

## **D2.8 e-mobility tool for postal employees**

### **WP2 DESIGN OR IMPROVEMENT OF A JOINT QUALIFICATION IN VET**

**WP RESPONSIBLE**

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## Introduction

The development of this on line web platform for supporting the mobility of Post employees in Bulgaria, Greece and Romania establishes this platform as “mobility tool” for WBL, supporting cross-border mobility.

The scope of this tool is to facilitate the mobility of postal workers across EU countries for job reasons (full time, part time, placement). Postal Representative can use it to announce positions for WBLs in order to select and recruit possible candidates.

The launching of the e-mobility tool that was made possible via the platform for knowledge transfer and new job opportunities, allowing communication of postal actors geographically dispersed and enhancing the potential for transnational mobility on real time conditions. A well-trained workforce, which benefits from a Joint VET Scheme (Training and Certification) that goes beyond the national borders and is common among different EU countries, fosters the European market as a whole.

The scope of mobility tool is:

- To improve the interconnectivity among postal employees;
- To facilitate the exchanges of postal sector employees among the postal institutions;
- To enhance the transnational mobility of postal employees by matching them with potential postal businesses;
- To give the opportunity to young people seeking to enter in the postal industry to have the opportunity to approach and apply for postal-related vacancies;
- To unify the postal sector, as the postal employees across EU will have a face to face cooperation

The e- mobility tool is available here: <http://mobility.newpostproject.eu/>.

However, due to the restrictions and national and regional lockdowns during the COVID19 pandemic, partners didn't organize transnational WBLs of postal employees between the three partner countries; Greece, Romania, Bulgaria. On the contrary, they decided to implement WBLs inside their postal enterprises engaging either their postal employees for their upskilling or young future employees who would like to work in the post office.

Tests were performed numerous times in order to ensure that the platform was fully operational while the it's architecture and design allows expandability and scale up if needed.

## Practical Info on Using the NeWPOST Mobility tool

The first step to enter our Mobility tool is to create an account (registration). Please create your account through the **LOGIN/REGISTER** option on the right top menu.

The registration form fields are: Name/Title, Username, Password, e-mail, and User type (Candidate or employer)

Read the terms and conditions and please consent that you agree to proceed.

Once you create your account, the next time you will have to register with your credentials, by choosing to Log In. In case you forgot your password, please select **FORGOT PASSWORD** option and fill

in your e-mail, Username and your New Password. A confirmation email will be sent to you by the application (please check your spam folder just in case).

As mentioned you can enter the tool having two roles: Candidate and Employer

## Candidate

As a candidate you have the following options from the menu (top right).

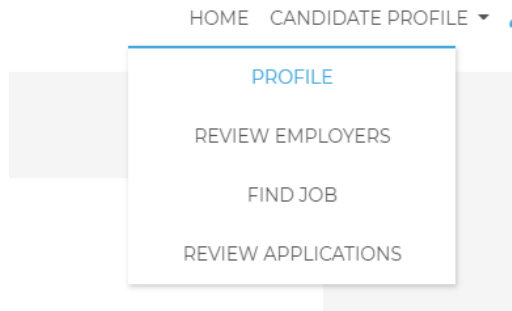


Figure 1 Candidate main page and options

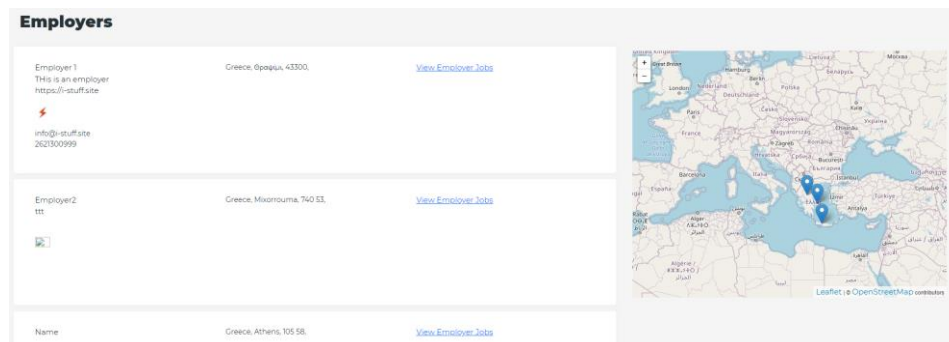
## PROFILE

You can update your profile with the following options:

Name, Email, Phone Birth Date, Profile photo, and a short description (golden paragraph, CV). After each editing you can save your data.

## REVIEW EMPLOYEES

By selecting the **REVIEW EMPLOYERS** option, you will be able to see a list of registered employers/companies in the mobility tool, their main official data, their location in the map and a link with possible job posts/offerings.



Selecting the **VIEW EMPLOYER JOBS**, a new dashboard brings in front the available mobility positions.

As a candidate you can filter out the posted job based on the following criteria:

- Type (Full time, part time, Teleworking, Apprenticeship)
- Preferred skills (Data protection, GDPR, Privacy & Confidentiality, Intercultural Communication, Digital Technology, Logistics, Customer Service, E-commerce). These are skills that are needed in order to carry out the specific job tasks.

- Location (Currently the mobility tool supports openings coming from the three programme countries, ie. Bulgaria, Greece and Romania).

Each mobility opportunity has a title (Manager, Accountant, etc) and the starting date. You can apply for the job and an email automatically and automatically the employer is notified. In your job dashboard you can see which job you have applied for and which are still open or available.

The application process stops here, since it's beyond the objectives of the mobility tool to provide detailed information and management of the application. The two involved parts (Candidate and Employer) are proceeding bilaterally and outside of the mobility tool in order to agree on the detailed mobility plan and other relevant logistics information.

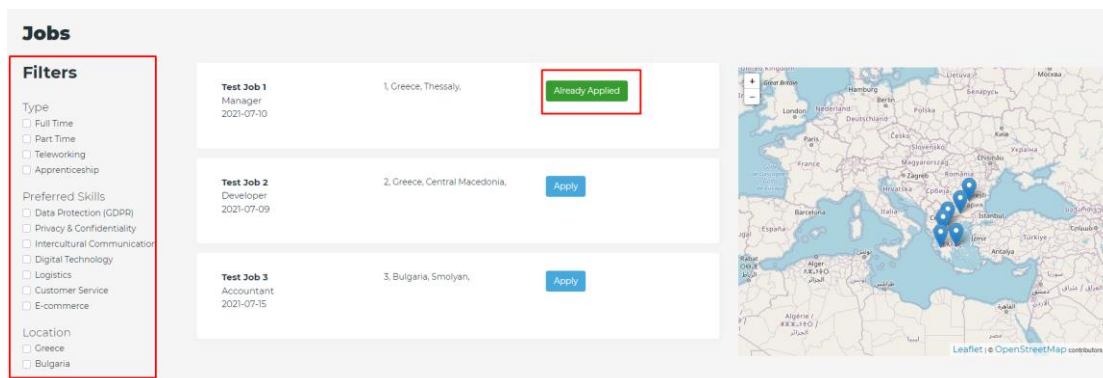


Figure 2 View Employers Job offerings

## FIN JOB and APPLY

The FIND JOB button lists **all** the available openings per country, opening date, address and date and employer. The job location is also depicted in the right hand side of the web page. Each job is “tagged” by the offered employer. You can apply for a job by simply clicking the Apply Button. A pop-up window is displayed where you can optionally upload your CV. By saving the application, the dashboard of the respective employer is automatically updated (see section review Applications).

## REVIEW APPLICATION

This is currently a view only function where you can see your list of available applications. This functionality will be enhanced with edit function in order to address updates regarding the application, further uploading of additional data, etc). The detailed requirements will be defined when the tool will be fully up & and running.

## Employer

As an employer you have the following options through the e-mobility tool.

### PROFILE

In the profile page, you can create a record of your organisation. The process includes the editing of basic information, organisation description, adding social media links and set the location (exact address on map). The location and links of the companies registered and created at least on job opening, will be displayed in the candidates dashboard.

### ADD JOB



Each account manager of the organisation can create a new job opening through the [ADD JOB](#) button. For each new job, the following information should be filled in:

- Title and job description (tasks and responsibilities)
- Role
- Level of education needed
- Start date and duration
- Employment type
- Preferred skills in accordance with the NeWPOST joint curriculum. These include: Data protection, GDPR, Privacy & Confidentiality, Intercultural Communication, Digital Technology, Logistics, Customer Service, E-commerce).
- Location of the job. It may be different that the company's official address in case the organization is structured around multiple brunches geographically dispersed.

After consultations with project partners, it was decided to add a disable button as a simple and fast mechanism to display available openings to the Candidates.

## REVIEW JOBS

Each employer, through, the review jobs dedicated page is able to see a list of current applications. The users, representing employers, would like to have this list printed or copied. Thus, an extra set of functions added, where the list can be downloaded (excel, pdf), copied, or printed. In addition all available applications are also depicted in a map in the right hand side providing a geo view.

## REVIEW CANDIDATES & APPLICATIONS

A list of candidates applied for each job is found under the [REVIEW CANDIDATES](#) option. The list contains the name and short description of the candidate, and the job applied for. A filter menu has been created for future use in case the number of candidates needs to be filtered out due to the large number of applications. This view works complementary with the [REVIEW APPLICATIONS](#) where the employer can download the CV of the Candidate.

