Your first EURES job

2012-2013 Guide

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

EURES

Youth on the Move
An initiative of the European Union

European Commission

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1. INTRODUCTION

The freedom of movement for workers in Europe is a right guaranteed by the Treaty on the Functioning of the European Union (Art 45). ***Your first EURES job*** *i*s a targeted job mobility initiative to help young people find work and to help employers find workers in any of the EU-27 Member States.

It is one of the key actions to address youth unemployment and boost youth labour mobility of the Europe 2020 flagship initiative *Youth on the Move* and of the *Youth Opportunities Initiative*[1]. The goal for 2012-2013 is to help financially directly around 5,000 young people find a job in any EU country other than their country of residence.

Your first EURES job **can provide information, job search, recruitment and financial support to both young jobseekers and job changers aged 18-30 who are willing to work in another EU country and businesses recruiting young European mobile workers and providing them with an integration programme.**

Your first EURES job refers to the *very first job opportunity* offered in another EU country to any young jobseeker/job changer with the support of this job mobility action. It is called EURES because it is planned that it will become part of the EURES activities[2].

Your first EURES job is a *preparatory action* under the Union budget (2011-2013) and is implemented on the basis of calls for proposals by the European Commission. Each call for proposals will lay down the resources available and the framework for the implementation of projects, selected by the Commission, under the initiative. The implementation of the preparatory action is subject to EU rules, in accordance with the Financial Regulation and its implementing rules[3].

This guide is aimed at **young people** and **employers** interested in knowing more about the preparatory action and how to participate in it.

The guide provides information about:

- the objectives of the preparatory action
- the structure
- implementation rules
- financial support, and
- useful contact details

[1] COM(2010) 477 final of 15/09/2010 and COM(2011) 933 of 20/11/2011
[2] Further info on EURES in Annexes I and II
[3] Council Regulation (EC,Euratom) N° 1605/2002 of 25 June 2002 (OJ L 248, 16.09.2002) and Commission Regulation (EC, Euratom) N° 2342/2002 of 23 December 2002 (OJ L 357, 31.12.2002)

2. OBJECTIVES

Your first EURES job is meant to be an instrument contributing to

- improving the functioning of the EU labour markets, mostly by helping to fill **bottleneck vacancies**
- facilitating transitions in the labour market, notably the first transition from education or training to work
- reducing job mobility obstacles hindering the free movement of workers in Europe and
- achieving the Europe 2020 employment target of having 75% of the EU population aged 20-64 in employment by 2020

The economic crisis has hit young people hard. More than five million young Europeans are looking for a job. Indeed more than half of young people in Europe are willing or keen to work abroad, but lack of job search support or cash discourages many of them from taking a first step.

At the same time, while the current job outlook may not seem too bright, many vacancies remain unfilled due to the lack of suitable job applicants among the available workforce. Employers are missing out on many young European mobile workers who could make their businesses more innovative and competitive.

With companies operating across a wider geographical area and educational qualifications more easily recognisable in other European countries than ever before, young people have access to more employment opportunities and businesses have access to a larger pool of talented workforce.

Your first EURES job can thus help to reduce labour market imbalances at EU level by boosting job mobility between in particular EU countries with high youth unemployment and those countries facing skills shortages in specific economic sectors.

A particular emphasis will be put on encouraging participation of small and medium sized enterprises (SME's) in the action in order to tap the potential of SME's to recruit young mobile workers.

3. STRUCTURE

Your first EURES job provides practical and financial support for the job placement of young jobseekers or job changers in companies located in any EU country.

The European Commission is responsible for the design and overall management of the preparatory action.

The key implementing actors are the following:

- **Young people**
- **Employers and, in particular, small and medium-sized enterprises (SMEs)**
- **Employment services** (hereinafter referred to as *'Your first EURES job employment services'*)

4. IMPLEMENTATION

4.1. Who can benefit from *Your first EURES job*?

4.1.1. Young people

All young people

- aged 18-30
- nationals of any of the EU-27 Member States
- legally resident in any of the EU-27 Member States

who wish to find a job in a Member State[4] other than their country of residence.

Participation is open to young people as defined above, irrespective of their level of qualification, work experience or economic and social background.

The lower (18) and upper (30) age limit of any young applicant applies to the time at which s/he applies for the job. Any jobseeker can take up a job above the age of 30, provided s/he has applied before reaching 31.

4.1.2. Employers

All legally established businesses in the EU-27 Member States can participate in ***Your first EURES job***. All companies are entitled to get the same level of service provision. However, only SMEs may be given financial support from the EU budget.

For the purposes of ***Your first EURES job,*** an SME is a business with up to 250 staff members. SMEs represent 85% of net new jobs in the EU created between 2002 and 2010**.** Yet, SMEs do not often employ staff from other Member States.

Labour mobility in Europe is primarily hampered by language and socio-cultural issues. SMEs tend to lack the necessary support and training services to integrate workers from other countries. Relocation, assistance and training costs discourage smaller companies from looking for employees abroad.

The financial support provided by ***Your first EURES job*** is thus aimed at helping SMEs interested in recruiting from another EU country to implement a workers' post-placement integration programme[5].

4.2. Which jobs are eligible?

Job offers should be open to nationals from other Member States. To be eligible under the ***Your first EURES job*** preparatory action, jobs have to comply with national law and the following criteria:

- be located in a EU country other than the country of residence of the young jobseeker

[4] Without prejudice to the application of transitional measures by some EU-25 Member States to EU workers from Romania and Bulgaria. ***Your first EURES job*** preparatory action will in any circumstances abide by the transitional measures in force. Further info at: http://ec.europa.eu/social/main.jsp?langId=en&catId=466, document "Summary table of Member States policies"

[5] For further information, please see section 5

– ensure **pay** and a **minimum** contractual duration of **6 months**

The contractual relationship between the employer and the jobseeker will be governed by the applicable labour law in each Member State.

The purpose of ***Your first EURES job*** is to make it easier for young people to access **actual jobs** and for employers to find the workforce they are unable to find at local, regional or national level.

Traineeships/apprenticeships are not covered by the ***Your first EURES job*** preparatory action. Likewise, this initiative does **not** apply to labour contracts which fall under the directive on posting of workers[6].

4.3. Who will implement *Your first EURES job*?

The *'Your first EURES job employment services',* i.e. the labour market organisations selected by the European Commission under calls for proposals.

They will be in charge of providing information to jobseekers and employers as well as, job matching, recruitment and financial support to eligible participants.

Small scale activities have started in 2012 with only four employment services as ***Your first EURES job*** is a pilot initiative. The total number of expected job placements over the period 2012-2013 is expected to be limited to around 5,000.

All *'Your first EURES job employment services'* will be included in the initiative and the Commission will coordinate their activities.

The European Commission bears overall political and financial responsibility for the management of the preparatory action ***Your first EURES job***.

4.4. Young people and employers: how to participate?

Employers may wish to recruit young mobile workers from abroad and register (a) job vacancy; young jobseekers may wish to find job opportunities in other EU countries.

'Your first EURES job employment services' can provide employers with information on vacancy registration and recruitment support. Jobseekers can visit the recommended links to look for information on application opportunities, **notably on existing job openings or recruitment projects.** Speculative applications can be of little use if vacancies for specific vacancy profiles are unavailable.

Recruitment needs are determined by national labour market needs. These can vary over time. ***Your first EURES job*** **cannot commit to providing every interested young jobseeker with a job in another EU country or every employer with the mobile**

[6] Directive 96/71/EC of the European Parliament and of the Council of 16 December 1996.
For further info, please consult: http://ec.europa.eu/social/main.jsp?langId=en&catId=471

workforce s/he is looking for abroad. Labour market needs and conditions will, to a large extent, determine job placement opportunities and workforce flows.

To know more about vacancy registration or job opportunities, please follow the contact links set out in **Annex I** to this guide.

Since this is a preparatory action, services are not necessarily available in all EU countries. If there is no 'Your first EURES job' contact point in your country, you could enquire with any of the existing employment services in other EU countries.

5. UNION FINANCIAL SUPPORT

The purpose of the ***Your first EURES job*** financial support is to contribute to the costs borne by the target groups in connection with transnational or cross border job placement activities.

As is the case with other mobility actions co-financed by the Commission, **flat-rate financing** will be the funding mechanism used by ***Your first EURES job***. It also involves a simplified reporting procedure by the target groups.

If the conditions to claim funding are met and approved by the relevant employment services (see sections below), jobseekers can get financial support before travelling abroad. Funding provided to SMEs depends however on the employer's decision as to whether to implement a post-placement integration programme for newly recruited mobile worker(s) and would be subject to prior written request.

5.1. Young people

Contribution to the travel and subsistence costs of an interview trip and/or of moving to another EU country to take up duty

Any young mobile jobseeker as described in section 4.1.1 applying for a job in another EU country through ***Your first EURES job*** and fulfilling the conditions set out hereinafter would be eligible for financial support before moving abroad, subject to a decision by the '*Your first EURES job employment service'* concerned in accordance with the procedures and conditions set at national level.

The flat-rate allowances are a contribution to the travel and subsistence costs borne by the young job applicant either during the job selection phase if s/he makes an interview trip abroad or upon settling in the country of destination after s/he has got a job in another Member State.

5.1.1. Interview trip abroad

The expression "interview" refers to dialogue on a one-to-one basis with one or more employers. It can also involve selection competitions. The interview trip abroad is not mandatory - it is just one of several suitable selection procedures.

Access to financial support for an interview trip abroad is not a right either. Invitations are agreed between employers participating in ***Your first EURES job*** and the relevant employment services. The decision should always take into account the likelihood of successful job matching, the duration of the trip and the costs to be borne by the jobseeker. The job applicant is free to accept or refuse the interview trip or suggest another interview modality.

If the job interview(s) abroad is/are approved, job applicants can get financial support for only one interview trip to another Member State. For this reason, the trip should preferably take place when the job applicant has been short-listed or when several interviews and/or other job selection opportunities are available. The duration of the trip can vary according to the recruitment needs and/or the geographical distance, the average duration being two days.

The calculation of the allowance is based on the geographic distance between the jobseekers' place of residence (or closest main city) and the place in the country of destination where the interview(s) take place (or closest main city)[7]. In the interest of the jobseeker, s/he should use the cheapest means of transport.

5.1.2. Job placement in another EU country

If the job applicant is recruited to a job in another EU country, s/he is entitled to receive an allowance (flat-rate) before leaving the country of residence. This is a contribution to the travel and subsistence costs (including accommodation) incurred in connection with settling in the country of destination. This allowance is due only if the mobile worker changes his/her country of residence.

5.1.3. Other applicable rules

The interview trip and the job offer must always be confirmed in writing by the employer who will provide all the legal, practical and contact details deemed necessary for the jobseeker.

Any other costs incurred by the jobseeker at national level or abroad will not be covered by the ***Your first EURES job*** financial support.

Young workers recruited with ***Your first EURES job*** may benefit from an **integration programme** provided by the recruiting SME or possibly from **preparatory training** (before departure or upon arrival to the country of destination) provided by the relevant employment service.

[7] If the trip includes different locations in a EU country or in several EU countries, the authorised allowance should at all times be calculated on the basis of the distance between the jobseekers' place of residence and the furthest place of interview.

5.1.4. Overview of applicable EU funding rules

TABLE I

YOUNG MOBILE JOBSEEKER'S ALLOWANCE FOR INTERVIEW(S) IN ANOTHER EU COUNTRY				
Country of destination	**Amount (EUR)**		**Rule of allocation**	**Reporting obligations**
	Distance < or = 500 Km	**Distance > 500 Km**		
Any of the 27 Member States	**200**	**300**	Automatic (i.e. before the job interview takes place in the country of destination)	Signed declaration by the mobile jobseeker

TABLE II

YOUNG MOBILE WORKER'S ALLOWANCE TO MOVE TO ANOTHER EU COUNTRY (JOB PLACEMENT) (*)			
Country of destination	**Amount (EUR)**	**Rule of allocation**	**Reporting obligations**
Austria	**970**	Automatic (i.e. before moving to the country of destination)	Signed declaration by the mobile worker
Belgium	**920**		
Bulgaria	**600**		
Cyprus	**790**		
Czech Republic	**710**		
Denmark	**1200**		
Estonia	**710**		
Finland	**1030**		
France	**990**		
Germany	**890**		
Greece	**860**		
Hungary	**620**		
Ireland	**960**		
Italy	**940**		
Latvia	**640**		
Lithuania	**640**		
Luxembourg	**920**		
Malta	**780**		
Netherlands	**900**		
Poland	**620**		
Portugal	**780**		
Romania	**600**		
Slovakia	**700**		
Slovenia	**780**		
Spain	**840**		
Sweden	**1030**		
United Kingdom	**1000**		

(*) Travel and subsistence costs included for settlement in the country of destination

5.2. SMEs (Employers)

Contribution to the costs of an integration programme for new mobile workers

In the case of international recruitment, adequate post-placement support can facilitate the worker's integration in the new job. Recruiting SMEs as defined in section 4.1.2 above are eligible for financial support to contribute to the costs of an integration programme for the new young mobile worker(s).

The implementation of an integration programme by SMEs is **optional** and does not prevent SMEs from participating in the ***Your first EURES job*** recruitment activities.

An **integration programme** consists of a package of induction training and possibly other support activities provided by the employer for the new young mobile worker with a view to easing his/her integration in the enterprise and reducing obstacles to labour mobility.

The programme could consist of *one or more* of the following components:

- *Training*
  It may consist of the provision of external or in-house training or on-the-job coaching for the benefit of the worker

  - to gain specific skills and competences
  - to make him/her familiar with the objectives and values of the enterprise
  - to raise awareness of business or managerial procedures necessary to accomplish job activities
  - to become familiar with the scope and structure of the business (e.g. visits to company branches, contacts with customers, etc.)
  - to ensure mentoring support (e.g. by a senior worker)
  - to fulfil any other training need(s)

- *Language course*
  It entails providing access to in-house or external training to improve written and spoken command of the host country language and/or other working language required for the job.

The learning components of the integration programme may be complemented with:

- *Administrative support and settlement facilitation*
  It consists in providing resettlement assistance for the new young mobile worker to facilitate his/her integration in the new country e.g. relocation, assistance to find suitable housing, residence registration, work permit, recognition of qualifications, children's schooling, etc.

The employer is free to determine the extent and content of the worker(s) integration programme. **However, the integration programme must always include at least one training component.** The level of the training components can vary from *basic* to *comprehensive* and be combined with administrative support and settlement facilitation according to the needs and practice of the SME.

B*asic induction training* consists of a basic training module including *one* of the following components: job-related training or language course.

C*omprehensive induction training* consists of a more advanced training plan including *two or more* training modules related to the job and the needs of both the new young mobile worker and the enterprise e.g. job related training and language course.

The integration programme can be implemented in consecutive or separate periods, provided it is commenced during the young employee's **initial three weeks of work.** There are no specific duration requirements. However, the training plan should be realistic in order to achieve the expected learning outcomes.

To be eligible for funding, the employer (SME) must submit an application for financial support with information on the planned integration programme. Further information and application forms can be obtained from the *'Your first EURES job employment services'* (contact details in Annex I).

5.2.1. Overview of funding rules

Table III below provides the breakdown of flat-rate amounts applicable per Member State, based on the nature of the training provision and the number of recruited workers. Any SME recruiting mobile workers in the framework of one or several recruitment project(s) over a period of one year and providing them with at least basic induction training is entitled to get financial support equivalent to the number of young employees actually placed up to the threshold of EUR 20 000 per year.

The flat-rates refer to all possible components of the integration programme (i.e. training as well as administrative support and settlement facilitation).

Activities not directly related to the integration of the new mobile worker will not be eligible for financial support.

TABLE III

FLAT RATES APPLIED TO SME INTEGRATION PROGRAMMES FOR YOUNG RECRUITED WORKERS (**)						
Recruiting country	**Basic induction training (EUR)**		**Comprehensive induction training(EUR)**		**Rule of allocation**	**Reporting obligations**
	I	**II**	**III**	**IV**		
	1 – 5 workers	**> 5 workers**	**1 – 5 workers**	**> 5 workers**	Conditional: need to apply for funding and provide a training checklist	Copy of training plan + signed declaration/lists by the training participant(s) or signed copy of training registration form or detailed training plan signed by coach/trainer or training provider or other equivalent document
Austria	**810**	**650**	**970**	**810**		
Belgium	**770**	**620**	**920**	**770**		
Bulgaria	**500**	**400**	**600**	**500**		
Cyprus	**660**	**530**	**790**	**660**		
Czech Republic	**590**	**470**	**710**	**590**		
Denmark	**1000**	**800**	**1200**	**1000**		
Estonia	**590**	**470**	**710**	**590**		
Finland	**860**	**690**	**1030**	**860**		
France	**830**	**660**	**990**	**830**		
Germany	**740**	**590**	**890**	**740**		
Greece	**720**	**570**	**860**	**720**		
Hungary	**520**	**420**	**620**	**520**		
Ireland	**800**	**640**	**960**	**800**		
Italy	**780**	**620**	**940**	**780**		
Latvia	**530**	**420**	**640**	**530**		
Lithuania	**530**	**420**	**640**	**530**		
Luxembourg	**770**	**620**	**920**	**770**		
Malta	**650**	**520**	**780**	**650**		
Netherlands	**750**	**600**	**900**	**750**		
Poland	**520**	**420**	**620**	**520**		
Portugal	**650**	**520**	**780**	**650**		
Romania	**500**	**400**	**600**	**500**		
Slovakia	**580**	**460**	**700**	**580**		
Slovenia	**650**	**520**	**780**	**650**		
Spain	**700**	**560**	**840**	**700**		
Sweden	**860**	**690**	**1030**	**860**		
United Kingdom	**830**	**660**	**1000**	**830**		

(**) Rates per recruited worker

5.3. Payments

Young jobseekers (interview) or recruited workers (job placement) should be paid before they participate in a job interview in another EU country and/or move to the new job in the country of destination.

Employers can claim payment only after the young mobile worker(s) has/have started working in the company and the integration programme has started to be implemented.

Further details on both financial support and payment procedures can be obtained from the *'Your first EURES job employment services'* (Annex I).

ANNEX I: CONTACT DETAILS

- **Employment Services**

For further information on participation conditions and contact points of the *'Your first EURES job* employment services' at EU level, please consult the website:

http://ec.europa.eu/social/yourfirsteuresjob

EURES – The European Job Mobility Portal

The EURES portal offers information on the labour market trends and job vacancies in the countries of the European Economic Area (EEA)*.

It also provides **practical information on living and working conditions in EU countries** as well as access to an on-line database containing jobseekers' CVs.

http://eures.europa.eu

* More info on EURES and the EEA countries in Annex II

ANNEX II: GLOSSARY OF KEY TERMS

Allowance – fixed amount of money

Competences – proven ability to use knowledge, skills and personal, social and/or methodological resources, in work or study situations and in professional and personal development (source: EQF recommendation)

Country of residence – refers to the country where the prospective young worker is resident (i.e. the place as indicated on the ID card or other equivalent legal document) at the time of applying for a job in another Member State. This criterion should remain unchanged up until the moment when s/he takes up a job abroad. The objective is that the prospective young worker takes up a job in "another Member State" as opposed to his/her country of residence

EURES - Set up in 1993, EURES is a co-operation network between the European Commission and the Public Employment Services of the European Economic Area (EEA) - the 27 members of the European Union, plus Norway, Liechtenstein and Iceland. Switzerland also takes part in EURES co-operation.

EURES has a web portal (http://eures.europa.eu) and a network of more than 850 EURES Advisers. It provides information, advice, guidance, job matching and job services for the benefit of workers and employers as well as of any citizen wishing to benefit from the right of free movement of workers in the EEA

European Economic Area (EEA) – the EEA was established on 1 January 1994 following an agreement between the member states of the European Free Trade Association (EFTA) and the European Union. Specifically, it allows Iceland, Liechtenstein and Norway to participate in the EU internal market, i.e. to benefit from the right of free movement of goods, persons, services and capital among all the participant countries.

Flat-rate financing – funding covering specific categories of expenditure either by applying a standard lump sum or scale of unit cost

Integration programme – package consisting of induction training to be provided by the employer to the new young mobile worker with a view to facilitating his/her integration in the enterprise. The package can include other support services

Jobseeker – someone who is seeking/looking for a job

Job applicant – someone who is applying for one or more job vacancies

Job changer –someone who is employed but intends to move to another job

Job matching – identification of suitable job applicants for a specific job vacancy; process of finding a jobseeker's profile on the labour market and a job vacancy with a corresponding job profile

Job placement – refers to the process of filling a job vacancy, i.e. a *de facto* transition into employment of a registered jobseeker or job changer

Job vacancy – a paid post that is newly created, unoccupied or about to become vacant

Preparatory action – preparatory actions under the Union budget are made available by decision of the budgetary authority (the European Parliament and the Council of the European Union together) and are designed to test and prepare proposals with a view to the possible adoption of future actions/spending programmes, in accordance with policy priorities of the Union

Recruitment – process by which the employer hires a candidate and is therefore able to fill a job vacancy

Skills – ability to apply knowledge and use know-how to complete tasks and solve problems (source: EQF recommendation)

SMEs – acronym for small and medium-sized enterprises

Subsistence costs – subsistence costs cover accommodation, meals, local travel and cost of telecommunications as well as other sundries

Target groups – for the purpose of the present guide it refers to **young people** and **employers** (with relevance for SMEs)

Transnational labour mobility – possibility of moving from one EU country to another EU country with a view to work in the country of destination

Travel costs – refer to one way or to return travel from the country of residence to the country of destination

Young mobile jobseeker – young European person looking for a job in another Member State

Young mobile worker – young person working or intending to work in a country other than his/her country of residence

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