



European  
Commission

# Get started with Drop'pin@EURES and publish youth opportunities in minutes.

---

Drop'pin@EURES manual for organisations

Manuscript completed in 2017

1<sup>st</sup> edition

Neither the European Commission nor any person acting on behalf of the Commission is responsible for the use that might be made of the following information.

Luxembourg: Publications Office of the European Union, 2017

© European Union, 2017

Reuse is authorised provided the source is acknowledged.

The reuse policy of European Commission documents is regulated by Decision 2011/833/EU (OJ L 330, 14.12.2011, p. 39).

For any use or reproduction of photos or other material that is not under the EU copyright, permission must be sought directly from the copyright holders.

Print ISBN 978-92-79-71421-4 doi:10.2767/055546 KE-04-17-705-EN-C

PDF ISBN 978-92-79-71422-1 doi:10.2767/49036 KE-04-17-705-EN-N

## TABLE OF CONTENTS

1. Introduction **4**
2. How to sign up **4**
3. Publishing opportunities **5**
4. A word about quality... **7**
6. Need help from us? **8**
7. Opportunities for organisations to raise their profile on Drop'pin@EURES **9**

GET STARTED WITH DROP'PIN@EURES AND PUBLISH YOUTH OPPORTUNITIES IN MINUTES.

---

## Introduction

**So you've decided to join Drop'pin@EURES and help young Europeans improve their employability. Great! Now how can you make it happen? Simple. These are the next steps to take to go live on Drop'pin@EURES.**

If you are still interested in finding out more about Drop'pin@EURES and how it can benefit your organisation you can contact us with any queries at [info@droppin.eu](mailto:info@droppin.eu).

## How to sign up

**Registering on EURES as an Employer is a two-step process. Simply [visit the registration page](#), enter your contact details and create your username and password. You will also be asked to confirm that you agree with the EURES Privacy Statement and Specific Conditions by ticking the box.**

You will then have to activate your account (you will receive an activation token) and login. Through the 'Create a company' option in 'My profile' you will have to provide some information about your company that will both help us to verify your data and act as a short bio on your company's profile page. Do not forget to tick the '*My company is interested in proposing Training opportunities to youngsters and jobseekers*' box. You will then be asked to confirm that you agree with the EURES policy and specific conditions and specify the type of opportunities you wish to publish and your motivation. If your company is already registered, you can join the existing company account rather than creating a new company profile. Your user account can be linked to the existing company's profile by the account owner.

Once you've completed these steps, you will receive a notification confirming that we have received your registration request. We will then review and process it within three working days.

Once your registration has been approved, you will receive an email confirming that your account was validated and prompting you to activate it.

GET STARTED WITH DROP'PIN@EURES AND PUBLISH YOUTH OPPORTUNITIES IN MINUTES.

---

## Publishing opportunities

Youth opportunities published on Drop'pin@EURES vary from apprenticeships, traineeships and training to mobility support, language training, e-Learning, volunteering, events, coaching/mentoring and financial and entrepreneurship support. There are three ways in which you can publish your opportunities on Drop'pin@EURES:

### Manually

This simple process is best suited to those organisations that have a fairly small number of opportunities to offer. It requires that you enter details of the opportunity you're offering manually.

There are four sections in the opportunity creation page.

**The first one is about the opportunity itself and asks that you fill in essential information about it:**

- What is it?
- What is its start and end date?
- What is the last application date? (You can set the opportunity to be automatically unpublished on a specified date)
- What will the young person be expected to do?
- What are the requirements for applying? E.g. what education level and language skills must the young person have?
- Where is the opportunity located?

**The second section is about how to apply:**

- Where can applicants find out more about the opportunity?
- How should they apply?
- Where should they apply?

**The third section is about specific requirements:**

- What are the requirements for applying? E.g. what education level and language skills must the young person have?

GET STARTED WITH DROP'PIN@EURES AND PUBLISH YOUTH OPPORTUNITIES IN MINUTES.

---

### The fourth section is about the opportunity location:

- In which country?
- In which address?

Once you've completed this process, you can save your opportunity and submit it for validation by hitting the "submit for validation" button. Your opportunity will be then reviewed by us before being made live.

**Best suited to: Organisations with fewer opportunities who would like to have complete control over what opportunities are published, when, and how.**

### API

Perhaps you have dozens of opportunities on offer and, therefore, would not have the time to manually upload them yourself? Then the API is for you.

If you routinely publish your opportunities on your organisation's website, our application-programming interface, or API for short, will do the hard work for you, automatically syncing content from your website's pages and publishing it on Drop'pin@EURES directly.

An API enables companies to write directly into the database of Drop'pin@EURES ("push"). This solution provides a high level of quality, control, and flexibility but requires a small development effort on the organisation's side.

- It allows you to make bulk uploads of opportunities by writing directly into the database of Drop'pin@EURES ("push")
- It requires one-time integration activities by the organisation
- The API gives you 100% of control of format, data mapping, timing, fields, etc.
- It is the most precise and state of the art way of integrating systems together, which ensures the highest quality and stability level
- Offers can be displayed on Drop'pin@EURES as coming from your organisation, or on behalf of the different organisations providing the offers.

**Best suited to: Medium to large sized organisations with over 10 to 20 opportunities on offer at any given time.**

GET STARTED WITH DROP'PIN@EURES AND PUBLISH YOUTH OPPORTUNITIES IN MINUTES.

---

## Scraping

For large organisations with more opportunities than you could possibly handle, there's the Drop'pin@EURES scraper.

With the scraper, the Drop'pin@EURES system crawls your organisation's website and automatically imports the offers to Drop'pin@EURES ("pull"). This does not require any development on the organisation side. With this solution:

- Drop'pin@EURES will crawl your organisation's website and automatically import the offers that appear on your HTML pages ("pull")
- The web scraper will be prepared by Drop'pin@EURES's web developers
- Your organisation should keep Drop'pin@EURES informed of any change in the structure of its web pages, otherwise the scraper will return errors.

**Best suited to: Large organisations with a stable and reliable website that offer 20+ opportunities at any given time.**

---

## A word about quality...

**At Drop'pin@EURES, we strive to promote opportunities that are non-commercial, of high quality and are accessible to the widest range of young Europeans.**

In March 2014, the European Commission welcomed the adoption of The European Quality Framework for Traineeships, which ensures increased transparency with regard to traineeship conditions, for example, by requiring that traineeships to be based on a written agreement. The agreement should cover learning content (e.g. educational objectives, supervision) and working conditions (e.g. limited duration, working time, clear indication whether trainees will be paid or otherwise compensated and whether they will qualify for social security). As a Commission-run project, Drop'pin@EURES encourages all member organisations to aspire to the principles of The European Quality Framework for Traineeships.

GET STARTED WITH DROP'PIN@EURES AND PUBLISH YOUTH OPPORTUNITIES IN MINUTES.

---

In addition, we recognise various independent third party certifications including The European Label for Quality Internships run by InternsGoPro, which was designed to identify and showcase the best internship programmes across Europe and the employers providing them.

If you'd like to find out more about Drop'pin@EURES's quality standards, or are interested in ensuring your organisation's traineeship programme reaches quality standards, email [info@droppin.eu](mailto:info@droppin.eu).

---

## Need help from us?

**The following resources are available should you need help on any aspect of Drop'pin@EURES:**

### Helpdesk

The Helpdesk is available to answer your questions and can help you in the following areas:

- To check the status of a registration request / a pending validation of an opportunity
- Any technical problems encountered
- To recover a lost username or password
- Help with adding more users to the organisation's account
- Deal with any abusive behaviour

**There are three ways you can reach the Helpdesk:**

- By phone or Skype in English, German or French
- By email through [the contact form in all EU/EEA languages](#)
- By live chat in English, German or French, from 08:30 to 18:00 (CET).

GET STARTED WITH DROP'PIN@EURES AND PUBLISH YOUTH OPPORTUNITIES IN MINUTES.

---

## Opportunities for organisations to raise their profile on Drop'pin@EURES

**Being a member of Drop'pin@EURES comes with many benefits. Not only will you be promoting your opportunities to young, educated Europeans who are mobile, motivated and multilingual, but you can also take advantage of the various editorial opportunities that Drop'pin@EURES offers registered organisations.**

We have a range of content products through which you can get your message across and raise your organisation's visibility:

### **The EURES News and Information Bureau (ENIB) news articles**

The ENIB news section is the hub for all inspirational content aimed at young people, organisations, education providers, the EURES network and many more. The blog hosts a range of content types, including feature articles, interviews / profiles and tips and advice, as well as videos and podcasts.

If you have essential advice for young people on any aspect of employability, then why not submit your pitch to the Drop'pin@EURES editor? You can either write the post yourself or be interviewed by a member of the Drop'pin@EURES editorial team, who'll write up a piece about your organisation.

**Email [editorial@droppin.eu](mailto:editorial@droppin.eu) to pitch your organisational feature or idea.**

GET STARTED WITH DROP'PIN@EURES AND PUBLISH YOUTH OPPORTUNITIES IN MINUTES.

---

## Newsletter

Every month, EURES publishes newsletters and distributes them to our database of registered members and those who have expressed an interest in the platform.

The newsletter feature Drop'pin@EURES articles on youth related topics, as well as on useful tips for applicants and businesses, mobility opportunities, information on European Job Days and much more.

You can make the most of this medium to reach thousands of young people and hundreds of organisations with your message.

**I'm interested! How do I tell my story? Email the Drop'pin@EURES editors at [editorial@droppin.eu](mailto:editorial@droppin.eu) with a brief summary of what you'd like to say and why and they will get back to you with a way forward.**

## **Getting in touch with the EU**

### **In person**

All over the European Union there are hundreds of Europe Direct Information Centres. You can find the address of the centre nearest you at: <http://europa.eu/contact>

### **On the phone or by e-mail**

Europe Direct is a service that answers your questions about the European Union. You can contact this service

- by freephone: 00 800 6 7 8 9 10 11 (certain operators may charge for these calls),
- at the following standard number: +32 22999696 or
- by electronic mail via: <http://europa.eu/contact>

## **Finding information about the EU**

### **Online**

Information about the European Union in all the official languages of the EU is available on the Europa website at: <http://europa.eu>

### **EU Publications**

You can download or order free and priced EU publications from EU Bookshop at: <http://bookshop.europa.eu>. Multiple copies of free publications may be obtained by contacting Europe Direct or your local information centre (see <http://europa.eu/contact>)

### **EU law and related documents**

For access to legal information from the EU, including all EU law since 1951 in all the official language versions, go to EUR-Lex at: <http://eur-lex.europa.eu>

### **Open data from the EU**

The EU Open Data Portal (<http://data.europa.eu/euodp/en/data>) provides access to datasets from the EU. Data can be downloaded and reused for free, both for commercial and non-commercial purposes.

