

EURES TARGETED MOBILITY SCHEME PROJECT

Project: 101195823 – EURES TMS – ESF-2024-EURES-TMS (2025-2027)

EMPLOYER USERGUIDE

V. 24.06.2025



Funded by
the European Union



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For more information on project financial benefits for candidates and employers, please visit the project website:

EURES-TMS.politicheattive.lavoro.gov.it

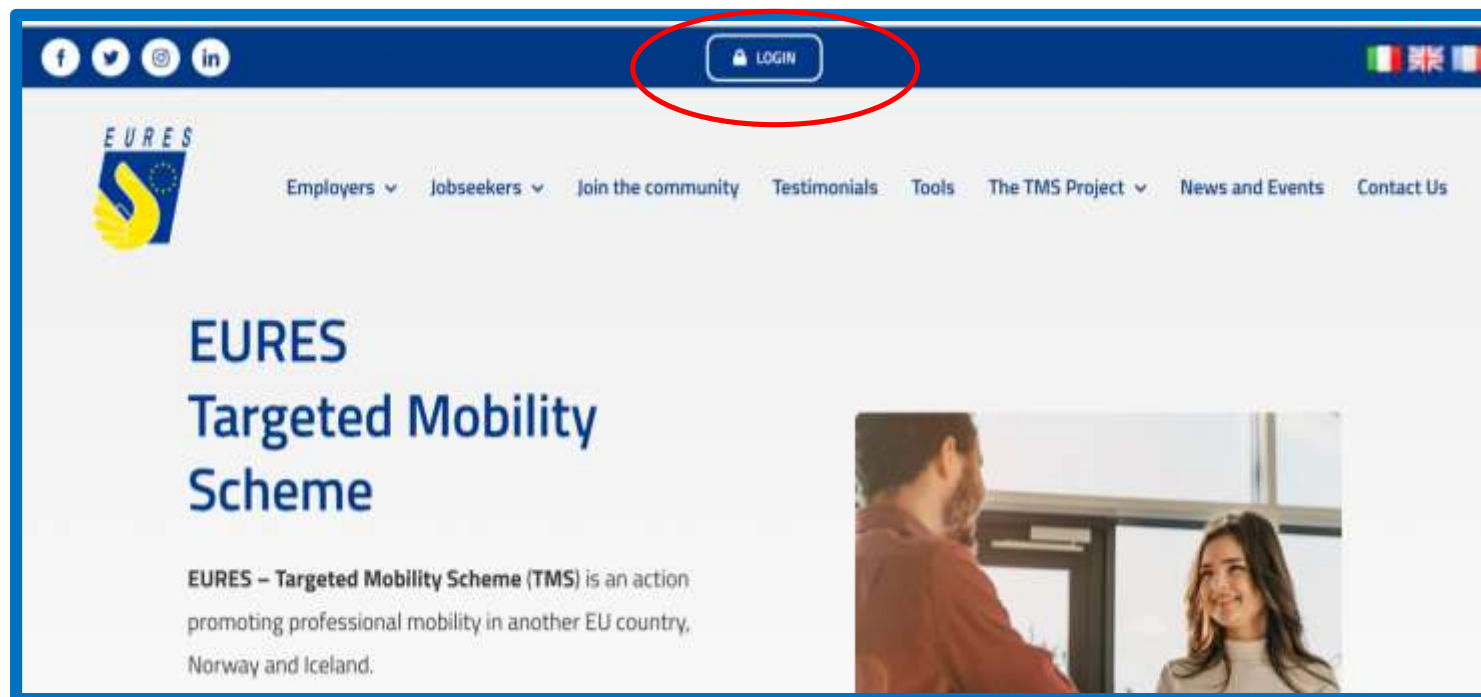
How to participate in EURES TMS:

1.1 Employer self-registration

Employer self-registration (1/11)

GO to the
project
website and
CLICK on
LOGIN

<https://eureslogin.politicheattive.lavoro.gov.it/index>



Employer self-registration (2/11)

CLICK on
*Don't have
an account
yet? Register!*

Company e-mail / Personal E-Mail *

Password *

Have you forgotten your password?

Don't have an account yet? Register!

LOG IN

Support contact: EURES-TMS@anpal.gov.it

Then CLICK
on *Register
here, under
Company*

Home

Job Seeker

Are you looking for a mobility experience for a job/traineeship/apprenticeship in a European Country, Iceland or Norway?
Find your job opportunity through EURES Targeted Mobility Scheme (TMS)!

Register here

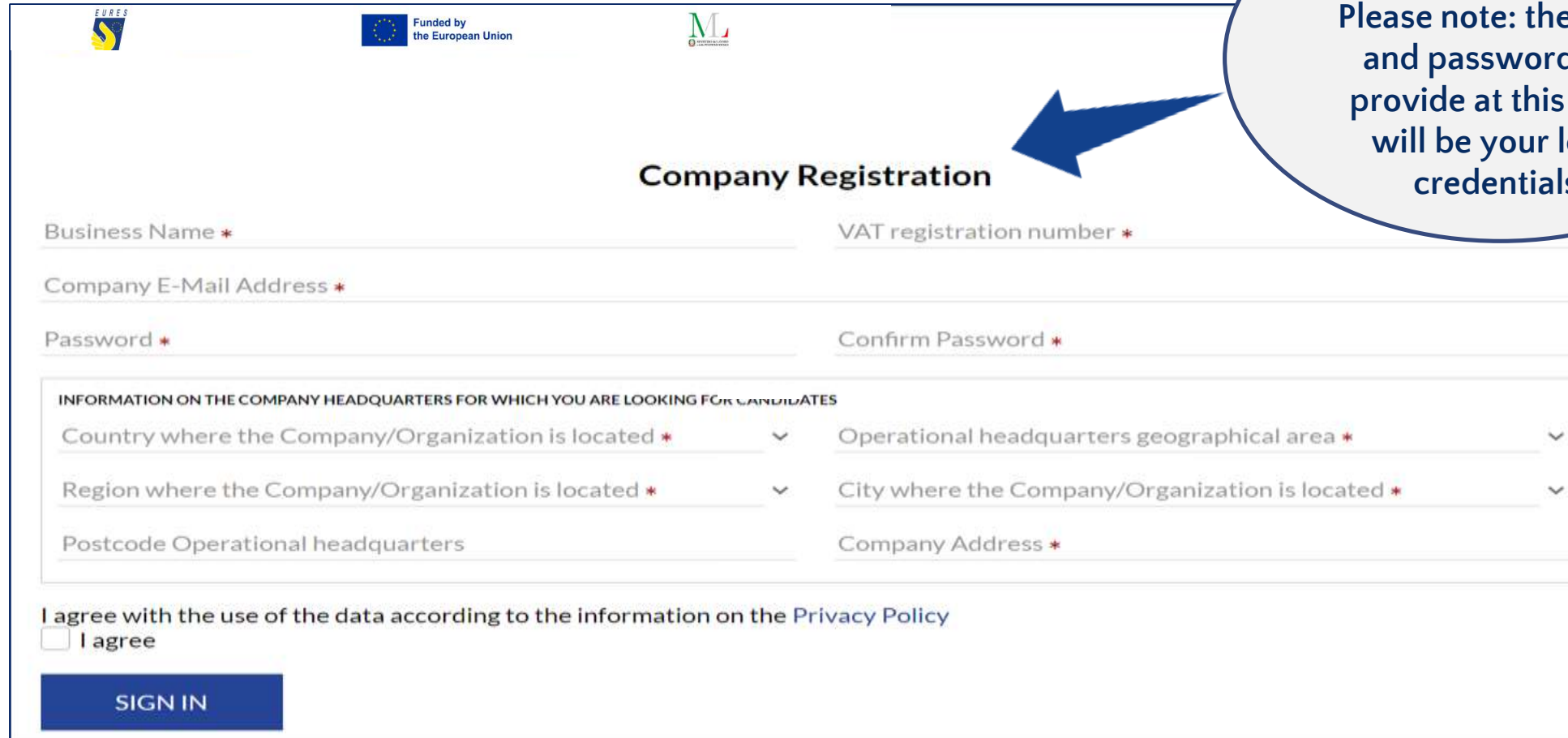
Company

Are you looking for workers/trainees/apprentices coming from another European Country, Norway or Iceland?
Join the EURES Targeted mobility scheme (TMS)!

Register here

Employer self-registration (3/11)

ENTER the required information to register. Please note: the email and password you provide at this stage will be your login credentials.



Company Registration

Business Name * VAT registration number *

Company E-Mail Address *

Password * Confirm Password *

INFORMATION ON THE COMPANY HEADQUARTERS FOR WHICH YOU ARE LOOKING FOR CANDIDATES

Country where the Company/Organization is located * Operational headquarters geographical area *

Region where the Company/Organization is located * City where the Company/Organization is located *

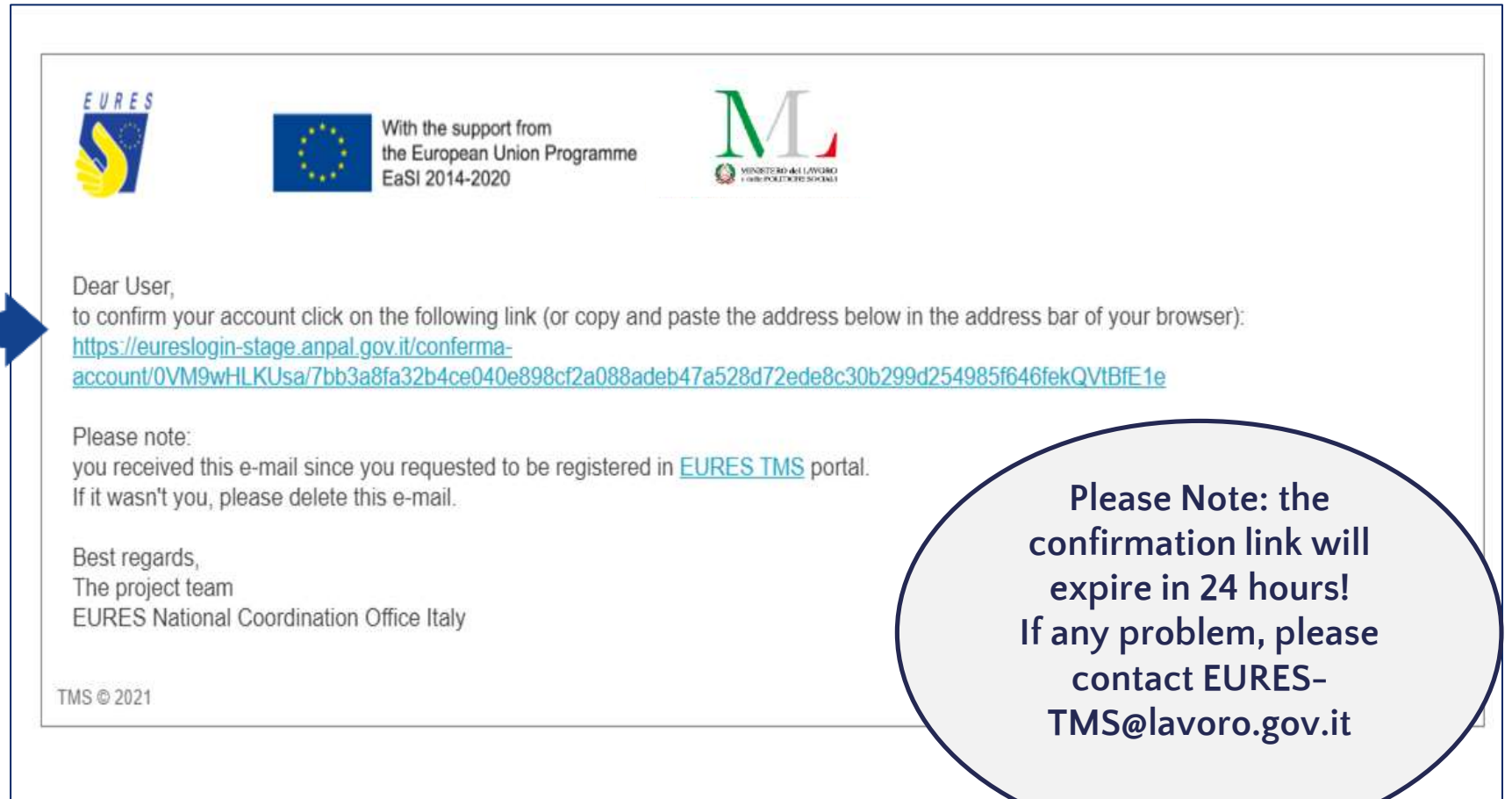
Postcode Operational headquarters Company Address *

I agree with the use of the data according to the information on the Privacy Policy
 I agree

SIGN IN

Employer self-registration (4/11)

CHECK your e-mail and CONFIRM your account through the confirmation link






The screenshot shows an email confirmation message. At the top, there are three logos: EURES (a yellow hand holding a blue circle with a star), the European Union flag, and the Italian Ministry of Labour and Social Policies (MIL) logo. Below the logos, the text reads: "With the support from the European Union Programme EaSI 2014-2020". The main body of the email says: "Dear User, to confirm your account click on the following link (or copy and paste the address below in the address bar of your browser): <https://eureslogin-stage.anpal.gov.it/conferma-account/0VM9wHLKUsa/7bb3a8fa32b4ce040e898cf2a088adeb47a528d72ede8c30b299d254985f646fekQVtBfE1e>". Below the link, it says: "Please note: you received this e-mail since you requested to be registered in EURES TMS portal. If it wasn't you, please delete this e-mail." At the bottom, it says: "Best regards, The project team EURES National Coordination Office Italy" and "TMS © 2021".

Please Note: the confirmation link will expire in 24 hours! If any problem, please contact EURES-TMS@lavoro.gov.it

Employer self-registration (5/11)

After confirming your account, LOG BACK into the EURES TMS platform using your credentials



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

Account confirmed!

Account successfully activated, enter credentials to sign in

COMPANY E-MAIL / PERSONAL E-MAIL
employer@gmail.com

PASSWORD
●●●●●●

[Have you forgotten your password?](#)

LOG IN

Employer self-registration (6/11)

COMPLETE the registration form by entering the required data

Logout

Company Registration

2/8

Enter the following data

COMPANY OTHER INFORMATION

BUSINESS NAME
Employer

Company telephone number • Mobile telephone number of Contact Person •

VAT REGISTRATION NUMBER
345678iuhnm Business Size •

COMPANY CONTACT PERSON DATA

First Name • Surname •

E-MAIL
employer_guide@gmail.com

CONTINUE

The *Contact Person* is the individual responsible for managing the Employer profile, filling in vacancies, and handling application forms.

Employer self-registration (7/11)

COMPLETE the registration form by ENTERING *Economic Sector* and *Business type*...

Company Registration 3/8

Enter the following data

ECONOMIC SECTOR

BUSINESS TYPE

BACKWORD CONTINUE

ENTER your *Operational Headquarter* address. Please Note: if your company has different HEADQUARTERS, enter the one where you will hire candidates through EURES TMS

Company Registration 4/8

Enter the following data

INFORMATION ON THE COMPANY HEADQUARTERS FOR WHICH YOU ARE LOOKING FOR CANDIDATES

COUNTRY BE - Belgique/België/Belgium

REGION BEZZ - Extra-Regio NUTS 2

Postal code

COMPANY REGISTERED OFFICE

Copy Operational Headquarters

Country where the Company/organization is located

Region where the Company/organization is located

Registered office postal code

BACKWORD CONTINUE

Company Registration 5/8

Enter the following data

SHORT DESCRIPTION OF THE COMPANY

BACKWORD CONTINUE

...then ENTER a short Company description

Employer self-registration (8/11)

Company Registration Logout

Enter the following data

LEGAL REPRESENTATIVE DATA

First Name * Surname *

Personal mobile E-Mail *

BACKWORD CONTINUE

Company Registration Logout

Enter the fields if you are the legal representative delegate signing the project forms. These data will be required only in case of financial benefit requests by the Company

LEGAL REPRESENTATIVE'S DELEGATE DATA

First Name Surname

Personal mobile E-Mail

BACKWORD CONTINUE

7/8

Only the *Legal Representative* and their *Delegate* are authorised to sign benefit request forms.

Please Note: you can ENTER or CHANGE the delegate data later, via the Employer dashboard, if necessary.

Employer self-registration (9/11)

Select a EURES TMS Adviser only if you are already in contact with one!

Otherwise, skip this step – an Adviser with expertise in your sector and local working conditions will be assigned to you by the project staff

EURES

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

Ministry of Labour

Logout

Company Registration

8/8

Select your Reference Adviser

Adviser

BACKWORD CONTINUE

Employer self-registration (10/11)

CLICK ON
Continue to
confirm the
registration



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

Logout

Company Registration

Registration completed!

Click Save and Continue to confirm.
Consider that only some of Your Company personal data will be editable from your Dashboard.

BACKWORD CONTINUE

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

Logout

Process Successfully Completed!

All necessary data to complete the Registration have been entered

To access your Dashboard please await the validation of your profile by the project team.

Employer self-registration (11/11)



After you have completed your profile, the EURES TMS Project Staff will conduct eligibility checks on your company



Wait for the e-mail confirming that your EURES TMS company profile has been validated

How to participate in EURES TMS: 1.2

Completing the registration in EURES TMS after receiving an invitation from a project EURES Adviser

Employer registration when receiving an invitation (1/8)



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



Have you received an email from EURES-TMS@lavoro.gov.it inviting you to register in the project? Join it by following the instructions!

Dear Employer

Ms/Mr Adviser, as an [EURES-TMS](#) Adviser, invited you to join the project, run by the [EURES National Coordination Office Italy](#) and financed by the [EU Programme for Employment and Social Innovation \(EaSI\)](#).

EURES-TMS project supports the mobility of workers across Europe and in some EEA countries (Norway and Iceland), through financial benefits and services addressed to jobseekers and employers.

We invite you to confirm your account by clicking on the following link or by copying and pasting the address below into your browser's address bar:

<https://eureslogin-stage.anpal.gov.it/conferma-referent/GOxg1aOOFOn1HB/95aa9c7f2363b703d9de187968ff475c20943681c0a1f106f957bbc01fde39b9CKnEZYdBHM>

You can access your personal dashboard using the following credentials:

Email: **employer0@gmail.com**

Temporary password Password

This link expires in 7 days, please click on it and log in into the platform to complete your registration.

When you log in to the portal, you will be prompted to change your password.

Following registration, the EURES TMS adviser will assist you in the creation of the vacancy and in the pre-selection/selection/matching of the jobseeker best suited to your company's needs.

We take the opportunity to inform you that the project offers a financial contribution to employers providing young newly recruited workers/trainees/apprentices with an integration programme. The contribution varies in accordance to the number of modules foreseen by the programme and the country in which your organisation is based.

Please Note: the confirmation link expires after 7 days!



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the European Union



Employer registration when receiving an invitation (2/8)

After you have clicked on the confirmation link, **LOGIN** with your credentials (received by email) to **COMPLETE** the registration



The screenshot shows a web page with the following elements:

- Logos for EURES, the European Union, and the Italian Ministry of Labour and Social Policies (ML).
- Text: "With the support from the European Union Programme EaSI 2014-2020".
- Section header: "Account confirmed!".
- Text: "Account successfully activated, enter credentials to sign in".
- Form fields: "COMPANY E-MAIL / PERSONAL E-MAIL" with the value "employer@gmail.com" and "Password *".
- Text: "Have you forgotten your password?".
- Button: "LOGIN".

Employer registration when receiving an invitation (3/8)

COMPLETE the registration form by ENTERING the required data

Logout
2/8

Company Registration

Enter the following data

COMPANY OTHER INFORMATION
BUSINESS NAME
Employer

Company telephone number • Mobile telephone number of Contact Person •

VAT REGISTRATION NUMBER
345678iuhnm Business Size •

COMPANY CONTACT PERSON DATA

First Name • Surname •

E-MAIL
employer_guide@gmail.com

CONTINUE

The *Contact Person* is the individual responsible for managing the Employer profile, filling in vacancies, and handling application forms.

Employer registration when receiving an invitation (4/8)

COMPLETE the registration form by ENTERING *Economic Sector* and *Business type*...

Company Registration 3/8

Enter the following data

ECONOMIC SECTOR

BUSINESS TYPE

Logout

BACKWORD CONTINUE

...and the *Operational Headquarter* address...

Company Registration 4/8

Enter the following data

INFORMATION ON THE COMPANY HEADQUARTERS FOR WHICH YOU ARE LOOKING FOR CANDIDATES

COUNTRY
BE - Belgique/België/Belgium

REGION
BEZZ - Extra-Regio NUTS 2

Postal code

Logout

Copy Operational Headquarters

BACKWORD CONTINUE

Company Registration 5/8

Enter the following data

SHORT DESCRIPTION OF THE COMPANY

Logout

BACKWORD CONTINUE

then ENTER a short description of the company

Employer registration when receiving an invitation (5/8)

Company Registration Logout

Enter the following data

LEGAL REPRESENTATIVE DATA

First Name * Surname *

Personal mobile E-Mail *

BACKWORD CONTINUE

Company Registration Logout

Enter the fields if you are the legal representative delegate signing the project forms. These data will be required only in case of financial benefit requests by the Company

7/8

LEGAL REPRESENTATIVE'S DELEGATE DATA

First Name Surname

Personal mobile E-Mail

BACKWORD CONTINUE

Only the *Legal Representative* and their *Delegate* are authorised to sign benefit request forms.

Please Note: you can ENTER or CHANGE the delegate data later, via the Employer dashboard, if necessary.

Employer registration when receiving an invitation (6/8)

Select a EURES TMS Adviser only if you are already in contact with one!

Otherwise, skip this step – an Adviser with expertise in your sector and local working conditions will be assigned to you by the project staff

EURES

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ML
MINISTERO DEL LAVORO
POLITICHE SOCIALI

Logout

Company Registration

8/8

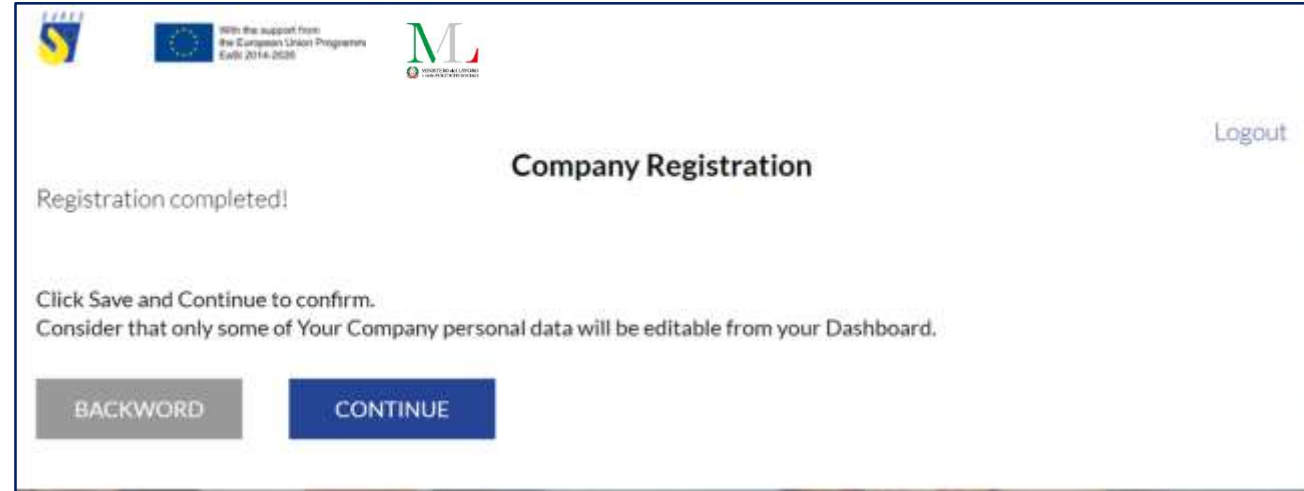
Select your Reference Adviser




Adviser

BACKWORD CONTINUE

Employer registration when receiving an invitation (7/8)

CLICK on
Continue to
confirm the
registration!



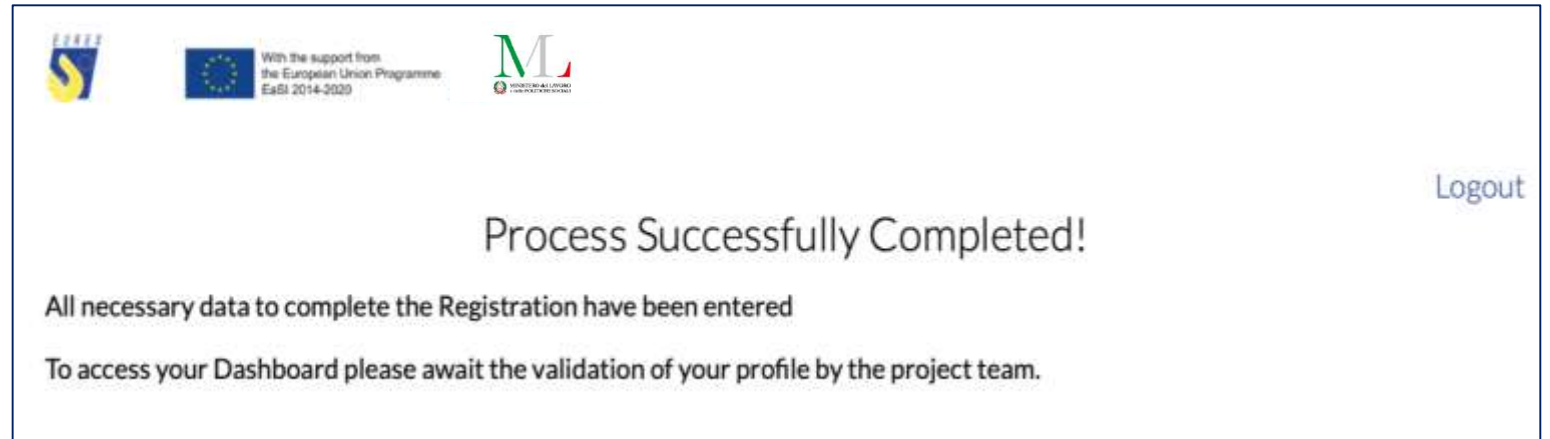
  With the support from
the European Union Programme
ERDF 2014-2020 




Logout

Company Registration

Registration completed!

Click Save and Continue to confirm.
Consider that only some of Your Company personal data will be editable from your Dashboard.



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

Logout

Process Successfully Completed!

All necessary data to complete the Registration have been entered

To access your Dashboard please await the validation of your profile by the project team.

Employer registration when receiving an invitation (8/8)



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the European Union Programme
EaSI 2014-2020



Dear Employer
thank you for registering in EURES TMS project.

The project team is checking the data you provided.
If your Company/Organisation complies with the EURES TMS eligibility criteria, you will receive an email informing you that your profile in the platform is active.


If necessary, you can contact the Project team for more information or clarification a eligibility in the project.

Please note:
If it wasn't you, please delete this e-mail.


Best regards,
The project team
EURES National Coordination Office Italy

TMS ©2023

After you have completed your profile the EURES TMS Project Staff will conduct eligibility checks on your company



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



Dear Employer,
thank you for registering in the platform and welcome to EURES TMS project, run by the [EURES National Coordination Office Italy](#) and financed by the [EU Programme for Employment and Social Innovation \(EaSI\)](#).
The project promotes worker mobility across Europe and in some EEA countries (Norway and Iceland) by providing financial benefits and services to both job seekers and employers.

Your company profile in the platform has been validated, and you can now access your dashboard!

A project adviser will contact you shortly to assist you in filling your vacancies, selecting candidates, and managing the project procedures.

Please do not hesitate to contact us at EURES-TMS@lavoro.gov.it mail for any clarification or further information.

Please note:
If it wasn't you, please delete this e-mail.

Best regards,
The project team
EURES National Coordination Office Italy

Wait for the e-mail confirming that your company profile has been validated in EURES TMS platform

2. How to delegate your Adviser for platform procedures

How to delegate your Adviser for platform procedures (1/2)

The screenshot displays the EURES platform interface. On the left, a navigation menu is visible with the following items: Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews, and Benefit request. The 'Associated Advisers' item is highlighted with a blue arrow pointing to the main content area. The main content area shows the 'Employer' profile page. The header features a blue background with yellow stars and the word 'Employer'. Below the header, there are sections for 'Employer Informations', 'Contacts', and 'Description'. The 'Contacts' section includes the email address 'employer.guide@gmail.com', the phone number '00443456789', and the legal representative 'employer.guide@gmail.com'. The 'Job Vacancies' section shows a summary of job vacancies: Draft Job Vacancies: 0, Pending Validation Job Vacancies: 0, Validated, not published, Job Vacancies: 0, Published Job Vacancies: 0, and Closed Job Vacancies: 0.

*From Home,
CLICK on
Associated
Advisers*

How to delegate your EURES TMS Adviser for platform procedures (2/2)

The screenshot displays the 'LIST OF ASSIGNED ADVISERS' table with the following columns: FIRST NAME, SURNAME, E-MAIL, and DELEGATION. A row for 'Advister' is highlighted in blue, with a checkmark in the first name column. Below the table, an 'ASSIGN DELEGATION' button is visible. A red circle highlights the 'Associated Advisers' menu item on the left. A blue arrow points from a callout box to the 'ASSIGN DELEGATION' button.

↑ FIRST NAME	↑ SURNAME	↑ E-MAIL	↑ DELEGATION
<input checked="" type="checkbox"/> Advister	test	advisertest@gmail.com	NO

ASSIGN DELEGATION

FLAG the Adviser name and CLICK on Assign Delegation

3. How to use the EURES TMS employer's dashboard to manage all platform functions

Dashboard (1/2)

The screenshot shows the Employer dashboard with the following elements:

- Home** (selected)
- Company**
- Associated Advisers**
- Add job vacancy**
- Job vacancies**
- Interviews**
- Benefit request**

Employer Information

- 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** (2)
 - Validated not published
 - 01/03/2023
 - BE - Belgique/België/Belgium
 - Armed forces occupations, other ranks
- Candidate's List** (3)
- Training Programme** (+) (4)

Interviews

Employer informations: by clicking on the dedicated icon, you can ENTER or MODIFY the information you provided when registering

From *Job vacancy* section you can:
1. ADD a Job vacancy

2. CHECK the list of previously offered vacancies

3. VIEW the candidate's list

4. ACTIVATE a Training programme benefit request

Dashboard (2/2)

The screenshot shows a dashboard with a left sidebar and a main content area. The sidebar includes: Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews, and Benefit request. The main content area has several sections:

- Interviews** (Callout 1): A list of four interview entries for 'n. 1323 - Job Vacncy Test'. Each entry shows an ID, a seeker job, a test, and a date. Callout 2 points to the 'ND Jobseeker' field in the first entry. Callout 3 points to the 'Invite' button in the first entry.
- Activated Benefit Requests** (Callout 4): A table with columns 'ID', 'JOB SEEKER', and 'VACANCY'. It lists one entry with ID 5115, Seeker Job, and Job Vacncy Test. A 'Forms List' link is visible. Callout 4 points to the 'Interview' section below the table.
- Interview** (Callout 4): A detailed view for interview n.5115, showing 'Seeker Job', 'Job Vacncy Test', 'Invite n.846', and 'TO BE SIGNED'. Callout 5 points to the 'Download Document' button at the bottom.

From *Interview* 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 the *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

4. How to add a Job Vacancy

Adding a Job Vacancy (1/8)



- Home
- Company
- Associated Advisers
- + Add job vacancy
- Job vacancies
- Interviews
- Benefit request
- Final Declaration



Employer Information

Contacts

- futura@gmail.com
- 5465786768
- Chiara Rossi
futura@gmail.com

Description

fsdjfojsdpifjksdpf prova

Representatives

Legal Representative:
Federica Rossi

- federicarossi@gmail.com
- Documents

Job Vacancies **+ Add Job Vacancies**

Draft Job Vacancies: 0 Pending Validation Job Vacancies: 1 Validated, not published, Job Vacancies: 3
Published Job Vacancies: 1 Closed Job Vacancies: 0

n. 3735 - book seller	n. 3732 - Videomaker assistant	n. 3726 - programmatore
<ul style="list-style-type: none">Pending Validation05/01/2026BE - Belgique/België/BelgiumAdministrative and commercial managers	<ul style="list-style-type: none">Validated not published11/08/2025PT - PortugalScience and engineering associate professionals	<ul style="list-style-type: none">Validated not published02/05/2025BE - Belgique/België/BelgiumAgricultural, forestry and fishery labourers
Candidate's List	Candidate's List	Candidate's List

From your main dashboard, to create a new vacancy **CLICK** on **Add Job Vacancies**



Adding a Job Vacancy (2/8)

ADD JOB VACANCY

Description

TITLE
Project Manager

SELECTION STARTING DATE
30/06/2025

DESCRIPTION
description

WORKPLACE ADDRESS

COUNTRY
BE - Belgique/België/Belgium

REGION
BE10 - Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest

Postal code

ECONOMIC ACTIVITY

- Armed forces occupations
- Clerical support workers
 - Clerical support workers, service and sales workers
- Craft and related trades workers
- Elementary occupations
- Managers
 - Administrative and commercial managers

TOTAL NUMBER OF AVAILABLE POSITIONS
3

SELECTION DEADLINE
31/07/2025

GEOGRAPHICAL AREA
BE1 - Région de Bruxelles-Capitale/Brussels Hoofdstedelijk Gewest

SMALLER TERRITORIAL UNITS
BE100 - Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad

ADDRESS
Place 6

Callout Box: Fill in all the fields with the details of the vacancy you want to open

Adding a Job Vacancy (3/8)

Home | ADD JOB VACANCY

Company

Associated Advisers

+ Add job vacancy

Job vacancies

Interviews

Benefit request

Final Declaration

Term

EXPECTED CONTRACT STARTING DATE
01/08/2025

DAILY WORKING TIME
full time

VACATION DAYS
20

Information about terms and conditions

Circumstances and Conditions paving the way for extension of duration

SALARY (EUR)
SALARY MIN (EUR)
2500

PROBATIONARY PERIOD
Do you also want to add a probationary period?

HOURS FLEXIBILITY
Do you also want to request hours flexibility?

EXPECTED CONTRACT ENDING DATE
01/08/2026

TYPE OF CONTRACT
fixed term

DURATION
Between 7 and 12 months

CONTRACTUAL CONDITIONS AND SOCIAL SECURITY ENTITLEMENTS
description

Possibility to be hired after the end of trainees

SALARY MAX (EUR)
2700

NO

NO

continue FILLING IN the form by providing additional details, such as employment terms, salary, and any other relevant information

Adding a Job Vacancy (4/8)



The screenshot shows a web interface for adding a job vacancy. On the left is a navigation menu with items: Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews, Benefit request, and Final Declaration. The main content area is titled 'ADD JOB VACANCY' and contains a 'Main activities' section. This section has a '+ A...' button and three input fields: 'Job or position held *', 'Main activities carried out *', and 'Responsibilities *'. A large blue circle with the text 'DESCRIBE the Main Activities' is overlaid on the right side, with a blue arrow pointing from its center to the 'Main activities' section header.

Adding a Job Vacancy (5/8)

ADD JOB VACANCY

Home

Company

Associated Advisers

+ Add job vacancy

Job vacancies

Interviews

Benefit request

Final Declaration

Advisory notice/information/statement/policy/other information?

Information on the number of trainees hired as workers in the previous year

About sanctions

DRUG TEST

Do You want a drug test to be made? NO

SUPERVISED TRAINING

Do you also offer the possibility of having a period of tutoring? NO

ADDITIONAL BENEFITS

Interview or Relocation NO

Additional benefits (food services or meals vouchers, transport costs) NO

TMS

Do you wish to offer a training programme with the TMS contribution? NO

ANSWER the questions to provide more information about the job offer you are opening

Adding a Job Vacancy (6/8)

ADDITIONAL BENEFITS

Interview or Relocation

NO

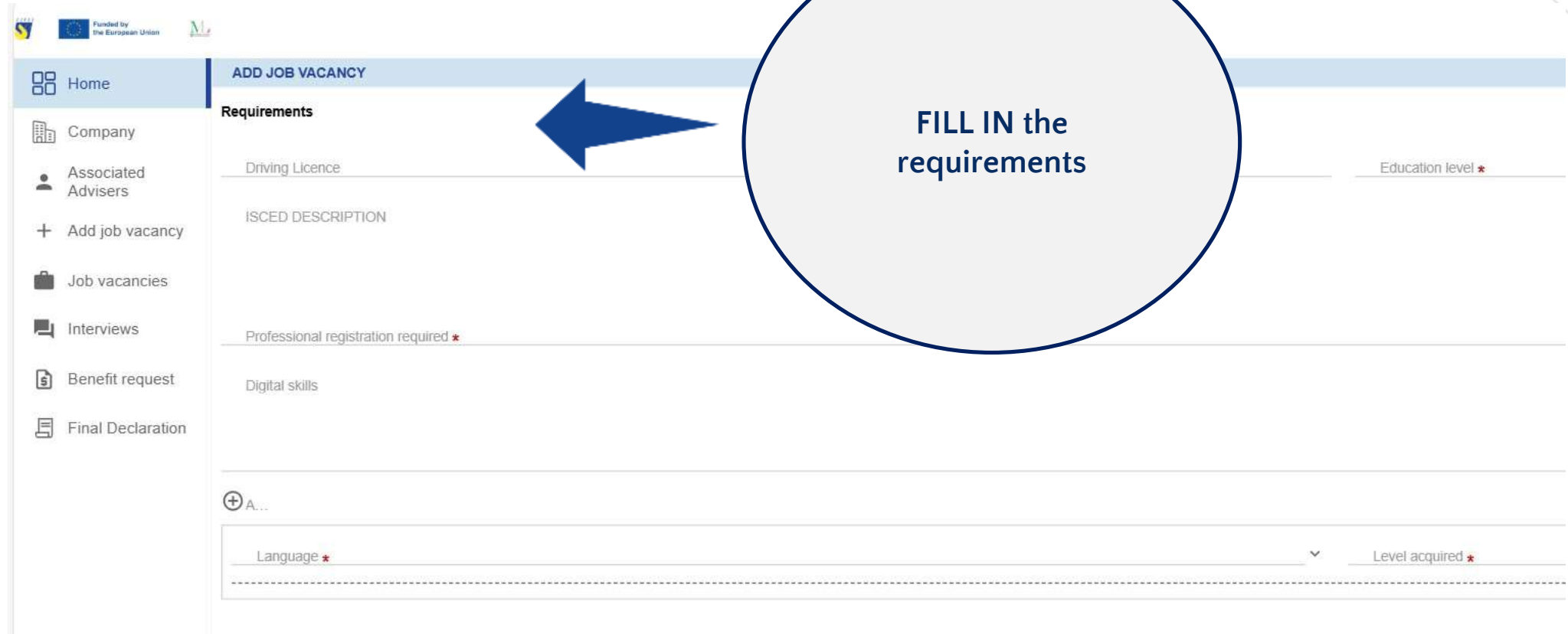
Additional benefits (food services or meals vouchers, transport costs)

NO



Pay attention to these questions: if you answer 'yes', the candidate will not be able to apply for the interview or mobility support, as the costs covered by these measures will be considered already paid by the employer!

Adding a Job Vacancy (7/8)



The screenshot shows a web interface for adding a job vacancy. The left sidebar contains navigation options: Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews, Benefit request, and Final Declaration. The main content area is titled 'ADD JOB VACANCY' and includes a 'Requirements' section. A large blue circle with the text 'FILL IN the requirements' and a blue arrow pointing to the 'Requirements' section is overlaid on the form. The 'Requirements' section contains several input fields: 'Driving Licence', 'ISCED DESCRIPTION', 'Professional registration required *', 'Digital skills', and 'Language *'. The 'Language *' field has a dropdown menu and a 'Level acquired *' field next to it. The form is partially obscured by a large grey circle with a blue border.

Adding a Job Vacancy (8/8)

ADD JOB VACANCY

Job offer/vacancy completed!

To save the offer as a 'Draft' for a subsequent change, click on "SAVE DRAFT". It will be available under the menu item "Job offers/vacancies>Drafts"

DELETE BACKWORD SAVE DRAFT CONFIRM

If you want to PERMANENTLY save your job vacancy, CLICK on *Confirm*.

Once confirmed, the job vacancy is **NO LONGER EDITABLE**. You can find it in your main dashboard - *Job Offers> Pending Validation*, it will be soon reviewed by Adviser.

Once validated, it will appear under *Job Offers>Validated not published*
Please note that publication of the job offer is at the Adviser's discretion.

5. How to schedule an online/onsite Interview with a candidate

How to schedule an online/onsite interview (1/9)

The screenshot shows the EURES portal interface. On the left is a navigation menu with options like Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews, and Benefit. The main content area is divided into sections: Employer Information (with contact details for employer0@gmail.com), Job Vacancies (with statistics for Draft, Pending Validation, Published, and Closed vacancies), and Description (with the text 'test'). Below the description, the job details for 'n. 1317 - Job Vacancy Test' are shown, including its status (Validated not published), date (01/02/2023), location (BE - Belgique/België/Belgium), and category (Armed forces occupations, other ranks). At the bottom of this section, a link labeled 'Candidate's List' with a person icon is circled in red.

CLICK on Candidate List below the Job Vacancy

The list of the candidates selected by your Adviser will automatically open

The screenshot shows the 'CANDIDATES' LIST' page. It features a table with the following columns: TAX IDENTIFICATION NUMBER (TIN), FIRST NAME, SURNAME, STATUS, and MOT. There are two rows of data, each with a checkbox in the first column.

	TAX IDENTIFICATION NUMBER (TIN)	FIRST NAME	SURNAME	STATUS	MOT
<input type="checkbox"/>	123456789	Job	Seeker	HIRED	
<input type="checkbox"/>		Job	Seeker	SELECTED	

How to schedule an online/onsite interview (2/9)

2. SELECT the candidate

3. CLICK on *Schedule an Interview*

Through the platform, you can invite candidates—selected for you by your Adviser—for an online or onsite interview

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

How to schedule an online/onsite interview (3/9)

ADD JOB INTERVIEW

Interview date * Time of the Interview *

Place or link of the interview *

ONLINE INTERVIEW?
 NO

Contact (for unforeseen events,

The screenshot shows the 'ADD JOB INTERVIEW' form with a sidebar menu on the left containing: Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews, and Benefit request. The main form area has tabs for FORM DATA, JOB SEEKER DATA, EMPLOYER DATA, and VACANCY DATA. Under 'Data from the interview:', it shows DATE: 24/01/2023 and TIME: 18:10:00. Under 'Data to be filled in:', there are fields for Interview Start Date, Interview End Date, Country of the interview, Zone of the interview, Region of the interview, Smaller Territorial Units of the interview, and Place of the interview. At the bottom, there is a checkbox 'The Company will cover the costs to' and two buttons: 'SAVE TO DRAFT' and 'COMPLETE'. A red circle highlights these two buttons.

If you **CLICK** on Complete the Interview invitation form will automatically open

4. **ENTER** the required data and click *Complete* if you wish to submit the benefit request now.

Or **CLICK** *Save Draft* if you prefer to complete the form later.

How to schedule an online/onsite interview (4/9)

has not been added

Bank Data

unicredit
IT, piazza mirti 2
Legal representative
IBAN: it71x0200824800000000000015
SWIFT: UNICRITMMXX

Additional Forms

Activated Benefit Requests

Interviews

n. 1317 - Job Vacancy Test
ID: 1023
Seeker Job
test
25/07/2025 16:00
[Go to the invite >](#)

n. 1317 - Job Vacancy Test
ID: 1020
Seeker Job
TEST
[Go to the invite >](#)

CLICK on *Go to the invite* to open the Interview Invitation form

In case you saved the invitation, the interview draft will be available in the 'Interviews' section

How to schedule an online/onsite interview (5/9)

1. CLICK on *Go to the invite*

The project offers the candidates financial support for travel expenses, if they are not covered directly by your company/organisation

Home

Company

Associated Advisers

Add job vacancy

Job vacancies

Interviews

Benefit request

has not been added

Bank Data

unicredit

IT, piazza mirti 2

Legal representative

IBAN: it71x0200824800000000000015

SWIFT: UNICRITMMXX

Additional Forms

[Legal representative proxy form \(to delegate the signature of documents\)](#)

[Employer salary declaration \(for subsistence allowance\)](#)

Interviews

n. 1317 - Job Vacancy Test

ID: 1023

Seeker Job

test

25/07/2025 16:00

[Go to the invite >](#)

Activated Benefit Requ

FORM DATA | JOB SEEKER DATA | EMPLOYER DATA | VACANCY DATA

Data from the Interview:

DATE: 25/07/2025 16:00

TIME: 16:00

LOCATION: TEST

Data to be filled in:

Interview Start Date: Interview End Date:

Country of the interview: Zone of the interview: Region of the interview:

Smaller Territorial Units of the interview: Place of the interview:

The Company will cover the costs to be incurred for the interview

SAVE TO DRAFT COMPLETE

2. FILL IN the form and
CLICK on *Complete*

How to schedule an online/onsite interview (6/9)

The screenshot shows a web application 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 content area displays a document titled "EURES TARGETED MOBILITY SCHEME (TMS) EMPLOYER JOB INTERVIEW INVITATION". The document header includes the EURES logo, the European Union flag, and the logo of the Italian Ministry of Labour. The text of the invitation is as follows:

EURES National Coordination Office - Italy
ANPAL
Via Formosa n. 8 - 00192 Roma
EURES-TMS@anpal.gov.it

EURES TARGETED MOBILITY SCHEME (TMS)
EMPLOYER JOB INTERVIEW INVITATION

I, the undersigned,
Representative of the Company Employer
Country BE - Belgique/België/Belgium
Region BE23 - Prov. Oost-Vlaanderen
City BE231 - Arr. Aalst
Telephone 003434567890
E-mail address employer0@gmail.com

aware that, in accordance with the applicable legal provisions, false and untrue declarations are punished by the law of 15 February 1992 (L.P.R. n. 445/2000, Art. 76).

At the bottom right of the document preview, a "SEND OTP" button is circled in red. A blue arrow points from a text box below towards this button.

3. CLICK on Send OTP and SELECT the person who is going to sign the Interview invitation form. Then CLICK on Confirm

The preview of the form you've just filled out will automatically open

INFORMATION

With which legal entity do you want to sign the document?

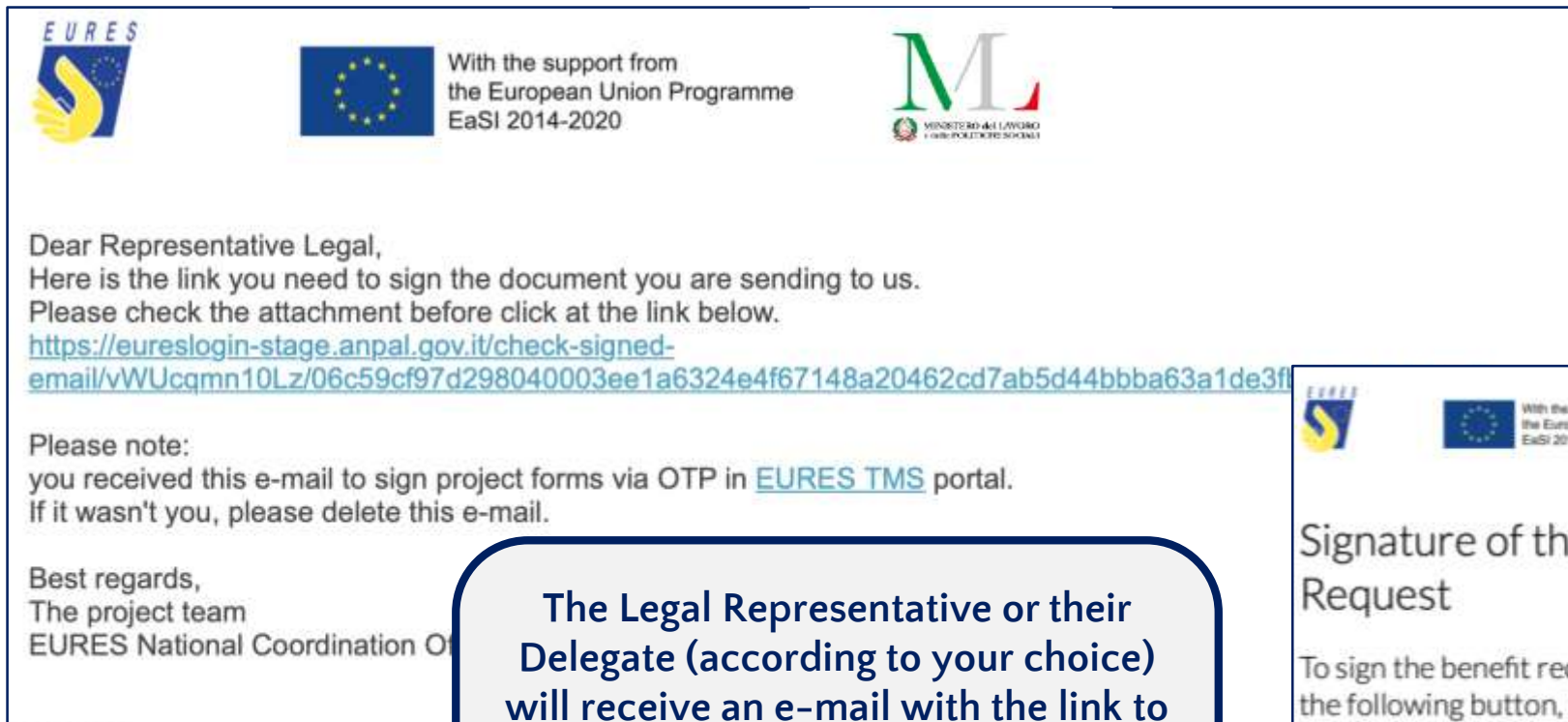
Signatory

LEGAL REPRESENTATIVE

LEGAL REPRESENTATIVE DELEGATE

NO

How to schedule an online/onsite interview (7/9)



5. CLICK on Sign to view the T&C

The Legal Representative or their Delegate (according to your choice) will receive an e-mail with the link to sign the form. By CLICKING the link (4) Terms and Conditions are generated and can be read and accepted!



How to schedule an online/onsite interview (8/9)

Advanced electronic signature Terms and conditions

EURES Targeted Mobility scheme is a project managed by ANPAL, jointly with an Italian and foreign partners (public and private bodies) with the aim to give:

- candidates the opportunity to have a work/paid traineeship or apprenticeship experience in organizations/enterprises in all EU Member States and Norway and Iceland, as EFTA/EEA Country members.
- eligible employers the opportunity to offer a job or traineeship or apprenticeship in the framework of EURES Targeted mobility scheme project.
- candidates and employers the chance to take advantage of the services and financial benefits of the EURES TMS.
- candidates and employers information about the EURES TMS project, financial benefits and services

These services are provided through the EURES TMS project platform. In particular, through the platform beneficiaries, in compliance with the project rules and procedures, can apply for financial benefits.

DECLINE

ACCEPT

6. Please, **SCROLL DOWN**
to display the button to
Accept T&C.



How to schedule an online/onsite interview (9/9)

EURES

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

M
MINISTERO del LAVORO
e delle POLITICHE SOCIALI

Dear Representative Legal
Here is the OTP code you need to sign the document you are sending to us.
041438

Please Note:
If it wasn't you, please contact the technical support.

Best Regards,
The project team
EURES National Coordination Office Italy

7. ENTER the OTP you received by email in the window that opened, and **CLICK *Confirm***

DOCUMENT SIGNATURE

Entering the One time password (OTP), you SIGN the request form

Enter the OTP code that you will find in your email and press the CONFIRM button. The code will expire in 10 minutes

OTP code +

CANCEL **CONFIRM**

After the invitation has been completed, the jobseeker can fill out his/her benefit request.

To learn more about this measure at:

eures-tms.politicheattive.lavoro.gov.it/how-does-it-work/

6. How to recruit a Candidate

How to recruit a candidate (1/3)

The screenshot displays the EURES employer interface. On the left is a navigation menu with options: Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews, and Benefit request. The main content area is divided into three sections: 'Employer Information' (contacts: employer0@gmail.com, 003434567890), 'Description' (test), and 'Representatives' (Legal Representative: employer0@gmail.com). The 'Job Vacancies' section shows statistics: Draft (0), Pending Validation (0), Validated, not published (1), Published (0), and Closed (0). Below this, a job vacancy titled 'n. 1317 - Job Vacancy Test' is listed with details: Validated not published, date 01/02/2023, location BE - Belgique/België/Belgium, and occupation 'Armed forces occupations, other ranks'. At the bottom of this section, the link 'Candidate's List' is circled in red.

1. CLICK on Candidate List below the Job Vacancy

How to recruit a candidate (2/3)

The screenshot shows the 'CANDIDATES' LIST' interface. The left sidebar contains 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. The first row is highlighted in blue, with a checkmark in the TIN column and the value '123456789'. The 'RECRUIT' button in the action row is also highlighted. Two red circles are drawn around the checkmark and the 'RECRUIT' button. Below the table, two white boxes with blue borders contain the instructions: '2. SELECT the candidate's name' and '3. 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. SELECT the candidate's name

3. CLICK on Recruit

How to recruit a candidate (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

GEOGRAPHICAL AREA
BE2 - Vlaams Gewest

REGION
BE23 - Prov. Oost-Vlaanderen

SMALLER TERRITORIAL UNITS
BE231 - Arr. Aalst

ADDRESS
test

Postal code

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!

All data entered in this form is used for monitoring purposes. Please review them before saving

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



**Any doubts or questions?
Please contact the Help Desk:**

EURES-TMS@lavoro.gov.it