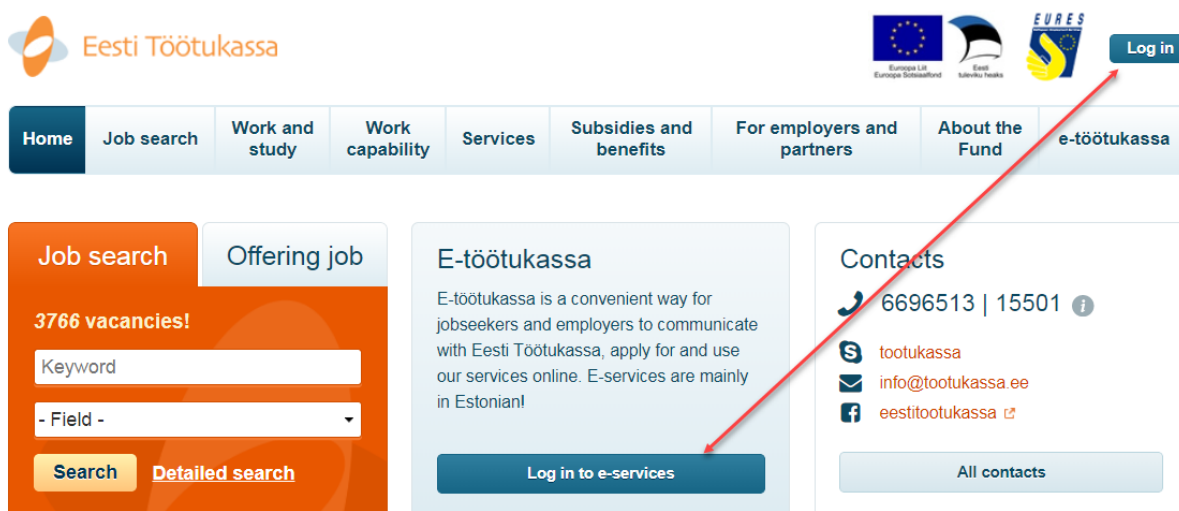


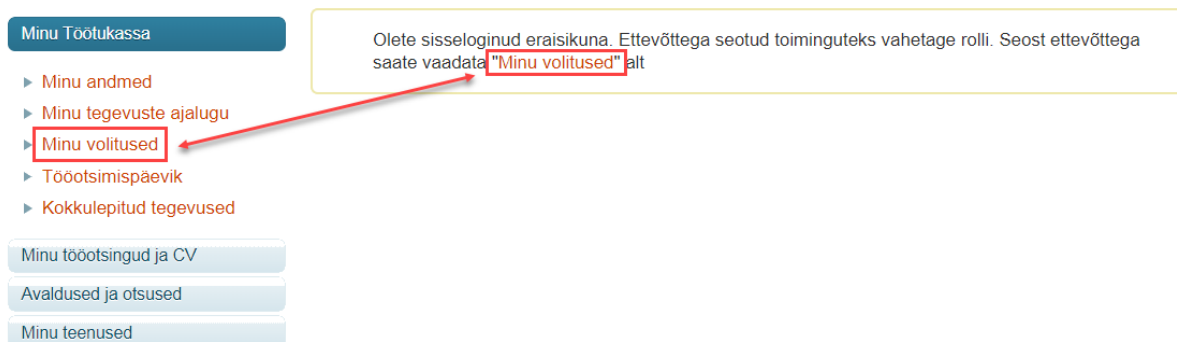
ADDING JOB OFFERS TO E-UNEMPLOYMENT INSURANCE FUND

1. ACCESSING E-UNEMPLOYMENT INSURANCE FUND WEBSITE AND LINKING IT TO YOUR INSTITUTION

You can sign in to the e-töötukassa (www.tootukassa.ee) website using Mobile ID or your ID card.



After logging in to the site for the first time, you will be treated as a private individual. In order to add your institution's job offer, you must first link your account to your institution, which can be done from the left-hand menu 'Minu volitused' (My Rights).



A window will open in which you can enter your institution's registry code, and the institution can then be found by clicking on the 'Otsi' (Search) button. You will also have to enter your job title in the box 'Kellena te ettevõtet või organisatsiooni esindate?' (What is your position in representing the company?).

Asutusega sidumine

Esimest korda e-töötukasse sisse logides on ettevõtte töötaja erakliendi rollis. Ettevõtte toimingute tegemiseks tuleb end siduda asutusega. Selleks tuleb sisestada ettevõtte registrikood.

Kui olete riigi- või kohaliku omavalitsuse asutuse esindaja, peate lisaks registrikoodi sisestamisele ka loodud seose kinnitama.

Sisesta registrikood: 74000085 **1** **Otsi** **2**

Sisesta ettevõtte, organisatsiooni, riigiasutuse, KOV, FIE vms registrikood

Sidumine asutusega: Eesti Töötukassa

Kellena te ettevõtet või organisatsiooni esindate?

värbamisspetsialist **3**

nt. personalijuht, värbamisspetsialist, personaliotsingu ettevõtte esindaja vms.

Kasutustingimused

Palun kirjutage, kellena te ettevõtet või organisatsiooni esindate. Näiteks „personalijuht“, „värbamiskonsultant“, „personaliotsingu ettevõtte esindaja“, „juhataja“ vms.

Kliikides nupul „Nõustun tingimustega“ kinnitate järgmist:

Teil on olemas volitus valitud ettevõtte nimel tööpakkumiste haldamiseks.

Te olete teadlik, et avalikud tööpakkumised on internetis vabalt levitatavad, sh teiste töövahendusportaalide poolt. Töötukassa ei vastuta sellisel viisil levitatud info korrektsuse eest.

Te olete teadlik, et töötukassa võib tööpakkumiste sisu kokkuleppel teiega igal moel muuta.

Te olete teadlik, et töötukassa töötleb teie ja teie poolt sisestatud isikuandmeid eesmärgiga tuvastada kasutajaid, kontrollida nende tegevust portaalis, võtta kontakti ja vahendada tööpakkumisi.

4
Nõustu tingimustega

Loobu

Note: If you are not registered as an employee of the institution in the employee registry, you will encounter an error. In this case, contact your county's employer consultant, whose contact details can be found [HERE](#).

If this is not your first log-in, the system will ask whether you would like to enter the e-Unemployment Insurance Fund as a private individual or as an employer's representative. It is also possible to change your role by clicking on the 'Select role' button.

A window for adding the job offer information will open in which you can also choose whether you are only seeking employees from Estonia or from elsewhere in the European Union. The Estonian Unemployment Insurance Fund's EURES service supports Estonian employers in recruiting people from the European Union and European Economic Area. If you answer the question 'Where would you like to recruit staff?' with 'Other EU Member States', we will submit your job offer in English to the pan-European EURES portal (eures.europa.eu). You can choose which countries your job offer will be sent to. You must add the English translation yourself before submitting it to the Unemployment Insurance Fund. After the choice of countries, you can enter the title of the offered job position. Occupations appear automatically upon entering the job title and assist in finding suitable candidates from the system. You can also add occupations if necessary. We recommend picking similar occupations, which do not have to correspond to the job title exactly. The occupation can also be specified, if necessary.

Information on job offer:

Where would you like to recruit staff? * **1**
☐ Estonia ☐ Other EU Member States

Job position offered *
Kokk **2** Eemalda

Professions *
Professions help us recommend suitable job offers to you.
kokk ✕ peakokk ✕ abikokk ✕ **3**
Add professions occupations

Job position specification (optional)
For example: "For the duration of parental leave" **4**

5
Get started **Cancel entry**

After adding the data, you can enter the requirements for the job. You can use previously added data from similar offers when entering your job offer or you can continue filling in the details manually.

Kasuta varasema tööpakkumise andmeid

Müüja-klienditeenindaja
 Tartu
 Tartu maakond, Tartu linn
 Täistööaeg

Kasuta tööpakkumist
 Avaldatud: 21.06.2018
 Tähtaeg: 20.07.2018

Müüja-klienditeenindaja
 Paldiski ja Keila
 Harju maakond, Keila linn
 Täistööaeg, vahetustega töö

Kasuta tööpakkumist
 Avaldatud: 19.06.2018
 Tähtaeg: 30.06.2018

Jätka eeltäitmiseta

You can add a job offer in Russian as well as English after the requirements have been added. Once the offer has been added in Estonian and you would like it to also be in Russian, you will need to translate the Estonian information in the text fields.

Information about job Requirements for candidate **Translations** Submission

Estonian English Russian

Cook

Translated ✓

Estonian
 Kokk

English
 Cook

Russian
 Повар

Save Cancel

You can preview the job offer before submitting it to the Unemployment Insurance Fund. You can amend the offer by clicking on the 'Back' button. In order to make the job offer public, review and agree to the terms and conditions of publishing the offer. Additional information can be given to the verifier of the job offer in the *Additional information for Unemployment Insurance Fund* field, which does not show up under the job offer itself. After reviewing the terms and conditions, tick the corresponding confirmation box and submit the offer to the Unemployment Insurance Fund for verification by pressing the 'Submit to Unemployment Insurance Fund' button.

Job offer preview

Terms and conditions for publication of the job offer

1

As a job mediation or labour hire service provider, the Unemployment Insurance Fund can only offer job mediation services, if you have been registered in the register of economic activities as a service provider in the following fields:

- 1) finding work for job-seekers and necessary labour force for employers (job mediation);
- 2) acting as intermediary of temporary agency work.

When recruiting as a job mediation or temporary agency work provider in the EU, EEA and Switzerland, we will only publish the job offer, if we know the particular employer with whom the job position is offered in the foreign country.

The Unemployment Insurance Fund does not publish job offers for jobs outside the EU, EEA and Switzerland.

The Unemployment Insurance Fund has the right to withhold the publication of job offers, where the employer has entered misleading or incorrect information on the employer or the job.

☐ I have examined the terms and conditions for publication of the job offer

Additional information for the Unemployment Insurance Fund

3

Submit to Unemployment Insurance Fund

Cancel entry

Back

Note: All job offers submitted to the Estonian Unemployment Insurance Fund are checked (by the evening of the following working day) and then made public on our website.

3. FINDING SUITABLE CANDIDATES

You can view suitable candidates under active and past job offers by opening 'Minu töopakumised' (My job offers).

Minu avaleht

Minu andmed

Minu töopakumised

Arhiveeritud töopakumised

Volitused

Avaldused ja otsused

Ettevõtte teavitused töötukassale

Minu teenused

My job offers

Display all statuses

Search

Filter

Töövahenduskonsultant

Expired

Harju maakond, Tallinn

Deadline	Total views	Potential	Applications
05.09.2018	1330	17	17

Add job offer

Actions

You can find viewer statistics by clicking on 'Vaatomisi' (Total views). By clicking on 'Potentsiaalseid' (Potential), you can find people automatically recommended by the system because of the suitability of their CVs. By clicking on 'Uued' (New), you can find candidates whose CVs you have not yet seen. Under 'Kandideerinuid' (Applications), you can find the CVs of people who have responded to the job offer. The 'Meelde jäetud' (Saved) link lets you find the CVs of candidates you have stored during the application period.

Töövahenduskonsultant

Expired

Harju maakond, Tallinn
Kuulutus nr: 1359440

Tähtaeg
05.09.2018

Vaatamisi
1330

Potentsiaalseid
17

Uued
17

Kandideerinuid
17

Meelde jäetud
0

Filtreeri kandidaate

Kuva kõik

Otsi täpsemalt

Filtreeri

You can group suitable candidates together. To do this, open the candidate's bio and click on 'Jäta meelde' (Save).

◀ Tagasi nimekirja

Send invitation

Save

Unsuitable

After doing this, you can add notes that are only visible to you. Additionally, you can invite a candidate to apply for the job. With this option, an e-mail is sent to the candidate with an invitation to apply for a specific job. The candidate's CV is removed from the list of saved candidates after they are invited to apply. If a candidate is not suitable for the given job, you can choose the 'Ei sobi' (Unsuitable) option. We would be very grateful if you could leave some feedback about candidates for the Unemployment Insurance Fund. We can make further plans to help individuals find work on the basis of this feedback.

◀ Tagasi nimekirja

Send invitation

Unsuitable

✓ Successfully saved

Job seeker log

28.04.2020 Saved

Here, you can save notes about the candidate. These are only visible to yourself.

0/4000

Kandidaadi profiil

PDF

Tagasise töötukassale

After a contest, we appreciate your feedback on whether or not you found the employee(s) you were looking for. To provide feedback, click on 'Activities' and 'Fill in result' under the job offer.

Minu avaleht

Minu andmed

Minu töopakumised

Arhiveeritud töopakumised

Volitused

Avaldused ja otsused

Ettevõtte teavitused töötukassale

Minu teenused

My job offers

Add job offer

Display all statuses

Search

Filter

Karjäärinõustaja

Expired

Tartu maakond, Tartu linn

Deadline

30.08.2018

Total views

7

Potential

19

Applications

2

Actions

Active version

Extend

Create new similar

Modification history

View job offer

Fill in result

You can continue interacting with the candidates for a further 30 days if the employee selection process is still in progress (Konkurss kestab). Pick a new deadline for when you will presumably complete the recruitment process. Once you have found your employee(s), we would ask you to specify whether you found them in Estonia or abroad.

Konkursi tulemus

1

Kui kandideerimisprotsess on veel pooleli, siis on võimalik konkursi tulemuse märkimist edasi lükata kuni 30 päeva. Sellisel juhul küsime tagasisidet konkursi tulemuse kohta peale edasilükatud tähtaja saabumist.

☐ Konkurss kestab

When the hiring process is over, kindly select the result of the job offer from the options below. Upon entering the final result in the e-töötukassa environment, you will only be able to view the list of candidates for the job offer, with the comments entered during the recruitment process and other candidate information no longer available.

☒ Töötajad leitud

2

Eestist leitud töötajate arv

Välismaalt leitud töötajate arv

☐ Ei leitud sobivat töötajat

☐ Loobuti töökoha täitmisest

Tagasiside konkursi kohta (vabatahtlik)

0/4000

Save Cancel

If you have any questions, you have the full support of the employer consultants in the Estonian Unemployment Insurance Fund's county departments, whose contact details can be found [HERE](#). You can contact us by phone or e-mail, arrange a meeting in a county department or invite the employer consultant to your institution.