**The Services available for the Employers on the Portal** [europa.jobs](https://en.europa.jobs/)

FREE SERVICES

1. **Employer Account and Employer Dashboard**
   1. Employer Account Service is free of charge.
   2. Employer Account is used to:
2. create the business card of the company by the Customer (functionality „Business Profile”), including storing the information about:
3. the e-mail address used to create the Employer Account,
4. company name,
5. full company address,
6. company registration numbers such as NIP and REGON, the number of the entry into the business entities register,
7. company KRAZ number if it is an employment agency,
8. phone number,
9. additional mobile phone number,
10. company description,
11. company logotype,
12. company www address,
13. scans of the registration documentation,
14. other files which the Customer will upload on the Portal
15. posting Job Ads on the Portal;
16. managing Job Ads (functionality „Jobs”). Within this functionality the Customer can sort, filter, edit the content, promote, renew, hold the publication and delete Job Ad posted by him.
17. browsing and managing the applications for the Jobs by assigning them with a particular label „Accepted”, „To consider”, “Archived” or “Declined”.
    1. The use of the Employer Account Service can depend on:
18. filling in the files marked as required in the Registration Form and on the Employer Account (Settings 🡪 Edit your profile). The Service Provider agrees to clearly mark required fields;
19. accepting the Terms and Conditions;
20. content posted by the Customer on the Portal (the correctness, reliability, accuracy, compliance with the Terms and Conditions, not violating **the rights and goods of third parties, and rights, goods, and legitimate interests of the Service Provider, not being contrary to legal regulations and principles of morality);**
    1. The range of functionalities of the Portal is available on the Customer Account and depends on the mode of use of the Customer Account. In case of using the Customer Account in the mode of restricted access, some functionalities may be restricted until the time of making the payment by the Customer.
21. **Posting free Job Ads on the Portal** 
    1. The Customer may post unlimited, in the understanding of amount and time, number of free Job Ads.
    2. To post the free Job Ad the Customer is obliged to register on the Portal and to have the active Employer Account.
    3. Free Job Ads are posted via the functionality „Post a Job”. Within this functionality, the Customer can add the free Job Ad by filling in required information in the fields marked as required.
    4. Using the Service of Posting free Job Ads may depend on:
22. filling in the files marked as required in the Job Ad Posting form;
23. content posted in the Job Ad (the uniqueness, correctness, reliability, accuracy, compliance with the Terms and Conditions, not violating **the rights and goods of third parties, and rights, goods, and legitimate interests of the Service Provider, not being contrary to legal regulations and principles of morality)**;
24. having an account in Limited Access mode or Full Access mode
    1. The Service Provider can refuse to post the Job Ad or terminate its display if it contradicts the Terms and Conditions of the Portal.
    2. After posting, the free Job Ad is displayed on the Portal for 30 days after which the offer is Archived but still visible on the website with the option of sending the application. The application received for an archival advertisement is specially marked and is not automatically subtracted from the application package.
25. **Employer Branding - Ranking the Employer with the Employer Rank System on the Portal**
    1. Employer Branding Services are free of charge.
    2. The Service Provider can rank the Customer posting the job ad in the Service
    3. Ranking the Customer means marking the company by displaying the graphic symbol of a “star” next to the name of this Company. The “stars” are displayed:
26. on a list in the section “Look up your employer”,
27. in a detailed profile of a company in the section “Look up your employer”,
28. in the view of a job ad next to its name.
    1. A ranked employer can become a company which registered on the Portal as the Employer and posted at least 1 job ad according to the Terms and Conditions of the Portal and:
29. filled in all required and not required  fields concerning the company with credible information, i.e.:
30. company data (name, NIP/EU VAT number, and if concerns companies registered in Poland: REGON number, the company number in the companies registry, KRAZ);
31. company contact details (country, city, street, number of the building / premises, telephone number, web site address - if exists);
32. provided the logotype of the company;
33. provided the short description of a company, which contain information about the company which is not the content of the job ad at the same time.
34. attached credible scans of registration documents of the company (entry to the companies registry - KRS/CDEIG/foreign corresponding registry; KRAZ certificate - if concerns).
    1. Ranking the Employer by adding the first start takes place when the customer meets requirements described in 3.4 (a (i-iv)).
    2. Ranking the Employer by adding the second star takes place when the customer meets requirements described in 3.4 (a (i-iv)) and 3.4 (b)
    3. Ranking the Employer takes place after the verification of information and files uploaded on the portal by the Customer.
    4. The Service Provider will inform the Customer about giving or withdrawing the rank with a separate e-mail message.
    5. Ranking the Employer is voluntary and may be withdrew without giving the reason if::
35. the Customer does not meet requirements described in points 3.4.;
36. the Customer provides information or files which are false, incorrect,  contrary to legal regulations or principles of morality, violate personal rights  or legitimate interests of the Service Provider or third entities;
37. The Customer Provide information or files which give rise to reasonable  doubts about their integrity and reliability or are violate the Terms and Conditions of the Portal.
    1. The Service Provider reserves the right to:
38. prior and ex-post control of information and documents and files attached by the Customer;
39. any modification of rules of the employer rank system including adding, changing or deletion of elements of classification, tools or manners of operating.
    1. The Service Provider shall not be liable towards the Customer violating the rules of employer rank system or the Terms and Conditions of the Portal for any damage resulting from discontinuance of ranking the Customer.
    2. The Service Provider shall not be liable for any damage caused to third entities caused in the result of using the employer rank system by the Customer in a manner contrary to its rules, Terms and Conditions of the Portal or the law.
    3. The Customer has the right to file complaints regarding employer rank system  in accordance with the principles provided in the Terms and Conditions of the Portal.
40. **Candidate CV translating**
    1. The service of translating Candidate’s CV file is free of charge and available for Customers having the account in Trial Period or Full Access mode
    2. This service consists in automatic translation of content of Candidate’s CV and presenting it in English or German in a separate file available to be downloaded. It concerns only Candidate who have CV file in PDF format and meet at least on of following requirements**:**
41. he applied for the Job Ad of the Customer as STANDARD, COMFORT or PREMIUM Job Ads**;**
42. he applied for the free Job Ad but the access to contact details was bought out by the Customer**;**
43. were suggested to the Clients within the service of Matching Candidates and the Customer bought out the access to their contact details**.**
    1. You can use the service in the Employer Dashboard**:**
44. in Application menu - availability of this service is presented as the symbol of a globe in a column CV Document on the list of applications**;**
45. Candidate’s Card in the section Files to download**.**
    1. To cause the translation one should click the symbol of a globe and select chosen language. After clicking the translation is performed and saved in a separate file, which is automatically downloaded by the browser**.**
    2. The service does not include translating Candidates CV files in format different than PDF and does not include files which are presented in the file Certifications and licenses**.**
    3. The service is available in the beta version which means that the translations can be inaccurate**.**
    4. **Translations are performed automatically using the translating function of Google Translate and this information is also given in the translated document. The Service Provider shall not be legal for the content and quality of translation.**
    5. The original and initial Candidate’s CV document is a file which was uploaded in the process of applying for the job. The translation is only a subsidiary document, generated by the Portal in order to increase chances of the Candidate for finding a job and can not be the only ground of reaching the final decision of hiring the person. In case of any unclear phrases or content which might raise doubts, the receiver should verify the translation and contact the Candidate directly**.**
    6. The translation process and its result in the form of a separate document is encrypted with the SSL protocol.

**CHARGEABLE SERVICES**

**For Chargeable Services paid on the Website, payment is made by means of topping up the Employer's account or using a transactional system. To use the services paid for from the Employer's account, you must first top up the Employer's Account with the appropriate amount. The list of available packages and prices of particular packages are specified in** [*Price List for Employers*](https://en.europa.jobs/policies/)

1. **Posting the paid Job Ad**
   1. The Customer may post unlimited, in the understanding of amount and time, number of paid Job Ads.
   2. To post the paid Job Ad the Customer is obliged to register on the Portal, to have the active Employer Account and to pay for the Service. The payment for the Service paid Job Ad is charged with currency.
   3. Paid Job Ads are posted via the functionality „Post a Job”. Within this functionality, the Customer fills in all the required information relating the offered job in the fields marked as required. After the positive verification of the payment, the full Advertisement appears on the Portal.
   4. Using the Service of Posting paid Job Ads may depend on:
2. filling in the files marked as required in the Job Ad Posting form;
3. content posted in the Job Ad (the uniqueness, correctness, reliability, accuracy, compliance with the Terms and Conditions, not violating **the rights and goods of third parties, and rights, goods, and legitimate interests of the Service Provider, not being contrary to legal regulations and principles of morality**);

c) having the account in the Trial Period or Full Access mode

* 1. The Service Provider can refuse to post the Job Ad or terminate its display if it contradicts the Terms and Conditions of the Portal with no cost refunds for the Customer. After the positive verification of the payment, the full Advertisement will appear on the Portal.
  2. **There are three variants of the Service Paid Job Ads:**

**The Standard promotion package offer includes:**

* **Publication of the Offer on the Website for 30 days (after 30 days the offer is marked as Archival, but it is still displayed on the website with applying option available);**
* **Single refresh of the Offer on the list of offers above. period;**
* **Publication of the offer in 6 language versions;**
* **Distinction of the Offer by placing it in a special section with a yellow background and the label "Promoted offer" at the top of the ads for 7 days;**
* **Ability to add a video offer to the advertisement;**
* **Free access to all applications coming to the Offer.**

**Comfort promotion package offer includes:**

* **Publication of the Offer on the Website for 30 days (after 30 days the offer is marked as Archival, but it is still displayed on the website with applying option available);**
* **Twice refreshing the Offer above. period;**
* **Publication of the offer in 6 language versions;**
* **Highlighting the Offer on the list of ads by adding the Customer's logo;**
* **Distinction of the Offer by placing it in a special section with a yellow background and the label "Promoted offer" at the top of the offers for 14 days;**
* **Ability to add a video offer to the advertisement;**
* **Free access to all applications coming to the Offer**

**PREMIUM promotion package offer includes:**

* **Publication of the Offer on the Website for 30 days (after 30 days the offer is marked as Archival, but it is still displayed on the website with applying option available);**
* **Including the telephone number and the Employer's website in the offer view**
* **Refreshing the Offer four times period;**
* **Publication in 6 language versions;**
* **Offer highlighting on the advertisement list with an orange frame;**
* **Highlighting the Offer on the list of ads by adding the Customer's logo;**
* **Highlighting the Offer by placing it in a special section with a yellow background and the label 'Promoted offer' at the top of the offers;**
* **Ability to add video - offers to the announcement**
* **Promoting the Offer by placing it in a newsletter with job offers sent to candidates - Website users who have agreed to it. The newsletter includes the title of the announcement together with the name of the company, which after clicking will direct you to the announcement published on the Website. The ad in the newsletter is highlighted with an orange background;**
  1. **During the period of displaying the paid Job Offer with the Website promotion package, the Customer may not edit the Offer.**
  2. **By adding a Paid advertisement with a promotion package, the Customer may use additional paid services to Promote or Refresh Job Offers or Proposed Candidates.**
  3. **The Customer may simultaneously add paid and free Job Offers on the Website.**
  4. **The Customer may use additional options to promote a paid Job Offer, in addition to those available as part of the Service. To do this, top up the Employer's Account or make a direct payment through the transaction system, and then select the promotion options that interest the Customer.**

1. **Payments for the applications**
   1. The Service Payment for the Applications consists in uncovering the contact data and the CV of chosen candidate from the applications received on the free Job Ad posted by the Customer. The service is paid for with an appropriate amount of funds, by downloading a specific value from the Customer Account or by making a payment through a transaction system.
   2. The Service Payment for the Applications is available in Employer Dashboard: on the list of Applications and in the preview window of the Application.
   3. The Service Payment for the Applications is paid within the access to the Candidate’s data such as:
2. e-mail address,
3. phone number,
4. messages to the Candidate,
5. application documentation.
   1. Single payment for the access to Candidate’s data may vary and depends on attaching proper documentation by the Candidate. The charge is visible with each application.
   2. The condition to use the Payment for the Applications Service is:
6. owning a valid and active Employer Account (e.g. in the Trial Period or Full Access mode);
7. posting at least one free Job Ad
8. owning sufficient funds to pay for the Service. The employer may purchase access to the Candidate's hidden data by clicking on the button on the right in the Status Unlock column visible at each application.
   1. Applications with uncovered contact data and Candidate’s CV are available on the List of applications with no time limit.
   2. After approving the operation of uncovering contact data and Candidate’s CV, the Employer is not able to cancel it and shall not demand the cost refund.
   3. The Portal is not responsible for the content provided by the Candidate and attached to the Application.
   4. The Customer can buy the access to contact data of the Candidate by paying individually for each uncovering (of the chosen application) or use the Application Packs.
   5. The Application Packs allows to automatically uncover each new application of the Candidate received for the Job Ad posted by the Customer. The service is available only for Customers who post free Job Ads.
   6. The condition to use the Application Packs is:
9. owning a valid and active Employer Account (e.g. in the Trial Period or Full Access mode);
10. owning the amount of funds high enough to pay for the Service.
    1. To buy the Application Packs, the proper option should be chosen from the menu Application packs and then the operation should be confirmed. At this moment the Customer Account will be charged with the amount of funds proper for the particular Application Pack.
    2. Kinds of Application Packs available on the Portal:
11. Package 50 - enables the discovery of contact details (including attached documents) of Candidates from the first 50 applications flowing into the Client's job offers that are active on the Website. The package is valid for 30 days.
12. Package 100 - enables the discovery of contact details (including attached documents) of Candidates from the first 100 applications flowing into the Customer's Job Offers which are active on the Website. The package is valid for 30 days.
13. Package 500 - enables the discovery of contact details (including attached documents) of Candidates from the first 500 applications flowing into the Customer's Job Offers which are active on the Website. The package is valid for 30 days.
14. The NO LIMIT package - enables the discovery of contact details (including attached documents) of Candidates from each newly arriving application for a Client's job offers. The package is valid for 30 days.
    1. Each Package of applications causes automatic uncovering contact data of Candidates only in the period of 30 days when the package is valid. Unrealized uncoverings will not be transferred to the following month.
    2. Each Application Pack has the possibility to be automatically renewed which causes the automatic selection of the previously chosen Application Pack after the expiration of the active pack . To set the option of automatic renewal, the Customer must choose the Application Pack beforehand and then click the button „Renew” or „Activate” available on the page of menu Application pack on the Employer Account, and then confirm the operation. At the moment of the renewal of the pack, on the amount of funds high enough to pay for the Service must be available on the Customer Account.
    3. The purchase of any Application Pack does not cause the automatic uncovering of contact data (including attached documents) of Candidates within the Service Matching Candidates.
    4. The Price List of the applications and Application Packages is available in [*The Price List for Employers*](https://en.europa.jobs/policies/)
15. **Advertising the Job Ads**
    1. Job Advertisement Services are paid with funds from the Employer's account or with the help of a transactional system when adding an advertisement. Payments are made by confirming the operation of collecting a certain amount from the Customer Account or by payment through the transaction system**.**
    2. Advertising the Job Ad Services can be chosen when posting the Job Ad or just after posting in the Employer Dashboard **(while editing in the menu Promoting)**.
    3. The condition to use the Payment for the Applications Service is:
16. owning a valid and active Employer Account (e.g. in the Trial Period or Full Access mode);
17. posting at least one free Job Ad
18. owning the amount of funds high enough to pay for the Service.
    1. Kinds of Advertising Job Ad available on the Portal:

Advertising on the Job Ads List:

1. Advertisement with a frame – it is a Job Ad which is featured with an orange frame on the Job Ads List.
2. Advertisement with a logo – it is a Job Ad which is featured by adding the Customer’s logotype on the Job Ads List. The Customer’s logotype will not be displayed on the mobile version of the Portal.
3. Advertisement at the top of the list – it is a Job Ad which is featured by placing it in a special section with a yellow background and the label “Featured Advertisement” at the top of the Job Ads List.  
   Single services of Job Ad Promoting can be combined.  
   Other options of Advertising:
4. Job of the week – it is a Job Ad which can be featured by posting it on the Home Page of the Portal in a separate tile within the period of 7 days. Only 3 jobs of different employers can be Job of the week at the same time. Displaying one job does not last longer than 4 seconds – after that time there is a change in advertisements and the next one is displayed. The soonest free date of starting the promotion is presented to the Customer when setting the promotion.
5. A post with the Job Ad (advertisement on Facebook) – it is a Job Ad which is promoted once on our fanpage on Facebook and additionally shared in two different dedicated groups on Facebook. The post with the job ad is displayed with no time limit. The soonest free date of starting the promotion is presented to the Customer when setting the promotion. Service Provider can refuse posting the advertisement after the verification with the cost refund. It is not possible to choose multiple times the same option of promotion for the same Job Ad in the same period of time.
6. Advertisement in the e-mail marketing campaign – it is a Job Ad which is promoted once in the newsletter sent to users of **Portal** who gave the consent to receive commercial information by electronic means. **The newsletter will include the title of the advertisement with the company name – after clicking on it, the link will redirect to the Job Ad on the Portal. The advertisement in the newsletter is featured with an orange background**. The soonest free date of starting the promotion is presented to the Customer when setting the promotion. Service Provider can refuse advertising Job Ad if the content violates the regulations of Terms and Conditions of the use for Employers, with the cost refund. It is not possible to choose multiple times the same option of promotion for the same Job Ad in the same period of time. Only 3 advertisements of one employer or 3 different employers can be promoted in the Newsletter.
   1. Options of Advertising the Job Ad on the Job Ads List apply in the chosen by the Customer period of 14 or 30 days. After this period featuring of the Job Ad is terminated.
   2. Choosing one of the above Job Ad Services on the Job Ads List does not result in the change of its position on the Job Ads List.
   3. In case of deleting the Job Ad from the Portal or holding its display (also before the end of chosen period of the Job Ad Service) all of the indicators of Advertisement Featuring (frame, logo, placing at the top of the list or on the Home page) are also deleted which does not result in the refund of the cost for unspent period of providing the service.
   4. Detailed price list of Promoting is in [*The Price List for Employers*](https://en.europa.jobs/policies/)*.*
7. **Job Ad with a phone number and website address**
   1. **The Advertisement service with a phone number and website is payable, and this is done by downloading a specific value from the top-up available on the Customer's account.**
   2. **Job Ad with a phone number and website address** can be chosen after posting the free Job Ad in the Employer Dashboard or by editing an existing Job Ad in the menu Promoting.  
      The condition to use the Job Ad with a phone number and website address is:
8. owning a valid and active Employer Account (e.g. in the Trial Period or Full Access mode);
9. posting at least one fee Job Ad
10. owning the amount of funds high enough to pay for the Service.
    1. **Job Ad with a phone number and website address consists in displaying a phone number and website address of the Employer who posted the Job Ad in a column on the right side of the advertisement under Employer’s data for the period of 30 days. Contact data mentioned above are downloaded from the Customer Profile by default and can be changed in the Job Ad. Providing new contact data will result in updating them in every Job Ad with such a service selected.**
    2. **After the period of 30 days of providing the service, Employer’s contact data will be deleted from the Job Ad regardless of whether the Job Ad is still available on the Portal. To continue displaying them, the service needs to be selected and paid again.**
    3. **Job Ad with a phone number and website address can be combined with Promoting and Renewing the Job Ad services.**
    4. **Job Ad with a phone number and website address concerns placing Employer’s personal data in one specific Job Ad and is not multiplied automatically to other Job Ads posted by the Customer.**
    5. In case of withdrawing Job Ad from the Portal or suspending its display (also before the end of a selected period of the Service) aforementioned Employer’s contact data (phone number and website address) are also deleted, which does not affect in reimbursement for an unspent period of providing the Service.
    6. **Detailed price list of Job Ad with a phone number and website address is available in** [*The Price List for Employers*](https://en.europa.jobs/policies/)
11. **Renewing the Job Ad**
    1. The Job Refreshing Service is paid by top-up, and this is done by downloading a specific value from the top-up on the Customer Account**.**
    2. Renewing the Job Ad Service can be chosen after posting the free Job Ad in the Employer Dashboard. The condition to use the Renewing the Job Ad Service is:
12. owning a valid and active Employer Account (e.g. in Partial Access Mode or Full Access Mode);
13. posting at least one free Job Ad
14. owning the amount of funds high enough to pay for the Service.
    1. Renewing the Job Ad Service consists in setting the current date and time of posting the Job Ad already posted on the Portal which will result in having the highest position on the Job Ads List.
    2. Renewing the Job Ad Service can be combined with Advertising the Job Ad Services.
    3. In case of deleting the Job Ad from the Portal or holding its display, Renewing the Job Ad Service expires which does not result in the refund of the cost for unspent period of providing the service.
    4. Detailed price list of Renewing is in [*The Price List for Employers*](https://www.euworkers.eu/policies/)*.*
15. **External Form**
    1. External Form Service is paid **and consist in the change in the method of receiving the applications from Candidates replying to the Job Ad.**
    2. External Form Service is available in the Employer Dashboard when posting and editing the free Job Ad in the Employer Dashboard.
    3. The condition to use the External Form Service is:
16. owning a valid and active Employer Account e.g. in Partial Access Mode or Full Access Mode);
17. posting at least one free Job Ad
18. owning the amount of funds high enough to pay for the Service.
    1. External Form Service allows redirecting the Candidate to the external link to the application form, given in the process of posting the Job Ad, which is located outside the Portal. The Candidate sends his application through aforementioned form and his data are not registered in the Employer Dashboard.
    2. The payment for the External Form service is a one-off charge and it is charged for 1 posted offer regardless of the amount of received applications in the period of 30 days since the start of providing this service. After 30 days the service has to be launched and paid again to remain active for the particular advertisement. If the service is not started again, after 30 days, applications for archival offers will appear in the employer's dashboard with the option of purchasing the candidate's contact details.
    3. The charge in funds is taken from the Employer Account at the moment of the launch of External Form Service – while posting the Job Ad or at any time during the edition of previously posted Job Ad.
    4. When the service for a particular Job Ad is active on the Portal, the Employer has the possibility to change the link to the form which will not be charged with additional costs.
    5. External Form Service can be combined with Advertising the Job Ad Services and Renewing the Job Ad Service.
    6. In case of deleting the Job Ad from the Portal or holding its display, the External Form Service expires which does not result in the refund of the cost for unspent period of providing the service.
    7. In case of holding the display of the Job Ad, the service is also on hold and activates automatically with the renewal of that Job Ad without charging any additional costs if the period of 30 days of providing the External Form Service did not expire.
    8. Detailed price list of External Form is in [*The Price List for Employers*](https://en.europa.jobs/policies/)*.*

1. Matching Candidates
   1. Matching Candidates Service consists in matching Candidates from the base of the Portal with Job Ads posted by the Customer.
   2. The Customer may use the Matching Candidates Service immediately after posting the STANDARD, COMFORT or PREMIUM Job Ad or after posting by clicking the preview of the Job Ad.
   3. The condition to use the Matching Candidates Service is:
2. owning a valid and active Employer Account (e.g. in Trial Period or Full Access mode);
3. posting at least one Job Ad (free or paid)
4. owning the amount of funds high enough to pay for the Service.
   1. The automatic matching the profile of the Candidate with the criteria from the Job Ad, browsing and filtering profiles of Candidate and the access to some data referring to Candidate is free.
   2. Within the free access the Customer may see following data of the Candidate:
   3. first name and surname;
   4. age;
   5. native language;
   6. foreign language;
   7. driving license;
   8. position;
   9. experience in the field;
   10. additional positions;
   11. preferred work location;
   12. interest in accommodation;
   13. interest in the job without qualification required;
   14. work availability;
   15. date when the Candidate was recently looking for job.
   16. The Matching Candidates Service is chargeable in the scope of the access to the data of the Candidate such as:
5. phone number;
6. e-mail address;
7. application documentation.

The Customer may buy this access by clicking the button Buy the access located on the business card of the Candidate.

* 1. One-off charge for the access to the contact data of the Candidate can very and depends on the profile of the Candidate. Current charge is always visible on the business card of the Candidate.
  2. After buying the access to the data of the Candidate, the business card with all the data provided by him is available in the side menu of the Employer Dashboard: Unlocked Candidates.
  3. Buying the access to the contact data of the Candidate within the Matching Candidates Service do not cause automatic uncovering aforementioned data of the Candidate if he applied for the Job Ad of this Customer.
  4. Matching Candidates are the users of the Portal, who gave the consent to make their data available for the Employers.