red. Below the tabs, the job title 'EJD training in Strasbourg for EURES Advisers' is shown, along with the location 'Strasbourg, France' and the inviter 'WAAT Ltd'. A table of available timeslots is presented, with the 15:30-16:00 slot on 2018-07-01 highlighted in pink and labeled 'ONLINE'. A blue button 'PICK YOUR INTERVIEW TIME' is circled in red. A large blue arrow points from this button to a modal window titled 'Please select interview time'. This modal window shows the same timeslot table, but with the 15:30-16:00 slot selected. At the bottom of the modal, there are two buttons: 'CANCEL' and 'CHANGE INTERVIEW TIME', with the latter circled in red.



