

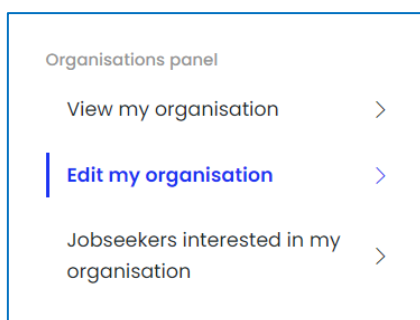
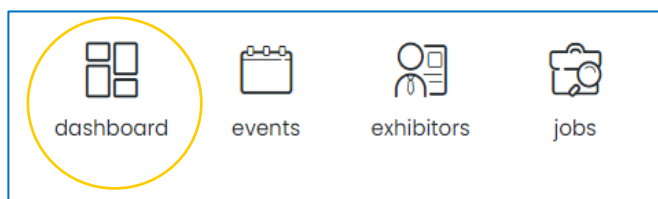
GUIDELINES FOR PARTICIPANTS OF THE EUROPEAN (ONLINE) JOB DAYS RECRUITMENT EVENT

CREATING A VIRTUAL STAND

Instructions for registration: <https://www.youtube.com/watch?v=6CXb2MKSp10&t=3s>

After registration, you can log in to the event website and begin to create a virtual stand by including information about your company.

Select 'Dashboard' from the icons on the upper edge of the page.



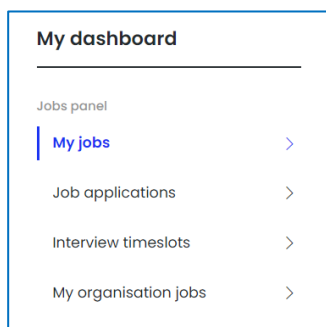
Next, under the heading on the left 'Organisations panel', choose 'Edit my organisation'.

Examples of information you can include on the stand are company presentation, company logo, links, video, or other company details such as what it is like working in the company. The contents must be in English.

PUBLISHING VACANCIES

To achieve effective recruitment results from the event, we strongly recommend putting vacancy details onto the stand as soon as possible after registration. Immediately when the vacancy is published, the event platform will begin informing suitable applicants of the details. As an employer, you will see the profiles of those who have applied for a vacancy, read the CVs of potential candidates, and begin inviting them for an interview. To ensure the vacancy reaches the widest and most significant group of applicants, it should be published in English – the main language of the platform and the event.

Instruction video: <https://www.youtube.com/watch?v=Za371zs-JqA>



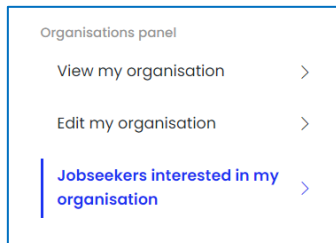
When logged in to the event platform, a vacancy can be added from the 'Jobs panel' section. Select 'My jobs' and click the blue box 'Add new job'.



Please note, the last date for applications should be at least until the day of the event.

It is important to put vacancies onto the stand so that the platform can begin notifying the details to suitable candidates that have registered to the event. Published vacancies are also used to attract jobseekers to the event ensuring your vacancies are brought to their attention.

If you would like to receive applications directly to your company's recruitment platform, it is helpful to mention this in the job vacancy details.



Jobseekers can also express interest in an employer that has published vacancies. From the heading 'Jobseekers interested in my organisation' you can view a candidate's details and download their CV.

RECRUITMENT VIDEO

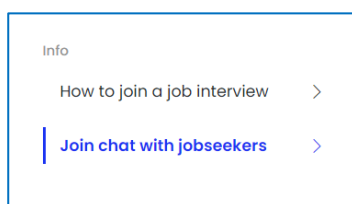
A video that describes either the company, your recruitment needs or what it is like to work within the company, can be included for broadcast during the official programme for the event. The maximum length of the video is 5 minutes. Please note that the video should be either in English or have English subtitles. The agenda for the day is published on the event platform approximately one week before the event takes place.

Please send the video to the email address: eojd@te-toimisto.fi.

CHAT

The event platform offers the possibility to chat with potential candidates. If your company representative cannot be available to chat for the full duration of the event, please notify the time they will be online. The time of availability should be notified as Central European Time CET). For example, if the representative can chat from 12–14, notify to the stand as follows:

You can connect with us via live chat between 11 am and 1 pm (CET).



From the heading 'Info' select 'Join chat with jobseekers'. The opening page provides instructions on the use of the application. We recommend that one person at a time is admitted to the chat room.



Clicking the button 'Join chat with jobseekers' will take you to the chat application.

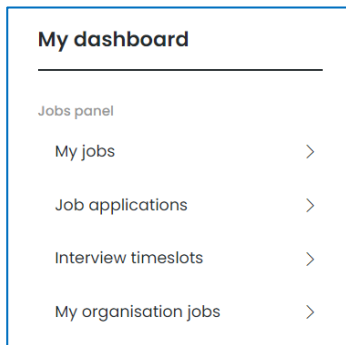
You can publish the following guidelines on your own stand:

Instructions for using the chat room

When you want to enter the chat room, it may already be occupied by another jobseeker, and you will be placed in the lobby. Please wait until you are invited in. If possible, prepare your questions beforehand and be brief.

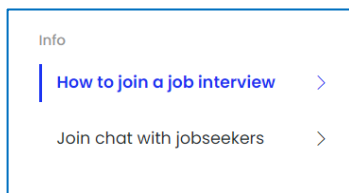
ONLINE INTERVIEWS

Before the event, you will be able to review applications made to the vacancies you have published, contact potential candidates, and schedule a job interview on the day of the event.



A 30 min interview time can be reserved under the 'Jobs panel' heading by selecting 'Interview timeslots'. Please note, that a 30-minute time slot allows up to five candidates to be interviewed. However, each candidate to be interviewed requires their own separate interviewer.

You will find scheduled job interviews from the heading 'job applications'. Access to the video interview is by clicking the 'Join chat' button.



Guidelines for conducting an interview can be found under the heading 'Info' and section 'How to join a job interview'.

We wish you a successful recruitment event!

If you need more information or assistance, please contact: eojd@te-toimisto.fi

The event is free-of charge, held in English and organized by the EURES employment network.