

Your first EURES job 4.0

EUJOB4EU Platform

Handbook for employers

Ver. 1.0 – 13 june 2016

Summary:

1. Employer registration process

2. Creating a vacancy

- Preparing for the Integration Programme

3. Find the best candidate

- The matching
- The interview
- Upload the signature

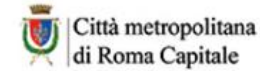
4. Focus: the Integration Programme

Employer registration process 1/5

Home Terms of use, cookies and privacy policy, disclaimer **Login | Sign-up** English



**You have to register first
and then you can access
the platform using the login
menu**



Home How does the initiative work? Jobseekers Employers Testimonials Facts and Figures Contacts

Making it easier to move and work / recruit young people in Europe



Jobseekers

Employers

Name

REGISTRATION FORM

*Only name and email
required*

Email

[I'm already registered](#)

Register

Employer registration process 2/5

Register your company

Are you seeking a talented employer in Europe? Submit your company to find the perfect match

All information marked with a * are required. Before you start filling the form make sure you have access to all the mandatory information (such as your company's VAT, legal information, and a referent's contact details).

Follow the instructions.
It's easy 😊



* Company name

* Email

* Password

Password must be at least 12 characters and must include at least 1 uppercase, 1 lowercase, 1 symbol and 1 number.



* Repeat password

Legal information

* Vat



* Legal representative

* Legal address

Address

Employer registration process 3/5

**The referent is
the person that
will eventually be
contacted by the
YfEj staff (does not
need to be the legal
representative)**

Website

Twitter

Other contact

Referents details

* Referent name

* Referent position

* Referent email

* Referent phone

EURES Referent Type EURES National or regional coordination officer
 EURES Adviser

Save

**Please select your EURES referent. If
you don't have it the YfEj staff will
provide you one shortly.**

**The list of the YfEj partners is available at:
<https://www.cliclavoro.gov.it/YourFirstEuresJob/ENG/Pagine/Partners.aspx>**

Employer registration process 4/5

1) Once you have filled out your entire online application, your submission is recorded and the process ends.

Your data was successfully saved

Your account has been created

You'll be contacted shortly by the YfEj staff to confirm your information.

2) Now you need to wait for confirmation of your registration from YfEj 4.0 staff (normally takes few days).

Messages >

Documents >

My company >

Matches >

Storage >

Vacancies >

My company



Unconfirmed

Your company needs to be confirmed by the YfEj staff before you can access all features.

Welcome to your personal page on YFEJ, from this page you can edit your information, create vacancies and review all CVs submitted.

[Edit](#)

Employer registration process 5/5

Now the company is validated and you have full access to the Dashboard: manage/add vacancies, view candidates profiles (matched with your vacancies announcements) ...

The screenshot shows the YFEJ dashboard for a user named 'Provola srl'. The main navigation bar includes 'Home', 'How does the initiative work?', 'Jobseekers', 'Employers', 'Testimonials', and 'Facts and Figures'. The 'My company' section is active, displaying a welcome message and a 'Bank information' button circled in red. A red arrow points from this button to a detailed form for entering bank details.

... please provide your bank information (necessary to reimburse the Integration Programme)

Bank information Provola srl

* Bank name

* Bank city

* Bank country

* Bank account number

* IBAN

* Swift

* Account holder

Save

Creating a vacancy 1/7

Click on vacancies: this page allows to add/edit the vacancies announcements and provide all required information.

Edit Vacancy

* ISCO 1	22 - Health professionals	x v
* ISCO 2	222 - Nursing and midwifery professionals	v
* ISCO 3	2221 - Nursing professionals	v
* Job Title	Nurse	?
* Description	bla bla bla	?
* Location (address)	Rue Moret 123	
* Location (city)	Paris	
* Location (country)	France	x v
* Start date	01/07/2016	?

In the “Description box” you can provide more details on the vacancy and the ideal candidate (type of job or work-based training, skills and other professional competencies needed, any additional consideration).

Creating a vacancy 2/7

Please fill in all contract information:

Contract

* Contract type

* Time

* Term ?

Minimum duration of the job/traineeship/apprenticeship to be eligible under YFEJ mobility scheme

Duration: six months or longer

Duration (months)

Hours Flexibility Yes No

Shift Flexibility Yes No

Other

* Salary min.

Salary max.

Qualification

Tests & Requirements

Drug test Yes No

Driving test

It's very important (even if not mandatory) to complete the whole board.
 Please remember to specify the duration of the contract and the minimum monthly salary guaranteed (taxes included) in Euros (only numbers required)

NOTE: For the Flex-contract a self-declaration is required, stating that the contract will last minimum 6 months. The format for the self-declaration is available in the platform.

Creating a vacancy 3/7 Preparing for the Integration Programme

Training type	Comprehensive induction training	?
Language Training	<input type="radio"/> Basic induction training <input checked="" type="radio"/> Comprehensive induction training	
Language Training Desc.	basic Javanese	
Technical Training	<input type="radio"/> None <input type="radio"/> Individual <input checked="" type="radio"/> Group	
Technical Training Desc.	health & safety on the job	
--- the following fields are optional ---		
Business Visits	<input type="radio"/> None <input type="radio"/> Individual <input type="radio"/> Group	
Business Visits Desc.		
Mentoring Support	<input type="radio"/> None <input type="radio"/> Individual <input type="radio"/> Group	
Mentoring Support Desc.		
Other training	<input type="radio"/> None <input type="radio"/> Individual <input type="radio"/> Group	
Other Training Desc.		
--- end of optional fields ---		
Training duration (hours)	20	
Training duration (days)	5	

SME hiring candidates for job placements, apprenticeships or traineeships through YfEJ are eligible for financial support: this includes the so-called Integration Programme, a combined program of post-placement trainings and other supporting activities.

Creating a vacancy 4/7 Preparing for the Integration Programme

Training duration (hours)	<input type="text" value="20"/>
Training duration (days)	<input type="text" value="5"/>
Training location	<input type="text" value="Rue Morgue 123, Paris, France"/>
Brief description of the Integration Programme	<input style="height: 100px;" type="text" value="Provola srl offers a <u>brief javanese</u> Language course including contents about life, culture, history and <u>society</u>.
 Additionally, you will <u>receive and administrative</u> / <u>technical</u> support during your first days <u>of</u> work."/>

Administrative support and settlement facilitation (mandatory item in the case of comprehensive induction training).

It can include one or more of the following support items Please specify:

- Settlement facilitation** Yes No
- Residence support** Yes No
- Permit support** Yes No
- Assistance to find housing** Yes No
- Assistance to obtain recognition of qualification** Yes No
- Children's schooling** Yes No
- Other support**

At this point, please provide all relevant information useful to design the overall Integration programme structure. At the end, the system will automatically generate the reimbursement form.

Creating a vacancy 5/7

At the bottom left of the web page you can save the vacancy (it is always editable).

Brief description of the Integration Programme

Enable ADV Request possibility

Save

Note: you can request to bring out your vacancies on the main page of the platform

Jobseekers

- Jobseekers
- YfeJ benefits
- Tips on how to fill your CV
- FAQs
- Apprenticeship
- Traineeship
- Hot Jobs

Hot Jobs

Current job vacancies

Nurses in Germany - selection day in Cagliari (08.06.2016)

Opportunity to participate in the selection day for Nurses in Germany which will take place in Cagliari, Sardinia, on 8th June 2016.

Requirements: EU28 + Iceland and Norway citizens (non German residents), 18/35 years old, Nursing degree

Please find the vacancy with complete information [here](#).

To apply: register on [Your first EURES job platform](#) and once you are registered and have completely filled in your CV, contact us via the website or at info@yourfirsteuresjob.eu writing "**Nurses - Cagliari**" in the subject.

Creating a vacancy 6/7

At the end, there is the section “Vacancy languages” where must be included the languages, required to complete the description of the announcement.

Vacancy languages

Insert the required languages for the vacancy "Nurse".







* Language × ▲ * Level ▼

Language	Level	Actions
French	Intermediate	✕ Delete
Georgian	Basic	✕ Delete

- Hebrew
- Hindi
- Hungarian
- Icelandic
- Indonesian
- Irish
- Italian
- Japanese
- Javanese
- Korean

Creating a vacancy 7/7

The process is over and the vacancy announcement completed: now you can view, edit, manage your vacancies through the dashboard.

-  Messages >
-  Documents >
-  My company >
-  Matches >
-  Storage >
-  Vacancies >

Job vacancies





Approved / Awaiting approval

Fulfilled

[Add](#)

Vacancies not yet validated

Show entries Search:

Job title ▾	Left/Tot. ⇅	Start ⇅	Created ⇅	Actions
Nurse	2 / 2	01/07/2016	04/05/2016 12:38	<ul style="list-style-type: none">  View  Edit  Languages  Cancel

Showing 1 to 1 of 1 entries

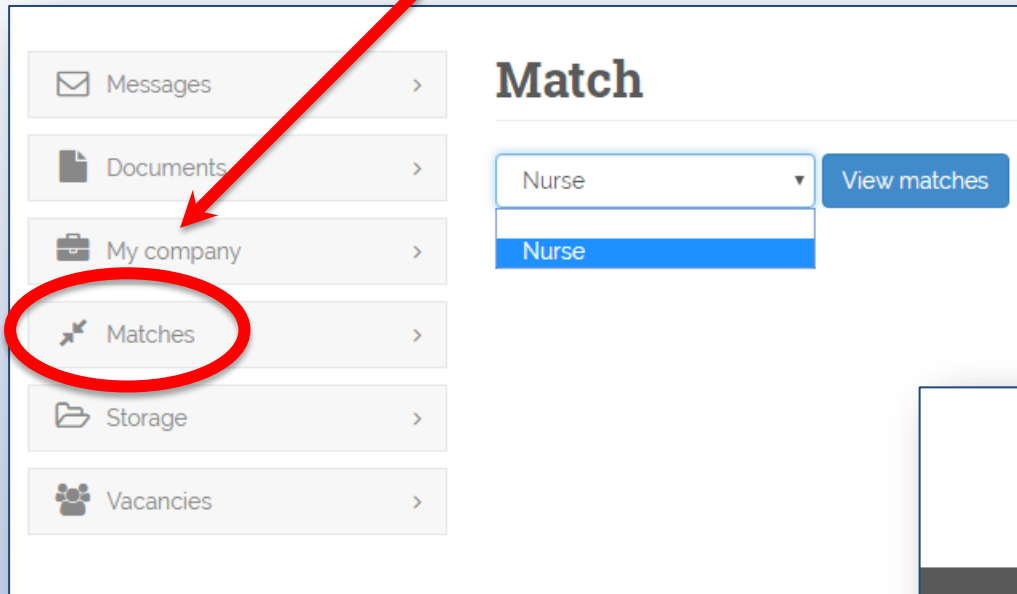
Vacancies validated

No vacancies.

Note: the vacancy needs approval by the YfEj staff (normally in 24-48 hrs.).

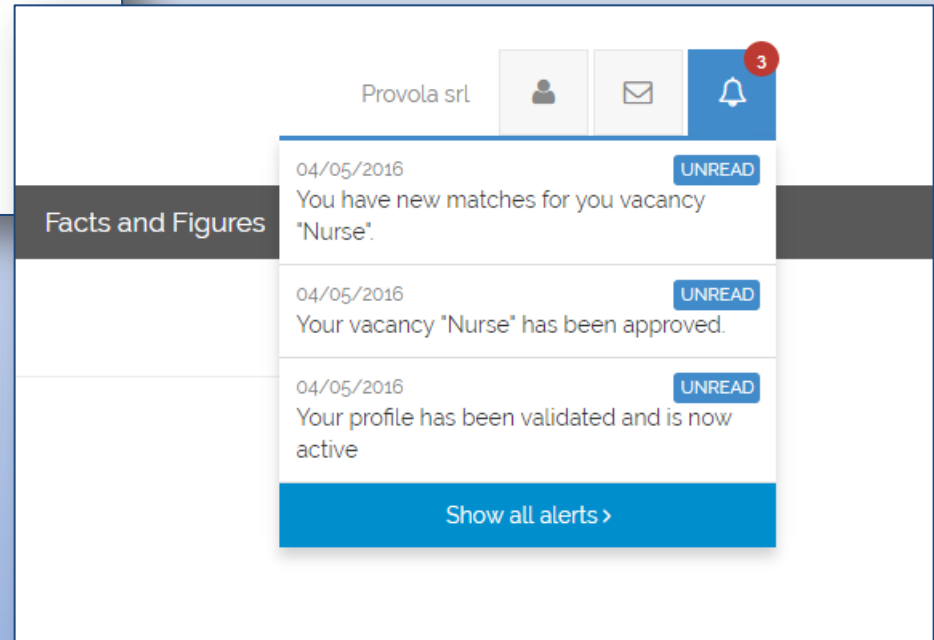
Find the best candidate 1/6 The matching tool

Once the vacancy is validated, you can view a list of jobseekers matching with your vacancy.



The platform will inform you, automatically, if there are new matches for your vacancy

NOTE: The matching tool works through two key items: (i) ISCO code and (ii) language(s). The YfEj staff may integrate the candidate's list with other profiles.



Find the best candidate 2/6

In this section you can view all the jobseekers matching with your vacancy announcement.

Match

Nurse

View matches

Vacancy info

New matches

Jobseekers to interview






Interviewed - Pending decision

Selected

Rejected

New matches

04/05/2016 13:03

Jobseeker	Age	Country	Actions
Mario Persichetti	31	France	<ul style="list-style-type: none">  Show CV  Select without interview  Schedule interview  Show rankings  Reject

The complete CV of the candidate is available: you can arrange an interview or select directly the candidate.

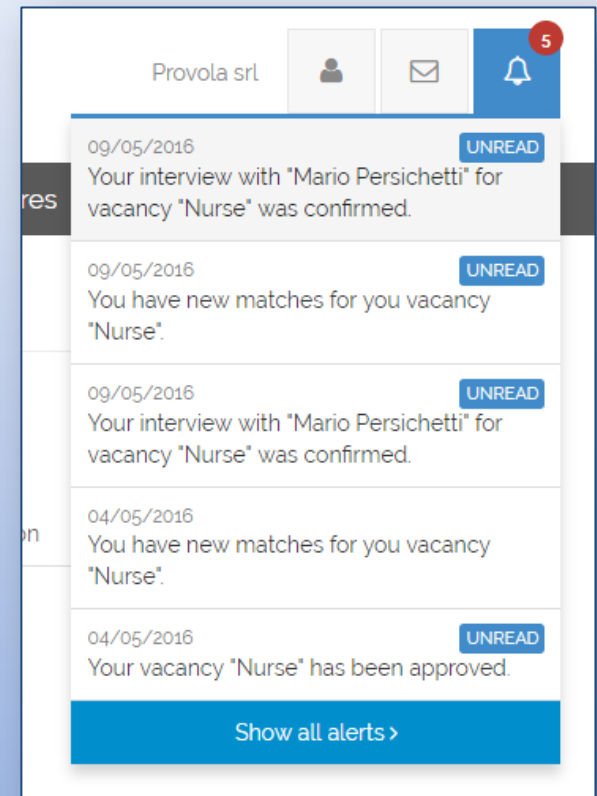
Find the best candidate 3/6 The interview

You can opt for different type of interviews:

Job Seeker: Mario Persichetti
 Vacancy: Nurse
 * Interview type: **Person** (dropdown menu)
 Date: Phone, Email, Skype, **Person**
 Representative: **Person**
 Interview location - address:
 Interview location - city:
 Interview location - country:

Schedule interview

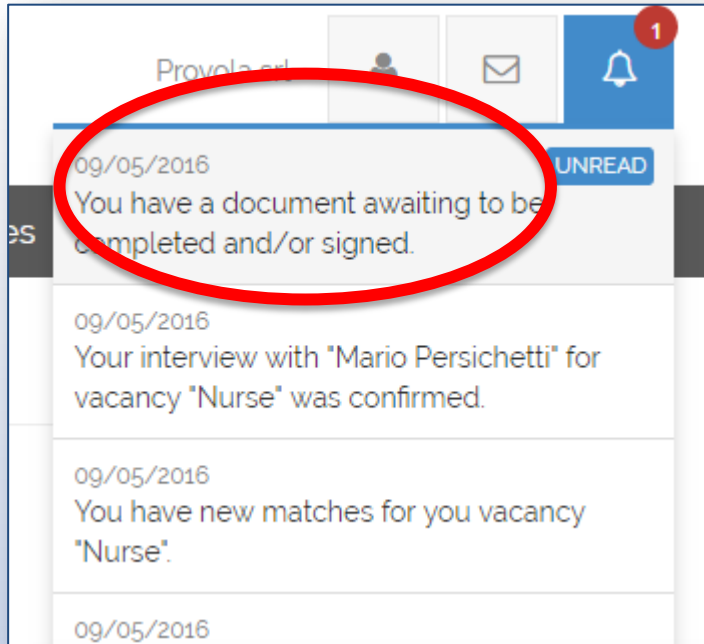
Travel allowances for interview travels and expenses may be only authorized from the YfEj staff after reviewing with the employer the real needs and cost-benefit of the action.



If you plan to arrange an in person interview, please be certain that there is a good probability that the candidate is hired.

Note: To facilitate the process please fill in all boxes (even if not mandatory); all the information provided will be automatically included in the form used by the candidate for the YfEj contribution.

Find the best candidate 4/6 The interview



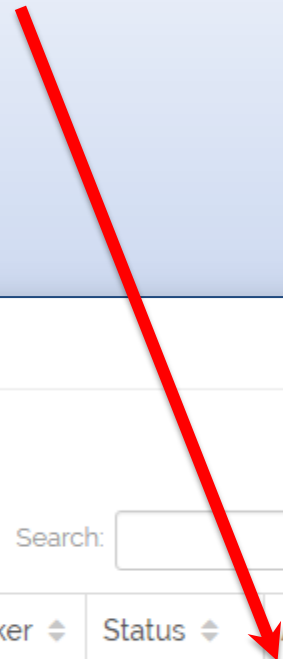
When the person interview is scheduled it is requested to sign a letter declaring the intention to realize the interview

Papers

Show entries Search:

Created	Type	Comment	Jobseeker	Status	Actions
09/05/2016 10:50	Job intent interview	Please find hereby the interview intent letter for Mario Persichetti	Mario Persichetti	⌂ Awaiting fill	✎ Fill 📄 View

Showing 1 to 1 of 1 entries



Find the best candidate 5/6 The signature

Through the platform you can fill in all the required forms and sign them with your own signature. If you haven't yet created one, the platform alerts you.

Creating the signature is easy. Just scan the stamp and signature of an authorized person (doesn't need to be the legal representative) and convert the scan copy to pdf file (please name it "signature.pdf") then upload it in the appropriate folder (in the storage section).

Papers

The following error was found:

- Signature is required for this document.

* Signature No signature found in your storage folder. Please upload your signature in a file named **signature.pdf** inside the **signature** folder.

[Upload signature](#)

[Fill paper](#) [Preview filled paper](#)

Storage


Messages Documents My company Matches Storage Vacancies

Folders

- Documents to send
- Documents received
- Vacancies papers
- Signature
- Basket

Upload Refresh Settings Maximize Help

This is the DEMO version of CKFinder. Please visit the [CKFinder web site](#) to obtain a valid license.


signature.pdf
5/9/2016 11:03 AM
11 KB

Find the best candidate 6/6

Once you have the list of your potential candidates, you can finally select the best one.

www.yourfirsteuresjob.eu dice:
 Are you sure you want to select this candidate?

OK Annulla

Messages Documents My company Matches Storage Vacancies

Match Nurse Vacancy info

New matches **Jobseekers to interview** Interviewed - Pending decision Selected Rejected

Jobseekers to interview

Interviews

Jobseeker	Age	Country	Interview	Actions
Mario Persichetti	31	France	15/05/2016 - Skype	<ul style="list-style-type: none"> Show CV Select for the job Show rankings Reject

When confirming the selection, an automatic message will be sent to the candidate to check his/her availability.

Note: once the contract will be signed by both the employer and the candidate, do not forget to upload it in your documents folder.

Focus: The Integration Programme 1/2

In your “Documents” you’ll find the documentation required to obtain the reimbursement for the Integration Programme .

The first one is a description of the performed activities and must be signed by both the employer (first) and the recruited worker (or apprentice).

Papers

Show entries Search:



Created	Type	Comment	Jobseeker	Status	Actions
09/05/2016 12:15	Payment request employer	Please find hereby the payment request related to Mario Persichetti's integration programme. Please click on the fill button, add the required information and confirm to accomplish the process. Regards		⌂ Awaiting fill	Fill View
09/05/2016 12:00	Integration programme	Description of the post-placement training activities	Mario Persichetti	✓ Completed	View
09/05/2016 10:50	Job intent interview	Please find hereby the interview intent letter for Mario Persichetti	Mario Persichetti	✓ Completed	View

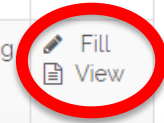
Showing 1 to 3 of 3 entries

Once filled out the first form the system will request you to fill the second form for the payment request related to the Integration Programme that must be signed only by the employer.

The document will be sent automatically to YfEj staff.

Focus: The Integration Programme 2/2

Created	Type	Comment	Jobseeker	Status	Actions
09/05/2016 12:15	Payment request employer	Please find hereby the payment request related to Mario Persichetti's integration programme. Please click on the fill button, add the required information and confirm to accomplish the process. Regards		Awaiting fill	 Fill  View



Papers

* Signature

Training information

* Integration programme...

* Number of workers / apprentices

* Overall programme content integration programme form."/>

Attached documents



Please upload **the files you select** to your [Storage section](#) in the folder "Documents to send" in pdf format. For additional assistance [contact an administrator](#).

* Training...

* I uploaded / I'll upload

- external training:**
 - if training is in progress: copy of signed training registration/enrolment form(s), with a brief description of the training content, duration and participant(s) - if training has been concluded: training plan (content, duration, participants) and copy of the receipt of payment from the external training provider
- in-house training:**
 - training plan (content, duration, participants) signed by the coach/mentor/trainer and the participant(s)
- other equivalent supporting document (please specify)

Here you can see the information required for the payment request that will be automatically included in the form used by the employer for the YfeJ contribution

Contacts

The screenshot displays the YfEj platform interface. On the left is a vertical navigation menu with the following items: Messages (highlighted in blue), Documents, My company, Matches, Storage, and Vacancies. The main content area is titled 'Messages' and features a blue button labeled 'Send a message to the YfEj staff'. Below this are two tabs: 'Received' (selected) and 'Sent'. Under the 'Received' tab, the text 'Unread' is displayed, followed by the message 'No message in this category'. At the bottom of the visible area, the text 'Already read' is partially visible.

For questions or doubts you can:

- send a message to YfEj staff through the platform or
- send an email to Ministero del Lavoro e delle Politiche Sociali (Lead applicant of the YfEj Project): yfej@lavoro.gov.it