



# EURES Classroom training **EOJD Workshop**

EOJD simulation guidelines



# TABLE OF CONTENTS

<b>A. JOBSEEKER .....</b>	<b>4</b>
1.1 ACCOUNT MANAGEMENT (MATCHING INFORMATION THAT WILL BE SEEN BY THE EMPLOYER) .....	5
1.2 UPLOAD YOUR CV .....	6
1.3 CHANGE PASSWORD .....	7
1.5 MANAGE MY EVENTS.....	9
1.6 EXPRESS INTEREST FOR AN EMPLOYER.....	11
1.7 MANAGE INTERVIEWS INVITATIONS AND AGENDA .....	12
<b>B. EMPLOYER.....</b>	<b>14</b>
2.1 REGISTER AND CREATE A PERSONAL PROFILE LINKED TO AN ORGANISATION.....	14
2.2 LOGIN WITH EXISTING CREDENTIALS .....	15
2.3 CREATE JOBS .....	16
2.4 SCHEDULE TIME FOR INTERVIEWS.....	17
2.5 THE ONLINE CHAT .....	20
<b>C. EURES ADVISER .....</b>	<b>21</b>
3.1 CREATE JOBS .....	22
3.2 SEARCH A VACANCY FROM EURES PORTAL.....	23
<b>D. EVENT ORGANISER.....</b>	<b>24</b>
4.1 EMPLOYERS' VALIDATION.....	25
4.2 ADVISERS' VALIDATION .....	26
4.3 EXTRACT EMPLOYERS' LIST.....	27
4.4 MANAGE CONTENTS I (SEARCH AND ADD CONTENTS) .....	28
4.5 MANAGE CONTENTS II (SEARCH AND EDIT CONTENTS) .....	29
4.6 MODERATING THE LIVE CHAT .....	30

# Introduction

Dear participant,

This document is aimed at helping you with the activities related to European Online Job Days platform (<http://www.europeanjobdays.eu/>)

Please carefully read the following instructions in order to perform the activities related to the EJD platform. This document should be used as a reference for exercises and as a complementary document to EJD Manual, which you can download from extranet section of EURES portal.

The document is divided in four sections, related to different activities carried out during EOJD workshop representing different roles:

SESSION 1: JOBSEEKER

SESSION 2: EMPLOYER

SESSION 3: EURES ADVISER

SESSION 4: EVENT ORGANISER

All activities can be performed accessing the training environment of the EJD platform at the address: [training.europeanjobdays.eu](http://training.europeanjobdays.eu) and entering the following credentials (please note that it is case sensitive):

USERNAME: user

PASSWORD: GcUser

In the following pages, you will find different activities to perform during the simulation. Thank you for your collaboration.

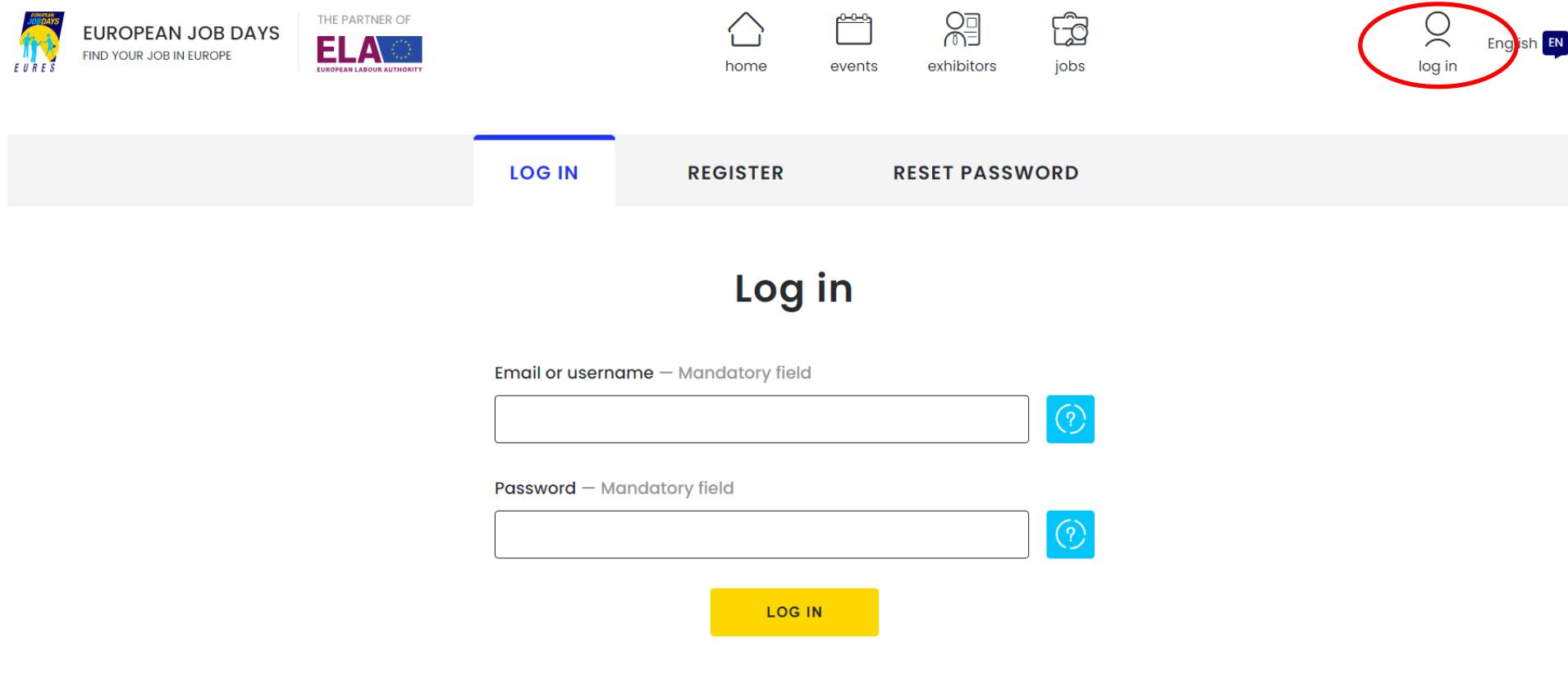
EY Team

## a. Jobseeker

- a. Click on 'login'
- b. Enter following credentials:

**Login: testing\_jobseeker**

**Password: Eures123\_?**



EUROPEAN JOB DAYS  
FIND YOUR JOB IN EUROPE

THE PARTNER OF  
**ELA**  
EUROPEAN LABOUR AUTHORITY

home events exhibitors jobs

log in English EN

**LOG IN** **REGISTER** **RESET PASSWORD**

# Log in

Email or username — Mandatory field

Password — Mandatory field

**LOG IN**

Don't have an account? [Click here](#)

## 1.1 Account Management (matching information that will be seen by the employer)

- a. Click on 'My Profile'
- b. Scroll down and click 'Edit Profile'
- c. Choose your Language skills (the job matching will be done on this item)
- d. Choose your Education fields (the job matching will be done on this item)

The screenshot shows the European Job Days website interface. At the top, a blue header bar displays the user status 'Logged in as Testing JOBSEEKER jobseeker' with a profile icon. Below the header, there are navigation links for 'dashboard', 'events', 'exhibitors', and 'jobs'. A red circle highlights the 'My profile' link in the top right corner of the header. The main content area features a large 'My profile' button. On the left, a sidebar shows a user profile picture of a person with blonde hair, the name 'Testing JOBSEEKER', and buttons for 'DOWNLOAD CV' and 'My account'. The 'My profile' link is underlined, indicating it is the active section. The 'My profile' section contains fields for 'First name' (Testing), 'Last name' (Jobseeker), 'Country of residence' (Greece), and 'Nationality (citizen of)' (Cyprus). To the right, a large blue box displays 'Language skills' and 'Education level' sections. The 'Language skills' section includes 'Greek' and 'Fluent' for English. The 'Education level' section shows 'Post-secondary education (Vocational training)'. The 'Education fields' section lists 'Agriculture, forestry and fishery' and 'Architecture and building' with checkboxes.

EUROPEAN JOB DAYS  
FIND YOUR JOB IN EUROPE

THE PARTNER OF  
ELA  
EUROPEAN LABOUR AUTHORITY

dashboard events exhibitors jobs

My profile

ABOUT YOU

First name: Testing

Last name: Jobseeker

Country of residence : Greece

Nationality (citizen of): Cyprus

Nationality (citizen of) — Mandatory field

Cyprus

Language skills — Mandatory field

Greek Fluent

English Very good

- Select a value -

Education level — Mandatory field

Post-secondary education (Vocational training)

Education fields

Agriculture, forestry and fishery

Architecture and building

## 1.2 Upload your CV

- a. Click on 'Profile settings'
- b. Scroll down the page
- c. Upload your CV

### Your CV

CV file

- Upload -

?

CV video

?

## 1.3 Change password

- a. Click on 'Account settings'
- b. Enter and confirm your password
- c. Click on save

The screenshot shows the European Job Days website interface. At the top, there is a blue header bar with the text "Logged in as" followed by a user icon and the name "Testing JOBSEEKER jobseeker". Below the header, there are several navigation links: "EUROPEAN JOB DAYS FIND YOUR JOB IN EUROPE", "THE PARTNER OF ELA EUROPEAN LABOUR AUTHORITY", and "dashboard", "events", "exhibitors", "jobs". To the right, there is a "My profile" dropdown menu with options "My profile", "Account settings", and "Log out". Below the header, there is a large circular "My profile" section featuring a cartoon character. The section is titled "ABOUT YOU" and contains the following information: "First name: Testing", "Last name: Jobseeker", "Country of residence: Greece", and "Nationality (citizen of): Cyprus". At the bottom, there are buttons for "DOWNLOAD CV" and "My account".



Password

>Password strength:

Confirm password

## 1.4 Manage jobs I applied for (starting from recommended jobs)

- a. Click on 'Recommended jobs'
- b. Click on the job you want to apply for (example: Manager in marketing and communication)
- c. Click on 'Apply for this job'

My dashboard

Jobs panel

- [My job applications](#)
- [Recommended jobs](#)
- [Favourite jobs](#)

Events panel

- [My events](#)

Organisations panel

- [Interesting organisations](#)

Info

- [How to join 'Chat with exhibitors'](#)
- [How to join a job interview](#)

### Recommended jobs

**Manager in marketing and communication in Greece**



PROFILE MATCHING: VERY GOOD (100%)

Available for the following event: [Find your Beat in Gothenburg, West Sweden](#)

Offered by: [IKEA](#)

Workplace country: [Greece](#)

Sector: [Administrative and support service activities](#)

Salary range: N/A



**MANAGER IN MARKETING AND COMMUNICATION IN GREECE**

Offered by: [IKEA](#)

Available for event: [EOJD workshop](#)

[job offer description](#) [other job offer\(s\)](#) [more about company](#)



Workplace: [Greece](#)



Sector: [Administrative and support service activities](#)



Education level: [University studies \(Master\)](#)



Type of position: [Full-time Remote](#)



Salary range: [N/A](#)

PROFILE MATCHING: VERY GOOD (100%)

<

**Job summary**

Manager in marketing and communication in Greece

**Job details**

Occupation field: [Office Staff](#)

Education field: [Business and administration](#)

[APPLY FOR THIS JOB](#)

## 1.5 Manage my events

- a. Click on 'Dashboard' to go back to your profile
- b. Click on 'My events'
- c. Click on 'Register for another event' in order to subscribe to other available events
- d. Select the event you want and click on 'Register for this event'

The screenshot shows the jobseeker dashboard with the following interface elements:

- Header:** Shows the user is logged in as "Testing JOBSEEKER jobseeker". Includes a profile icon, a notifications bell icon, and language settings for "English EN".
- Top navigation:** A blue bar with icons for "dashboard" (circled in red), "events", "exhibitors", and "jobs".
- Left sidebar:** "My dashboard" section with links: "Jobs panel" (My job applications, Recommended jobs, Favourite jobs), "Events panel" (My events, circled in red), and "Organisations panel" (Interesting organisations). "My events" is the active tab.
- Event list:** "My events" section showing two events:
  - ICT Specialists for Norway and Sweden:** Event date: 12 October 2022, Event type: Online event. Includes an "EDIT PARTICIPATION" button and a "COMING SOON" graphic.
  - EOJD workshop:** Event date: 20 - 23 June 2022, Event type: Online event. Includes an "EDIT PARTICIPATION" button and a "LIVE EVENT" graphic.
- Bottom bar:** A yellow bar with a "REGISTER FOR ANOTHER EVENT" button (circled in red).

# Upcoming events

Jun  
20  
–  
Jun  
23

## EOJD workshop

### About:

We need you in this training course if you'd like to know more about how to manage EJD events! Join this online job fair and start a new chapter in your career path and experience the perks of EJD events. We look forward to e-meeting you during this workshop!

### Event date:

20 - 23 June 2022

### Event type:

Online event

### Registration status:

You are already registered

Jul  
07

**ICT & TECHNOLOGY - Austria is Calling together with  
Croatia, Italy, Slovakia and Slovenia**

**REGISTER FOR THIS EVENT**



**ICT & TECHNOLOGY - Austria is Calling together with Croatia  
Italy, Slovakia and Slovenia**



Event date:  
07 July 2022



Event type:  
Online event



Registration status:  
Open

## 1.6 Express interest for an employer

- a. Click on 'EMPLOYERS'
- b. Select the Employer
- c. Click on the 'EXPRESS INTEREST' button

EOJD Workshop 26-28 March 2024

Budapest

Event date: 26 - 28 March 2024

Event type: Online / Onsite

Event venue: Budapest, Hungary

Registration status: Open

ABOUT PROGRAMME JOBS EMPLOYERS

**About this event**

Additional information

About this event >

We need you in this training course if you'd like to know more about how to manage E...

**IKEA**

about the company active job offer(s) event participation(s)

Location: Sweden

Job offer(s): 4

Organisation type: Company

Sector: Computer programming, consultancy and related activities

**About the company**

IKEA is one of the world's leading home furnishing companies. Our vision is to create a better everyday life for the many people. We do this by offering a wide range of well-designed, functional home furnishing products at prices so low that as many people as possible will be able to afford them. IKEA IT Delivery is a global organization supporting the growing IKEA with outstanding IT services. Our contributions to creating a better everyday life for the many people are to keep our IT services available at all times; and deliver the new IT services that IKEA need. We strive for excellent leadership on all levels to lead business and people together. We aim to integrate perform & deliver and learn & develop as the two dimensions in our everyday work. The IKEA culture is a crucial factor of our success and our values influence everything we do. We believe in people! It takes a dream to create a successful business idea. It takes people to make dreams a reality. Check out our available jobs at [www.ikea.se/jobb](http://www.ikea.se/jobb)

**EXPRESS INTEREST**

## 1.7 Manage interviews invitations and agenda

- a. Click on 'Job applications', then on 'Invited'
- b. Click on 'Accept' and choose the timing for interviews with exhibitors who invited you

My dashboard

Jobs panel

- My favourite jobs >
- My job applications** > **My job applications** (1) **INVITED (1)** **PENDING (3)** **SCHEDULED** **DECLINED**
- Recommended jobs >

Events panel

- My events >
- Organisations panel
- Interesting organisations > **Communication Manager** **ACCEPT INVITATION** **MANAGE** **TIME NOT SET** **Offered by: Max Born Institute** **APPLIED** **INVITED** **MEETING SET** **Workplace: Norway, Trondheim** **Profile matching: AVERAGE (57%)**
- How to...
- Video tutorials >
- Join a job interview >

Job applications

Select your event: European (Online) Job Day Event [01 - 14 March 2024]

**ACCEPT INVITATION**

**SELECT INTERVIEW TIMESLOT**

You were invited by IKEA according to your application on **Assistant in marketing and communication in Italy**.  
Please select a timeslot to schedule your job interview with the exhibitor.

Time	Action
1 10:00 - 10:30	<input type="checkbox"/> Online interview
2 11:00 - 11:30	<input checked="" type="checkbox"/> Online interview
3 11:30 - 12:00	<input type="checkbox"/> Online interview
4 12:00 - 12:30	<input type="checkbox"/> Online interview
5 12:30 - 13:00	<input type="checkbox"/> Online interview

**ACCEPT**

- c. Click on 'Scheduled' to modify your timeslot, then 'change time'
- d. When the time of your scheduled meeting comes, the 'Join Chat' button will become available. Click on it to join the live chat with the exhibitor.

## Job applications

Select your event:  
EOJD workshop [20 - 23 June 2022]

PENDING (1) INVITED (0) **SCHEDULED (1)** DECLINED (0)

^ 20 JUNE 2022, MONDAY Scheduled interview(s): 1

11:00 - 11:30 (CEST)

APPLIED > INVITED > **MEETING SET**

**Assistant in marketing and communication in Italy**

Offered by: IKEA

Interview type: Online

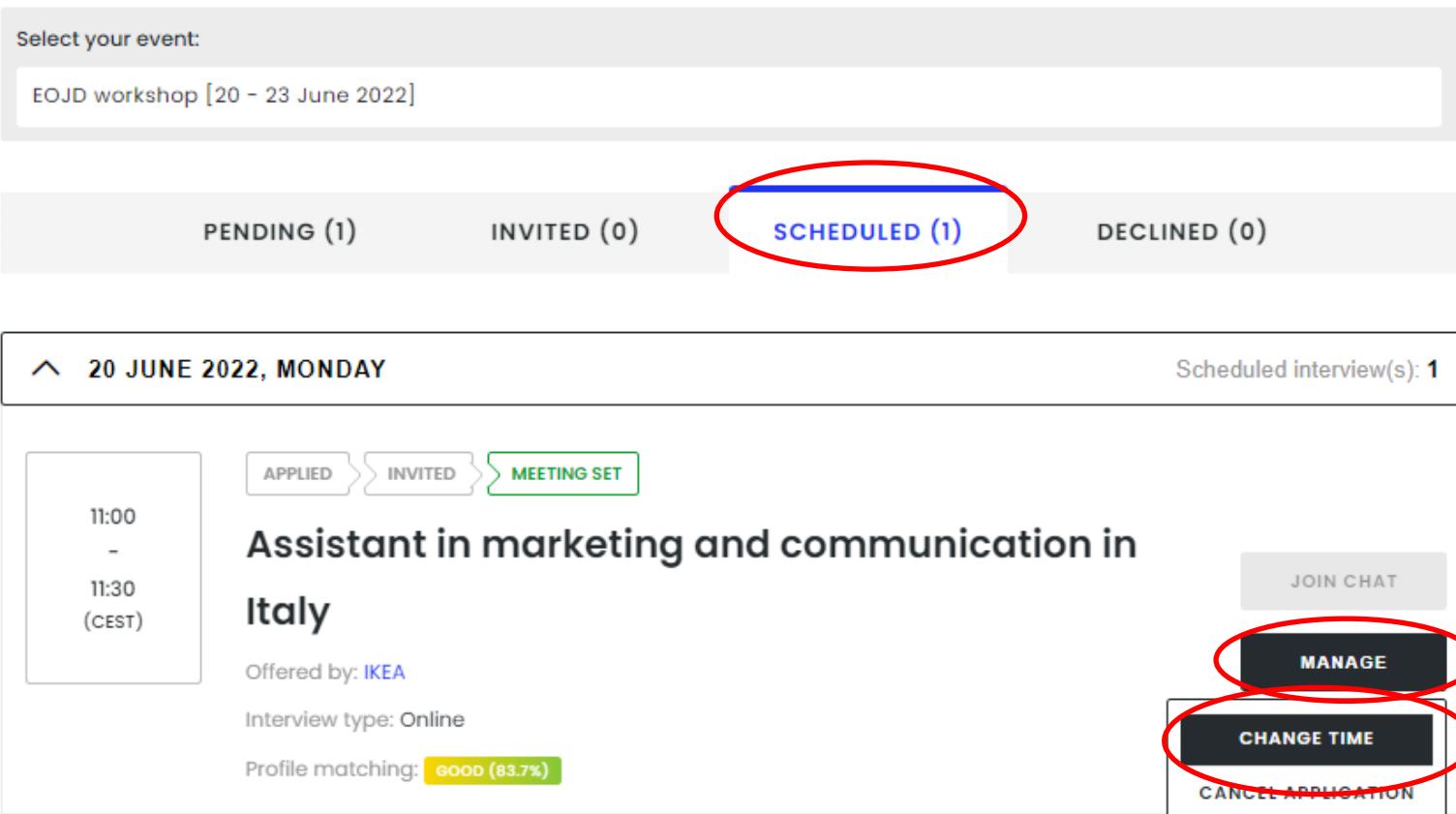
Profile matching: **GOOD (83.7%)**

**JOIN CHAT**

**MANAGE**

**CHANGE TIME**

**CANCEL APPLICATION**



## b. Employer

### 2.1 Register and create a personal profile linked to an organisation

- a. Click on 'Log In'
- b. Click on 'Register' and then 'Create account' in the 'I am an exhibitor' box
- c. Complete all information and connect your profile to the organisation you work for
- d. Click on 'Create account' at the bottom of the page

The image shows a step-by-step guide for creating an employer account on the European Job Days website.

**Step 1: Home Page**

The top navigation bar includes the EURES logo, European Job Days text, and the ELA (European Labour Authority) logo. It also features links for home, events, employers, and jobs, and a language selector (English) with a log in button.

**Step 2: Registration Page**

The page title is "Tell us who you are". It features a "REGISTER" button (circled in red) and a "RESET PASSWORD" link. Below the title, it says "Create your free account now". There are two options: "I am a Jobseeker" and "I am an Employer". The "I am an Employer" option is circled in red, and an arrow points from the "REGISTER" button to this option. Below each option is a "CREATE ACCOUNT" button.

**Step 3: Create an Employer account**

The page title is "Create an Employer account". It starts with an "Account information" section. The "Username" field is required, and the "Email" field is also required. There are checkboxes for account accessibility and event information, both of which are circled in red. The "Time zone" field is set to "UTC: Monday, March 11, 2024 - 11:06 +0".

**Step 4: Your persona**

The page title is "Your persona". It asks to "Select at least one event you will be partic". There is a "CREATE ACCOUNT" button at the bottom, which is circled in red.

## 2.2 Login with existing credentials

- a. Click on 'Login'
- b. Enter following credentials:

**Login: testing\_employer**

**Password: Eures123\_?**



home events exhibitors jobs

English EN  log in

**LOG IN**

**REGISTER**

**RESET PASSWORD**

# Log in

Email or username — Mandatory field

Password — Mandatory field

**LOG IN**

Don't have an account? [Click here](#)

## 2.3 Create jobs

- a. Click on 'Manage my jobs' to see all the vacancies you have created so far. Then on 'Add new job' to add a new vacancy.
- b. Import the vacancy from EURES portal or enter manually all the necessary information below. Go to the job vacancy page and copy the unique job reference from the web address (see the screenshot below). Subsequently, paste it into the field 'EURES Job ID' below.
- c. Edit the part which will be used for matching vacancies related to 'Job title', 'Occupation field', 'Education level', 'Education field', 'Language skills' and 'Required ESCO skills'
- d. Click on 'Save' at the bottom of the page

My dashboard

Jobs panel

**My jobs** (circled in red)

Job applications

Interview timeslots

My organisation jobs

Events panel

My events

Manage organisation events

Organisations panel

View my organisation

Edit my organisation

Jobseekers interested in my organisation

Info

## My jobs

**Test job IKEA**

Created on: 16 Jun 2022

Published by: testing\_exhibitor

Available for the following event: [Find your Beat in Gothenburg, West Sweden](#)

**MANAGE**

**Assistant in marketing and communication in Malta**

Created on: 16 Jun 2022

Published by: testing\_exhibitor

Available for the following event: [EOJD workshop](#)

**MANAGE**

**Assistant in marketing and communication in Italy**

Created on: 16 Jun 2022

Published by: testing\_exhibitor

**ADD NEW JOB** (circled in red)

If you have already registered a job vacancy on the EURES Portal, you can now import it here. To do so, simply go to the job vacancy page and copy the unique job reference from the web address (see the screenshot below). Subsequently, paste it into the field 'Job reference' below.

Import from the EURES portal

**Jobs job ID** (circled in red)

**Basic information**

Related organisation — Mandatory field

Job title — Mandatory field

Available for event — Mandatory field

Job summary — Mandatory field

Job vacancy handle: **MtgNTEyIDEeMO**

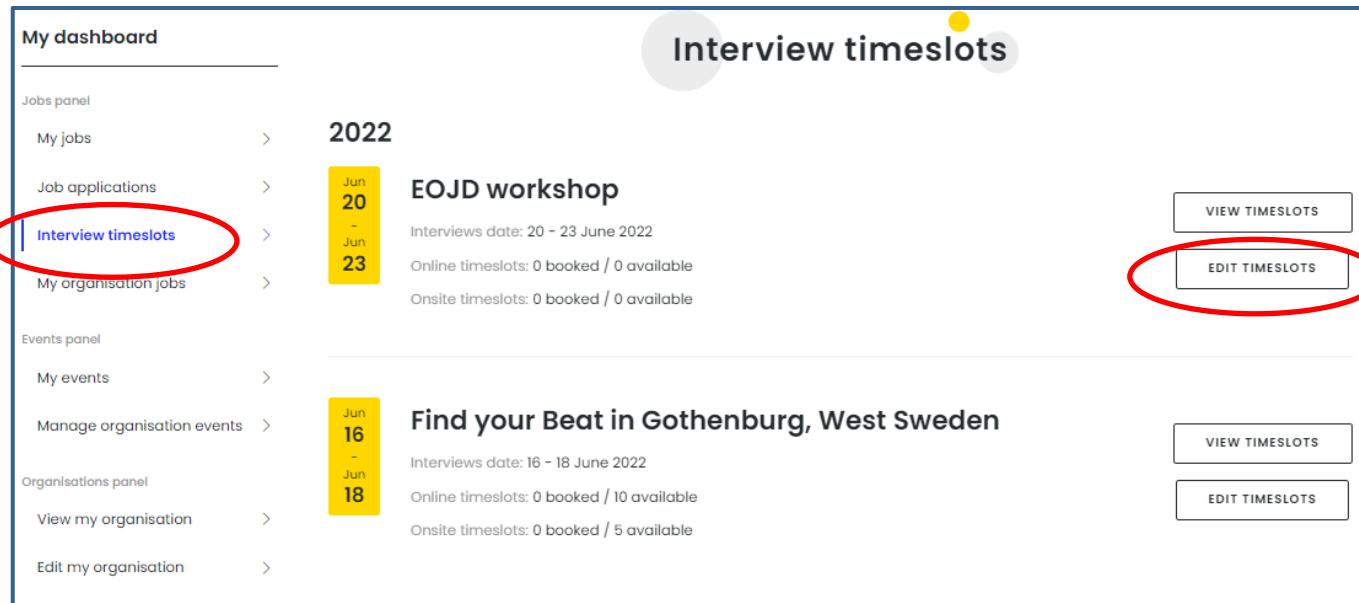
Job Overview

Job sector: Other and technical activities

Work scheme:

## 2.4 Schedule Time for interviews

- a. Click on 'Interview timeslots' on the left column
- b. Click on 'Edit timeslots' under the event you want to schedule



The screenshot shows the Interview timeslots interface. On the left, there's a sidebar with 'My dashboard' and 'Jobs panel' sections. Under 'Jobs panel', 'Interview timeslots' is highlighted with a red oval. The main area shows an event titled 'EOJD workshop' for the dates Jun 20 - Jun 23, 2022. It includes details about interviews and timeslots. On the right, there are 'VIEW TIMESLOTS' and 'EDIT TIMESLOTS' buttons, with 'EDIT TIMESLOTS' also circled in red. Below this, another event is listed: 'Find your Beat in Gothenburg, West Sweden' for Jun 16 - Jun 18, 2022, with similar buttons for viewing and editing timeslots.



- c. Increase (or reduce) the number of exhibitors available on the specific online or onsite timeslot by using the right or left arrow. You can have maximum 5 exhibitors per slot.
- d. Click on 'Save timeslots' to save your schedule

16 JUN 2022
17 JUN 2022
18 JUN 2022

TIME Europe/Berlin (CEST)	ONLINE TIMESLOTS	ONSITE TIMESLOTS
10:00 - 10:30	<div style="display: flex; align-items: center; justify-content: space-between;"> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;">&lt;</span> <span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; text-align: center;">5</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-left: 10px;">&gt;</span> <span style="margin-left: 10px;">BOOKED: 0</span> </div>	<div style="display: flex; align-items: center; justify-content: space-between;"> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;">&lt;</span> <span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; text-align: center;">2</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-left: 10px;">&gt;</span> <span style="margin-left: 10px;">BOOKED: 0</span> </div>
10:30 - 11:00	<div style="display: flex; align-items: center; justify-content: space-between;"> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;">&lt;</span> <span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; text-align: center;">1</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-left: 10px;">&gt;</span> <span style="background-color: #009640; color: white; padding: 2px 10px; border-radius: 5px; margin-left: 10px;">BOOKED: 1</span> </div>	<div style="display: flex; align-items: center; justify-content: space-between;"> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;">&lt;</span> <span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; text-align: center;">3</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-left: 10px;">&gt;</span> <span style="margin-left: 10px;">BOOKED: 0</span> </div>
11:00 - 11:30	<div style="display: flex; align-items: center; justify-content: space-between;"> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;">&lt;</span> <span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; text-align: center;">5</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-left: 10px;">&gt;</span> <span style="margin-left: 10px;">BOOKED: 0</span> </div>	<div style="display: flex; align-items: center; justify-content: space-between;"> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;">&lt;</span> <span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; text-align: center;">0</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-left: 10px;">&gt;</span> <span style="margin-left: 10px;">BOOKED: 0</span> </div>
11:30 - 12:00	<div style="display: flex; align-items: center; justify-content: space-between;"> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;">&lt;</span> <span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; text-align: center;">0</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-left: 10px;">&gt;</span> <span style="margin-left: 10px;">BOOKED: 0</span> </div>	<div style="display: flex; align-items: center; justify-content: space-between;"> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;">&lt;</span> <span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; text-align: center;">0</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-left: 10px;">&gt;</span> <span style="margin-left: 10px;">BOOKED: 0</span> </div>

[Cancel](#)
SAVE TIMESLOTS

g. Click on 'Job applications'  
 h. Approve/decline jobseeker request for an interview by clicking on 'Manage' and then 'Decline' or 'Invite'

**My dashboard**

## Job applications

Jobs panel

- My jobs >
- Job applications** > Job applications
- Interview timeslots >
- My organisation jobs >

Select your event:

EOJD workshop [20 - 23 June 2022]

PENDING(3) INVITED(0) SCHEDULED(0) DECLINED(0)

Events panel

- My events >
- Manage organisation events >

TIME NOT SET

APPLIED PROFILE REVIEW MEETING SET

**Testing JOBSEEKER**

Job offer: [Frontend Developer](#)

Profile matching: AVERAGE (40%)

Organisations panel

- View my organisation >
- Edit my organisation >
- Jobseekers interested in my organisation >

TIME NOT SET

APPLIED PROFILE REVIEW MEETING SET

**Testing JOBSEEKER2**

Job offer: [Frontend Developer](#)

Profile matching: AVERAGE (40%)

Info

**MANAGE**

SEE PROFILE

ASSIGN INTERVIEWER

**INVITE** INVITE

DECLINE

CONTACT

## 2.5 The online chat

- a. Click on 'Scheduled'
- b. Scroll down to the scheduled interviews
- c. (The following information can be found only on the scheduled day for the meeting with the Jobseeker) Click on 'Join chat' to access Jitsi and start the video call

Select your event:

Find your Beat in Gothenburg, West Sweden [16 - 18 June 2022]

PENDING(0) INVITED(0) SCHEDULED(1) DECLINED(0)

16 JUNE 2022, THURSDAY Scheduled interview(s): 1

10:30 - 11:00 (CEST)

APPLIED → INVITED → MEETING SET

**Testing JOBSEEKER**

Job offer: [Test job IKEA](#)

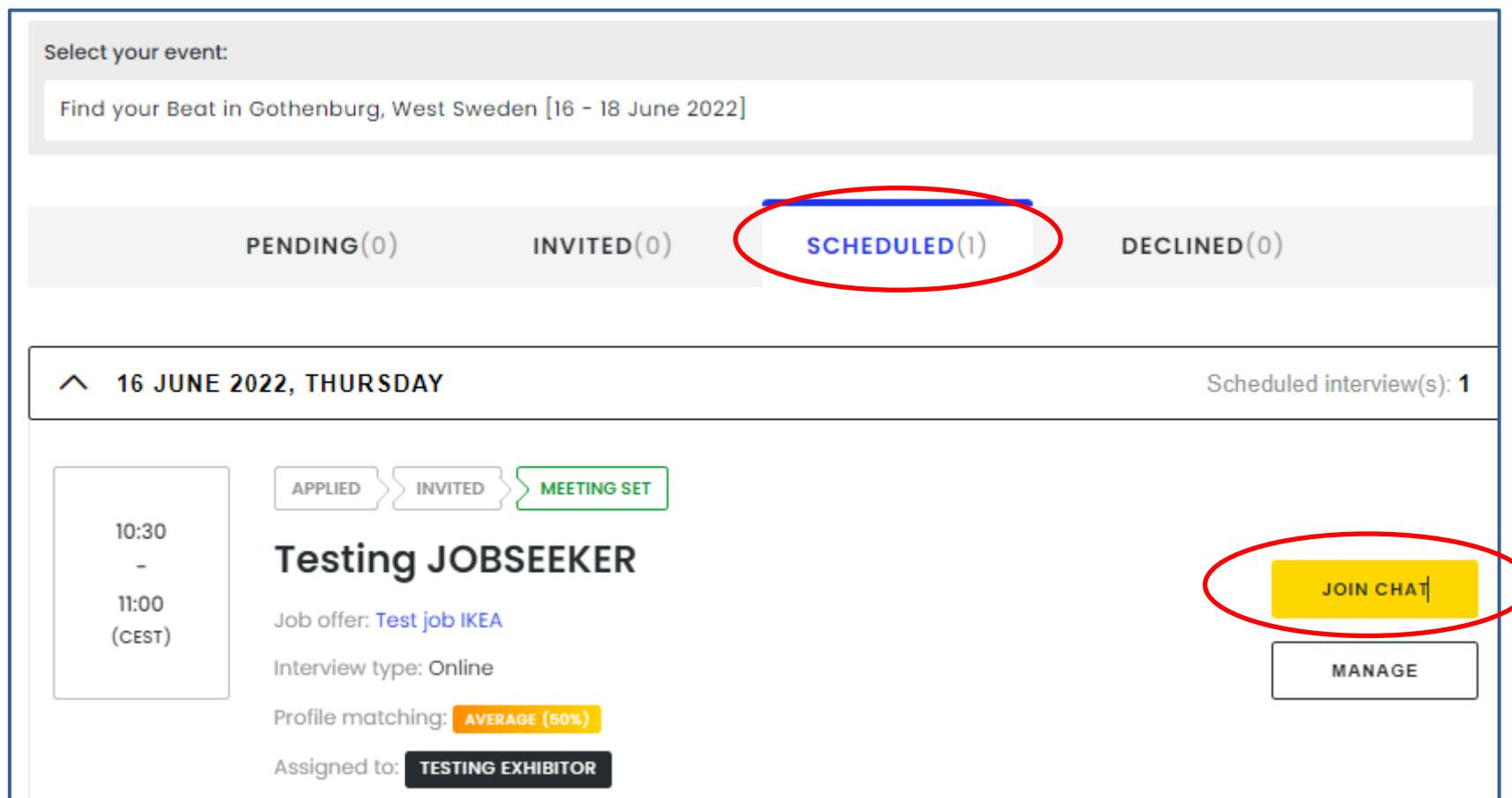
Interview type: Online

Profile matching: **AVERAGE (50%)**

Assigned to: **TESTING EXHIBITOR**

**JOIN CHAT**

**MANAGE**



## c. EURES adviser

- a. Click on 'Login'
- b. Enter following credentials:

**Login: testing\_adviser**

**Password: Eures123\_?**

EUROPEAN JOB DAYS  
FIND YOUR JOB IN EUROPE

THE PARTNER OF  
**ELA**  
EUROPEAN LABOUR AUTHORITY

home events exhibitors jobs

log in English EN

**LOG IN** REGISTER RESET PASSWORD

## Log in

Email or username — Mandatory field

 ?

Password — Mandatory field

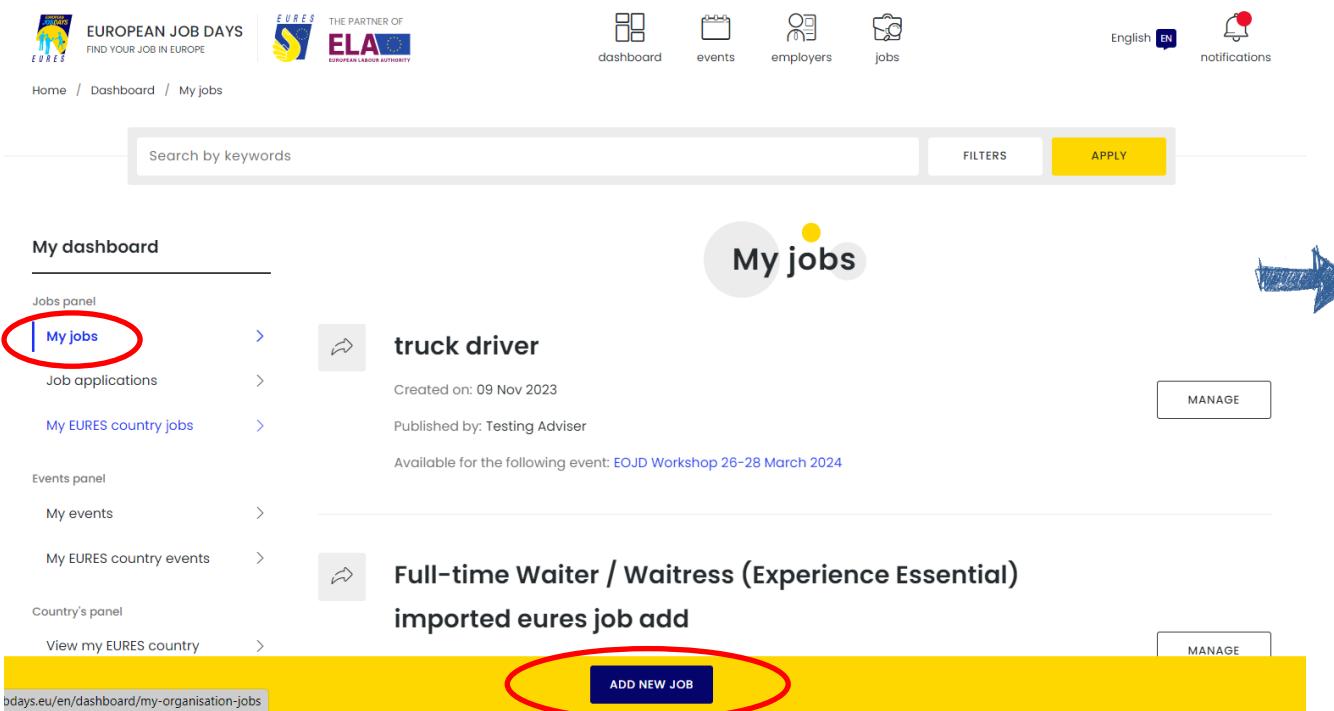
 ?

**LOG IN**

Don't have an account? [Click here](#)

### 3.1 Create jobs

- e. Click on 'My jobs' on the left column and then on 'Add new job'
- f. Enter all the necessary information
- g. Edit the part which will be used for matching vacancies related to 'Job title', 'Occupation field', 'Education level', 'Education field', 'Language skills' and 'required ESCO skills'
- h. Click on 'Save' at the bottom of the page



EUROPEAN JOB DAYS FIND YOUR JOB IN EUROPE

EURES THE PARTNER OF ELA EUROPEAN LABOR AUTHORITY

Home / Dashboard / My jobs

Search by keywords  FILTERS **APPLY**

**My dashboard**

Jobs panel **My jobs** (highlighted with a red circle)

Job applications

My EURES country jobs

Events panel

My events

My EURES country events

Country's panel

View my EURES country

**My jobs**

**truck driver**

Created on: 09 Nov 2023

Published by: Testing Adviser

Available for the following event: EOJD Workshop 26-28 March 2024

**Full-time Waiter / Waitress (Experience Essential)  
imported eures job add**

**ADD NEW JOB** (highlighted with a red circle)

**Basic information**

Related organisation — Mandatory field  
Ireland (279)

Job title — Mandatory field

Available for event — Mandatory field  
20 - 23 June 2022 - EOJD workshop

Job summary — Mandatory field

08/09/2022

Number of positions  
1

Type of position  
- None -

Salary range

From  to

Salary currency  
- None -

### 3.2 Search a vacancy from EURES portal

- Click on 'Add a new job'
- go to the job vacancy page and copy the unique job reference from the web address (see the screenshot below). Subsequently, paste it into the field 'EURES Job ID' below
- Click on 'Import'

The image shows two screenshots of the EURES portal. The left screenshot displays the 'My jobs' section of the 'My dashboard'. It includes a search bar, filters, and a list of jobs. A specific job titled 'truck driver' is highlighted. The right screenshot shows a 'Job Overview' page for a 'SALES / WAREHOUSE ASSISTANT' position. It includes details like job ID, sector, and a 'Job reference' field. A large blue arrow points from the 'My jobs' section to the 'Job reference' field on the right.

**My dashboard**

- Jobs panel
  - My jobs** (circled in red)
  - Job applications
  - My EURES country jobs
- Events panel
  - My events
  - My EURES country events
- Country's panel
  - View my EURES country

Search by keywords  FILTERS APPLY

**My jobs**

**truck driver**  
Created on: 09 Nov 2023  
Published by: Testing Adviser  
Available for the following event: EOJD Workshop 26-28 March 2024  
MANAGE

**Full-time Waiter / Waitress (Experience Essential)  
imported eures job add**

**ADD NEW JOB**

**Job Overview**

Job reference: MtgrNTEyIDewMO (circled in red)

EURES job ID:

## d. Event organiser

- a. In order to login as EOJD organiser click on 'Login'
- b. enter following credentials:

**Login: testing\_event\_organiser**

**Password: Eures123\_?**

*N.B: credentials for your event will be given you by the Communication Contractor/Campaign Manager*

THE PARTNER OF  
**ELA**  
EUROPEAN LABOUR AUTHORITY

home events exhibitors jobs

log in English EN

LOG IN REGISTER RESET PASSWORD

## Log in

Email or username — Mandatory field

Password — Mandatory field

LOG IN

Don't have an account? [Click here](#)

## 4.1 Employers' validation

- a. Click on 'Employers' on the menu
- b. Click on 'Pending'
- c. Click on 'manage' and then 'Approve' or 'Discard' exhibitor participation to your event

My dashboard

### Validate employers

Validation panel

Employers **PENDING** APPROVED DISCARDED

EURES advisers

Management panel

Jobs

Users

Events

Content

Organisations

Event statistics

Job applications

Evaluation surveys

Expressed interests

How to...

Join a job interview

Join live Welcome Desk

Join chat with employers

**Pippo DISNEY**  
Employer

EOJD Workshop 26-28 March 2024 [26 - 28 March 2024]

Organisation: ECORYS

Organisation type: Company

Organisation country: Belgium

E-mail: pippo@disney.com

Contact number: 123456789

Participation type: Online

MANAGE

APPROVE

DISCARD

REPORT ABUSE

EOJD Workshop 26-28 March 2024 [26 - 28 March 2024]

Below, you can find a list of organisations who have registered for your event(s). Before they can participate, their pending registration needs to be validated. In case you wish to contact them, you can use the email address and / or contact number below.

Use the "Manage" button to approve, discard or report abuse. When approved or discarded, the organisation will be informed accordingly by a system message. If you decide to report abuse, the Help Desk will take action and deal with the request.

## 4.2 Advisers' Validation

- a. Click on 'EURES advisers' on the menu
- b. Click on 'Pending'
- c. Click on 'Manage' and approve/deny EURES advisers participation of certain countries to certain events

The screenshot illustrates the process of validating EURES advisers. It starts with the 'My dashboard' menu on the left, where 'EURES advisers' is selected. A red circle highlights this selection. A red arrow points from this circle to the 'PENDING' tab in the 'Validate EURES advisers' interface on the right. Another red circle highlights the 'PENDING' tab. The interface displays a list of advisers, with 'Maria MEGNA' shown as an example. A red arrow points from the 'Manage' button in the Maria MEGNA row to a red circle highlighting the 'MANAGE' button in the bottom navigation bar. A final red arrow points from the 'MANAGE' button in the navigation bar to the 'DISCARD' button in the bottom navigation bar, which is also highlighted with a red circle.

**My dashboard**

Validation panel

Employers >

**EURES advisers** > P

Management panel

Jobs >

Users >

Events >

Content >

Organisations >

Event statistics >

Job applications >

Evaluation surveys >

Expressed interests >

How to...

Join a job interview >

Join live Welcome Desk >

**Validate EURES advisers**

P **PENDING** APPROVED DISCARDED

Below, you can find a list of EURES advisers who have registered for your event(s). Before they can participate, their pending registration needs to be validated. In case you wish to contact them, you can use the email address and / or contact number below.

Use the "Manage" button to approve, discard or report abuse. When approved or discarded, the EURES representative will be informed accordingly by a system message. If you decide to report abuse, the Help Desk will take action and deal with the request.

Maria MEGNA		Seize the Summer with EURES 2024 - TEST [04 - 08 March 2024]	
EURES Adviser		EURES Country:	Italy
		E-mail:	tm.waat+41783@gmail.com
		Contact number:	390372485329
		Participation type:	Online

**MANAGE**

APPROVE

DISCARD

REPORT ABUSE

Seize the Summer with EURES 2024 - TEST [04 - 08 March 2024]	

#### 4.3 Extract employers' list

- a. Click on 'Users' on the left of the page
- b. Click on 'Employers'
- c. Scroll down to see the list of users
- d. Click on 'Export data' at the bottom of the page to extract the full list

The screenshot shows the 'Manage users' interface. On the left, a sidebar menu is open under 'My dashboard' with the 'Users' option highlighted by a red oval. The main content area is titled 'Manage users' and features three tabs: 'JOBSEEKERS' (disabled), 'EMPLOYERS' (selected and highlighted with a red oval), and 'EURES ADVISERS'. Below the tabs, three user profiles are listed: 'max\_testing' (Jobseeker), 'Mister BOMBASTIC' (Jobseeker), and 'Bibi BLOCKSBERG' (Jobseeker). Each profile includes fields for E-mail, Username, and Country of residence. To the right, a large yellow button labeled 'EXPORT DATA' is enclosed in a blue box, with a blue arrow pointing upwards towards it.

User	Type	E-mail	Username	Country of residence
max_testing	Jobseeker	max_testing@gmail.com	max_testing	Croatia
Mister BOMBASTIC	Jobseeker	mr@bomestic.com	mrbombastic	Spain
Bibi BLOCKSBERG	Jobseeker	bibi@gmx.com	Bibiundtina	Belgium

#### 4.4 Manage contents I (search and add contents)

- a. Click on 'Content' on the left of the page
- b. Click 'Add new content' and add the content you want.
- c. Choose the event related to your modification and click on 'Save'

*N.B. Always share the programme with the campaign manager.*

My dashboard

Validation panel

- Employers >
- EURES advisers >

Management panel

- Jobs >
- Users >
- Events >

Content > Content

Organisations >

### Manage content

**Agenda for: EOJD**  
**Workshop 26-28 March**  
**2024 [28 March 2024]**

**MANAGE**

Content type: Agenda

Created on: 28 Feb 2024 - 09:50

Available for event: EOJD Workshop 26-28 March 2024

Last update on: 28 Feb 2024 - 09:50

Created by: admin

Available language versions: EN

**Agenda for: EOJD**  
**Workshop 26-28 March**

**ADD NEW CONTENT**

X

**ADD CONTENT**

Agenda	<b>ADD</b>
Event information	<b>ADD</b>
Event news	<b>ADD</b>
Job	<b>ADD</b>



28

#### 4.5 Manage contents II (search and edit contents)

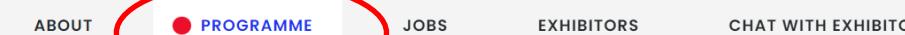
- a. Click on 'Content' on the left of the page
- b. Choose contents to edit
- c. Click on 'Manage' and then 'Edit'
- d. Edit the content
- e. Click on 'save'

**Manage content**

Agenda for: EOJD Workshop 26-28 March 2024 [28 March 2024]	Content type: Agenda	Created on: 28 Feb 2024 - 09:50
	Available for event: EOJD Workshop 26-28 March 2024	Last update on: 28 Feb 2024 - 09:50
	Created by: admin	Available language versions: EN
<b>MANAGE</b>		
Agenda for: EOJD Workshop 28 March 2024	Content type: Agenda	Created on: 28 Feb 2024 - 09:50
<b>VIEW</b>	Available for event: EOJD Workshop 28 March 2024	Last update on: 28 Feb 2024 - 09:50
<b>EDIT</b>		
DELETE		
TRANSLATE		

## 4.6 Moderating the live chat

- a. Go to eh section 'Programme' of your event
- b. Then click on 'Sign in as a Moderator'
- c. Enter moderator email address and password. Now you can moderate the live chat.



ABOUT **PROGRAMME** JOBS EXHIBITORS CHAT WITH EXHIBITORS



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**SHOW EXTERNAL CONTENT**

Watch the livestream

IKEA says, 2022/06/16 11:35

dfg

Luca says, 2022/06/16 11:35

sersef

Mod. Silvia Mail says, 2022/06/16 15:00

I moderate

Enter your name

START CHATTING

Sign in as a chat moderator



Enter your e-mail address

Enter your password

**SIGN IN**