

Instructions for exhibitors on European (Online) Job Days recruitment event



European Online recruitment events are for employers with recruitment needs. In the event talents from various professional fields and employers meet Online.

Here you will find information on www.europeanjobdays.eu platform and instructions on how to make the most of the event you are participating in.

HOW TO REGISTER?

Link to registration: [Who are you? | EURES - European Job Days](#) . You can also register on the event page at *register for this event*.

- Instructions for registration:
 - New employer: <https://youtu.be/PobxwCdu8DI>
 - Previously participated employer: <https://youtu.be/n1hniFDyHtg>
- After the registration you can improve/update your company profile by e.g. adding links, logo, introductory video or other information about your main activities, what talents you are looking for, publish vacancies etc.

PUBLISHING VACANCIES

In order to get the best recruitment result, you should publish your vacancies on the platform, as soon as possible. For best result the vacancy should be in English in order for it to be accessible for a wider group of applicants.

The system on the platform automatically matches vacancies with suitable applicants. As the employer you can go through the profiles of the applicants and download the CVs of interesting candidates. You can pre-select interesting candidates for interviews for the event day.

- On the platform you can add vacancies by choosing “Manage my jobs” and then clicking on the top right hand corner “Add new job”.
- N.B the application date on the vacancy should extend to at least till the event date.
- It is important to publish vacancies on the platform so that the system has the chance of matching registered jobseekers with vacancies. Published vacancies can also be seen in the browse event jobs section and interested jobseekers will be able to apply. By publishing vacancies you are making sure that jobseekers will find you and your vacancies, thus maximizing visibility.
- If you also wish to have applications sent to your recruitment system, that should be mentioned in the vacancy.
- Instruction video: <https://youtu.be/WDIyUr68hsQ>
- During the event day jobseekers have the possibility to express a general interest toward the employer. This option is available for those employers that have an open vacancy on the platform. You can access those who have expressed interest on the Exhibitor dashboard on “My panel “, there at ‘Jobseekers interested in my organisation’, and by clicking on that you can see and download their CVs.

ONLINE JOB INTERVIEWS

Before the event you can go through the profiles of the applicants, who have applied for your vacancies in advance, and download the CVs of interesting candidates. You can pre-select candidates for interviews and schedule your event day better.

- Create 30 min interview slots by clicking on “Set interview timeslots”.
- Instruction video: <https://youtu.be/FFcYADGhmUQ>

- When the event is live and a job interview has been successfully scheduled, you will find your interview agenda in the Dashboard under the "job applications/interviews" section. To start an interview, simply go to your dashboard and click on "Start video chat" when the interview is due.

CHATTING WITH JOBSEEKERS ON THE DAY

In order to participate in one-to-one chats during the online event, you need to have a valid Skype account (not skype for business), and provide a Skype ID in your company profile. To do so you need to update your company profile settings under "edit my organisation" in the Dashboard menu. One Skype ID/company profile is possible.

- Creating a Skype ID:
 - We suggest that a company has one Skype account devoted for EOJD event only.
 - To create a Skype -account you need an e-mail address. We recommend that you create a separate e-mail (e.g. gmail.com tai outlook.com etc.).
 - Go to www.skype.com sign in at "New to Skype? Sign up" using the e-mail you have created.
 - Copy the Skype ID from your account, (usual form: live..cid123215 etc.) and add it to your company's profile settings.
 - Once the Skype ID is provided, your profile will be listed under the "chat with exhibitors" section on the event day.
- If you are unable to attend the chat the entire day, then list in your company presentation the time you are available for chats during the event day.
- To be able to chat with candidates you need to sign on to you Skype account.

VIDEO

- Do you have an introductory video of your company (Youtube or Vimeo) or could you produce a video where you tell about the company, work you do, what sort of people you are looking for etc. If so, then kindly add it to your company profile.
- You can also get the video on the program that will be playing during the event day.
- Maximum length of the video 5 min. Please note that it should either be in English or subtitled in English, in order to reach a wide audience.
- The agenda/program for the event is published on the platform about a week before the event. In order to get your video included in that program, send the link for the video as soon as possible, but at the latest a week before the event to eojd@te-toimisto.fi

Do you need more information or assistance, you can get in touch with us via:

eojd@te-toimisto.fi

