

“euro-meDiterranean cAreer & Employment aDvisor portAl for the mobiLity of yoUng residentS”

**DAEDALUS**

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| **Abstract** |
| Harvesting and assessing the overall Career Advising Needs and Requirements of various target groups are the main objectives of this report in order to clarify the business context of Open source and cloud collaborative platform and its related tools.  The target of the data collection process will include individual young people, Employers and Entrepreneurs as well as governmental bodies addressed by an online questionnaires and e-interviews.  At the end, the questionnaire’ analysis will show the maturity level of the regional young people in using ICT, social media and interactive tools. |

Business Model; Needs and Vision

**For** career advising centers and matching supplier and demand for job and career

**Version <0.2>**

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**Table of Contents**

1. Introduction

1.1. Finding a Job

1.2. Finding an employee

1.3. Looking On-line (actual situation) Is Not the Answer

1.4. Purpose

[1.5. Technical Concepts Used](https://docs.google.com/a/macros/cofares.net/d/M9QX-fXCODQ1HtIMXV-YoD_yoJqp5mhx5/htmlAppPanel?eei=ACZUsOejAqib7oerjApV-Qt2FMRcpg-EWEkyQFsY0fxgdPVhq2DSLLES4wf76zhfQG74-m7j0SMxFGZu4sBr5wHr3FukQCS0cIK-n64ywqUDmZHHVP7ubKqIVRe8gOlEt22zA3rNv1YNLsV5i2bkz8mvnKpiZB0xDNVBG9_MyGjFReJc9X5IXtw&mid=ACjPJvHgHLWVCS4hU9KsXRFJtLT4dNTxDG4TVjYJLB2FIBnik6pf3Kl2ea-ikw_kleLrfHjxk7Le554Vh2rsbDXRy8ZLVoEM4HNQpQh06-czTZLc7Q6XdvEquEAEsQkqHACNbEZqCTI" \l "-caja-guest-0___)

1.6. References

1.7. Overview

2. Row data

2.1. Employers

2.2. Government

2.3. Job Seekers

3. Overall Description and recommendations: The Business Vision

3.1. Job seekers

3.2. Employers tools

3.3. HR and seekers resources

3.4. Regulations

3.5. Other Administrative tools

3.6. Geographic Settings

3.7. Security Tools

3.8. Internationalization

3.9. Backfilling

4. Specific Requirements

4.1. Supplementary Requirements

# 1. Introduction

## 1.1. Finding a Job

Nowadays, if someone started looking for a job, there is no way of knowing how long it will take. It may need 24-hours-a-day, seven-day-a-week, and 365-days-a-year job. Sometimes, People can take more than one year to find a temporary work. There are a lot of job opportunities here and there, but finding a suitable one in this economic crisis and this specific region (Euro-Mediterranean) remains a challenging task.

This reflects the need to develop a system to looking for job opportunities in an efficient way. Then, the job-seeker will focus on the process without having to worry about the results.

The main issue will be to have good features, advantages and benefits and to show the employment’ best practices.

People don't realize that there's no such thing as a hidden job market. You may not know about it, but it's not hidden. Finding a job is all about catching a potential employer at the right time when they need to hire someone with your skill set. Finally, a good web portal constitutes a real platform to liaise between job seekers and job opportunities especially if it is well oriented.

*“Sending a resume to a big company’s web site is like sending your resume into a black hole”* says [John Sullivan](http://www.drjohnsullivan.com/)

## 1.2. Finding an employee

People are the main resource that organizations have for delivering services

Provincial/territorial and federal governments outline the minimum requirements to ensure a safe and equitable work environment for employees

* Job descriptions are the basic HR employment tools that can help to increase individual and organizational effectiveness
* A well-written job description sets an employee hiring up for success by outlining their responsibilities and the parameters of their position
* Job descriptions also show how an employee's position contributes to the mission, goals and objectives of the organization

## 1.3. Looking On-line (actual situation) Is Not the Answer

The number of people who find jobs on-line is between 2 percent and 5 percent at most. We don't even know if those facts are accurate because no one can define what finding a job on-line means. It's very hard to define the term, but the odds are stacked against you. Sixty-nine percent of people only do two things when they go to look for a job: People either call their friends or look on the Internet. People have to call every person they know, every contact they have. People have to make a passionate approach. Call friends, neighbors, relatives, previous employers, former colleagues, frat brothers, sorority sisters, friends of friends, or whomever. People assume if they call their friends to ask for help, it's begging, and it's beneath them. It's a matter of picking up the phone and really putting in a lot of effort in talking to anybody who will listen. People confuse activity with productivity. They update their resume and keep hitting the send button.

DAEDALUS will be an effective initiative to reduce the gap between the offer and the demand and to propose an Open source, cloud collaborative on-line platform and its related tools to achieve the general objective by addressing “young residents seeking employment in the labor markets of the Mediterranean Sea Basin by enhancing their career and business opportunities and matching their qualifications and skills with existing needs in neighboring countries”. While the specific objective aims at establishing “technologically enhanced instruments for stakeholders, to post employment vacancies, seek qualified competitive employees and explore investment opportunities in a collaborative way”.

## 1.4. Purpose

By conducting on-line interviews and surveys we can describe and analyze the expectations of the Potential Users who are of three main types:

- Job seekers (unemployed, employed and seeking to change jobs, students, etc.)

- Employers (public or private)

- Institutional (such as regulatory agencies, ministries, other cooperating portals/services)

This way we can;

- Extract the gaps from existing situation

- Extract the needs from final users

- Explore the Expectations of users

- Describe the Row data of the collected questionnaires

**The main purpose of the report on “Career-advising and cross-border collaboration requirements in the EU-Mediterranean Basin”** is to list the career advising requirements and prioritize them by compiling and properly assessing the results of the Output 4.1 while identifying specific regional needs and then analyzing the result of the on-line questionnaires and e-interviews.

## 1.5. Technical Concepts used

Daedalus Portal

Daedalus Repository

Daedalus Services

Daedalus System

Web services is a technical term

Service-oriented architecture is a technical term

## 1.6. References

On-line tools based on Google apps Forms were used to disseminate the "Quantitative and Qualitative Surveys".

As stated in the deliverable 4.1, the basic instrument of the quantitative and qualitative survey research was three semi-structured questionnaires designed for each of the following research target groups: Job Seekers, Employers and Government Officials.

The job-seekers’ questionnaire has included 10 open-ended and close-ended questions. The target group age was between 20-35 years old. The questionnaire was uploaded on Google Forum.

The employers’ questionnaire and the government officials’ questionnaire respectively encompassed 14 and 12 open-ended and closed-ended questions. All the three questionnaires were electronically uploaded on Google Forum to ensure anonymity and facilitate the administering of the survey.

The questionnaire of the job-seekers intended to collect information and feedback from regional sites on the following:

* Age and gender
* Types of tools or sites used for job search; primary ways used in searching; features of job sites that are most useful during the process.
* The most frustrating things that the job-seeker is faced while searching on-line for a job; tools and methods used that young people have found jobs through; the influence of their decision in using particular career and employment systems.
* Suggestions to improve tools or sites to better serve job seekers’ interest.

On the other hand, the questionnaire for the employers and government officials focused on identifying:

* Location, size and sector of the employer.
* Main recruitment strategies and reasons behind using them
* Methods for advertising of vacancies; recruitment tools and channels; variables of usability of career and employment systems.
* Different Attributes for recruiting employees.

## 1.7. Overview

After going over the Desk Review report and describing the row data of the on-line questionnaires, the business vision and requirements were identified for the final users and stakeholders of DAEDALUS Web Portal.

# **2. Row data**

Each participating partner had disseminated the questionnaires through their own network to the three targets.

The following table indicates the expected number of questionnaires versus the actual number for each category.

|  |  |
| --- | --- |
| ***Expected Number of Questionnaires*** | ***Actual Number of filled Questionnaires*** |
| 2-3 Governments per partner/ total of 12 Governments | 10 Governments |
| 10 Employers per partner /total of 60 employers | 51 Employers |
| At least 50 Job Seekers per partner /total of 300 Job seekers | 478 Job seekers |

## 2.1. Employers

### 2.1.1. Where your company is located? (Autre/Other means the participating countries but not specified by the interviewees)



|  |  |  |
| --- | --- | --- |
| Lebanon | 6 | 11 % |
| Romania | 1 | 2 % |
| Italy | 2 | 4 % |
| Jordan | 1 | 2 % |
| Greece | 2 | 4 % |
| Egypt | 3 | 5 % |
| Palestine | 0 | 0 % |
| Cyprus | 3 | 5 % |
| Mahdia | 1 | 2 % |
| Tunisia | 1 | 2 % |
| Not reported | 35 | 64 % |

### 2.1.2. Please indicate the size of your company according to the number of employees.



|  |  |  |
| --- | --- | --- |
| Small (less than 50 employees) | 33 | 61 % |
| Medium (between 50 and 250) | 10 | 19 % |
| Large (over 250) | 10 | 19 % |
| Not reported | 1 | 2 % |

### 2.1.3. Please indicate what sector does your company belong to



|  |  |  |
| --- | --- | --- |
| ***Primary sector*** / Raw materials: Activities associated to the primary sector include agriculture, mining, forestry, farming, grazing, hunting and gathering, fishing, and quarrying. The packaging and processing of the raw material associated with this sector is also considered to be part of it. A coal miner and a fisherman would be workers in this sector as well. | 0 | 0 % |
| ***Secondary sector:*** All the manufacturing, processing, and construction lies within the secondary sector. Activities associated with the secondary sector include metal working and smelting, automobile production, textile production, chemical and engineering industries, aerospace manufacturing, energy utilities, engineering, brewers and bottlers, construction, and shipbuilding. | 10 | 19 % |
| ***Third sector*** / Sales and services: It provides services to the general population and to the business. Activities associated with this sector include retail and wholesale sales, transportation and distribution, entertainment (movies, television, radio, music, theater, etc.), restaurants, clerical services, media, tourism, insurance, banking, health care, and law. A shopkeeper and an accountant would be workers in the tertiary sector as well. | 23 | 43 % |
| ***Quaternary Sector*** consists of intellectual activities. Activities associated with this sector include government, culture, libraries, scientific research, education, and information technology. | 14 | 26 % |
| ***Quinary Sector*** which includes the highest levels of decision making in a society or economy. This sector would include the top executives or officials in such fields as government, science, universities, non-profit, healthcare, culture, and the media. | 6 | 11 % |

### 2.1.4. Do you use in-house or do you outsource your recruitment needs?

|  |  |  |
| --- | --- | --- |
| In-house recruiting | 28 | 52 % |
| Outsource recruiting | 9 | 17 % |
| A combination of both | 16 | 30 % |
| Not reported | 1 | 2 % |

### 2.1.5. What would be your main reason to use recruitment services/agencies?



|  |  |  |
| --- | --- | --- |
| Exhausted other methods | 16 | 30 % |
| Want a quick turnaround | 16 | 30 % |
| Don’t have the resources/skills to recruit in house | 7 | 13 % |
| It is a cost effective method | 5 | 9 % |
| Convenient | 6 | 11 % |
| Not reported | 4 | 7 % |

### 2.1.6. How and where do you advertise your job vacancies or your new jobs?



|  |  |  |
| --- | --- | --- |
| In local newspapers | 17 | 14 % |
| In international newspapers | 4 | 3 % |
| In local websites | 23 | 19 % |
| In international websites | 3 | 3 % |
| Social media (LinkedIn, Facebook, Twitter, etc.) | 23 | 19 % |
| Company website | 32 | 27 % |
| General job boards (Monster, etc.) | 10 | 8 % |
| Specialized/professional magazines/journals | 3 | 3 % |
| Not reported | 5 | 4 % |

### 2.1.7. Which of the following recruitment tools and channels do you use to identify candidates?



|  |  |  |
| --- | --- | --- |
| Social Media | 22 | 22 % |
| Referrals | 17 | 17 % |
| Search engines | 5 | 5 % |
| Company career sites | 17 | 17 % |
| Targeted emails | 12 | 12 % |
| General job board (Monster, etc.) | 8 | 8 % |
| Professional associations | 11 | 11 % |
| Job aggregators (Indeed, Simply Hired, etc.) | 1 | 1 % |
| Not reported | 6 | 6 % |

### 2.1.8. - a. If Social Media



|  |  |  |
| --- | --- | --- |
| Twitter | 5 | 8 % |
| LinkedIn | 15 | 24 % |
| Facebook | 21 | 33 % |
| Companies blog | 4 | 6 % |
| Career fairs | 8 | 13 % |
| YouTube | 1 | 2 % |
| Not reported | 9 | 14 % |

### 2.1.9. In your recruitment efforts, which of the following deliverables are most valuable to you?



|  |  |  |
| --- | --- | --- |
| Ability to search resumes | 13 | 10 % |
| Ability to make advertise job ads | 6 | 5 % |
| Ability to email selected groups of job seekers | 7 | 5 % |
| Ability to interact directly with job seekers | 11 | 8 % |
| Ability to search resume bank | 4 | 3 % |
| Quality of candidates | 41 | 31 % |
| Quality of service | 14 | 11 % |
| Speed | 10 | 8 % |
| Price | 14 | 11 % |
| Knowledge in specific fields/industries | 10 | 8 % |
| Not reported | 1 | 1 % |

### 2.1.10. What attributes do you look for when recruiting employees?



|  |  |  |
| --- | --- | --- |
| University education | 29 | 16 % |
| Technical/vocational skills | 27 | 14 % |
| Abilities in specific field/industry | 19 | 10 % |
| Experience in specific field/industry | 28 | 15 % |
| Motivation | 20 | 11 % |
| Communication skills | 19 | 10 % |
| Language skills | 19 | 10 % |
| Computer/technology skills | 19 | 10 % |
| Willingness to relocate | 5 | 3 % |
| Not reported | 2 | 1 % |

### 

### 2.1.11. Are you finding your needed qualified personnel?



|  |  |  |
| --- | --- | --- |
| Yes | 42 | 79 % |
| No | 11 | 21 % |

### 2.1.12. a- Why? (Answers as stated)

|  |
| --- |
| Did not face problems to date |
| We find that there is a general lack of well-rounded employees. Where some employees are experienced and have strong technical skills, they are lacking in communication, language, and/or inter-personal skills. Whereas, the more likeable and customer-facing employees we recruit are not necessarily qualified to perform more technical tasks. I suppose courses that focus on communication are something that must be integrated into medical/healthcare technical institutions' education programs. |
| We do not need |
| Not easy. Working on a very specific sector (international rural development cooperation), needing various skills (languages, cultural background, technical skills, and management) and adaptation to hard working conditions. |
| The level of experience needed is not always met, the learning curve is big then the turnover is high. |
| Because they are doing a good job and the retention is good. |
| fortunately we manage to find qualified personnel even if it takes much time and effort, because there are well-prepared candidates |
| not yet |
| Lack of qualified personnel in some fields |
| Yes but hardly and after a very long search which usually results in gab till the new hire is on board. |
| Lots of unemployment youth. This time of period you can easily find what you are looking for |
| qualified personnel look for big company |
| because i have many friends can helping me in the same situations |
| work with professional associations |
| For some vacancies we can find good candidates.  For other vacancies we face difficulties to find good candidates. |
| it is time consuming but pays for the efforts |
| yes it qualified for our organization |
| yes i find them, because i make great search about them |
| The shortage is only with the technician’s manpower, because the number of students is decreasing with time. |
| Lack of experience when job seekers. |
| There are a lot of qualified young persons in Cyprus available for work |
| Because of the availability of qualified persons. |
| various ways to find good personnel |
| We choose our employees with great selection. We always target a win/win situation and that's why we end by having the qualified employees we search for. |
| most of them are not motivated enough and they need more communication skills |
| I’ve chosen them by my self |
| Since we always request those who have the needed skills based on many exams. We rarely look at the years of experience. So, we open the chance to fresh graduates who always have the potentials to improve themselves. |
| we always look for the qualified staff and test them through interviews and tests |
| Good promotion and advertisement of the jobs |
| We have the necessary sources |
| Yes, but you must spend time, to find a qualified personnel and to give the opportunity to feel useful. |
| Because of the type of the job! |

### 2.1.13. Are you finding what you are looking for locally?



|  |  |  |
| --- | --- | --- |
| Yes | 42 | 79 % |
| No | 11 | 21 % |

### 2.1.14. a- Why

|  |
| --- |
| Qualified candidates are available |
| availability |
| sometime relocation and languages barriers |
| we hire locally, but don't always get what we are looking for |
| Because locally there are skills |
| never searched only locally |
| as already stated, you can find well prepared candidates |
| it would be hard to hire internationally for our small business |
| Lots of unemployment youth. This time of period you can easily find what you are looking for |
| locally there is not |
| because our work don't necessitate a special skills |
| Difficult to find someone expert on the field locally |
| I sometimes post vacancies on chambers of commerce and in universities which help us to find good candidates |
| Highly skilled |
| There are a lot of candidate in Gaza |
| more easy |
| in locally we can find more options |
| The shortage is only with the technicians’ manpower, because the number of students is decreasing with time. |
| They have the skills shortage |
| there are a lot of qualified young persons in Cyprus available for work |
| Because of the availability of qualified persons. |
| local newspapers |
| We do believe we have qualified and well trained job seekers. Till now we are very satisfied with the local recruitment and still continue in this strategy by starting new programs for local graduates. |
| I've chosen them carefully |
| they are making good results |
| our students are qualified enough to obtain vacancies and they always believe in themselves and their ability to improve their own life and their country |
| Palestinians have many qualifications and skills and these are able to improve themselves. therefore, we make use of these qualifications |
| because it is difficult to find what you are looking locally |
| local newspapers an advertisement |
| via website |
| We have very good scientists in Greece and also in-house organization. |
| A lot opportunities |
| There are many available candidates |
| rural area |
| Yes, there are plenty of candidates |

### 2.1.15. How costly it is for you to:



|  |  |  |
| --- | --- | --- |
| Hire an agency to do the recruitment? | 14 | 26 % |
| Do it in-house? | 39 | 74 % |

#### **2.1.12-a.**



|  |  |  |
| --- | --- | --- |
| Expensive | 9 | 17 % |
| Affordable | 25 | 48 % |
| Inexpensive | 17 | 33 % |
| Not reported | 1 | 2 % |

### 2.1.16. What are the most important challenges you face in meeting your recruitment goals?



|  |  |  |
| --- | --- | --- |
| Lack of qualified applicants | 32 | 47 % |
| Inadequate recruiting budget | 13 | 19 % |
| Inadequate recruiting staff | 5 | 7 % |
| Lack of cooperation with hiring managers | 4 | 6 % |
| Poor quality job boards/employment agencies | 11 | 16 % |
| Not reported | 3 | 4 % |

### 2.1.17. What are the main policy issues that you would like your government to attend to in order to facilitate your recruitment of qualified people?

|  |
| --- |
| Differentiate in the educational university degrees |
| Where is the government??? They don't care about this topic. |
| No change needed |
| Lower labor taxes |
| better formal and non-formal educational systems |
| To have more money available |
| to qualify the public service for the research of qualified people, which is almost inexistent today; to facilitate continual training of qualified people |
| Regulate education and good orientation before joining university. |
| It would be useful to improve and expand the international civil service, which gives the opportunity to young people to approach the world of work and to organizations to evaluate the capability of selected youth. |
| An appropriate job governmental portal |
| what is the difference between work at home and work in a company? |
| to initiate for the labor life |
| Provide good education and good training to candidates |
| evaluate properly level of degrees |
| training of graduates |
| Improving the quality of education |
| more advanced job portals |
| The development of the Palestinian economy. |
| better governmental policy services |
| give as a listing of most skills person using their school results |
| Attend good university education |
| to enhance the relationship with the private sector and support it since it is the main supplies of new jobs |
| need more cooperation with universities to reach to graduates who seek jobs |
| help the small businesses in the recruitment process |
| The recruitment system should be more flexible and allows recruitment of staff in accordance with the requirements occurring at specific intervals and developments of modern and scientific management |
| training of graduates |
| Less bureaucracy |

## 2.2. Government

## 2.2.1. What is your country?

Greece / Cyprus/ Tunisia/ Lebanon/ Other (not specified)

### 2.2.2. What is the profile of the youth job seekers in your country

### 2.2.3. What are the important positive and negative employment trends among youth that you have observed in your country?

|  |  |
| --- | --- |
| 2.2.2- What is the profile of the youth job seekers in your country? | 2.2.3- What are the important positive and negative employment trends among youth that you have observed in your country? |
| Youth with degree, men and women from different areas of Cyprus mainly Cypriot, highly qualified, 20-25 years old | It is very difficult to help someone to find a job. A lot of changes in our society make it more difficult for us to help youth and generally people to find a job. There are available schemes developed from the government in order to help youth but at the end these are not very helpful as the economic situation is very bad. |
| Youth job seekers are usually between 20 and 30, unemployed that want to find a job relevant to their qualifications. They have a lot of qualifications and are interested to obtain a job that is related to their qualifications. Cypriot mainly and a few foreigners and migrants. | In Cyprus we have few emigrants recently that want to find a job. Today it is very difficult to find a job in Cyprus. Young people are desperate and a big part of them want to move to another European country in order to find a job. Salary also has been decreased dramatically in all the sections of employment private or public. Also due to the high degree of unemployment a lot of emphasis has been given to the entrepreneurship by the government and the youth board of Cyprus. More and more young people are interested to create their own business. |
| Tunisian unemployment rate of youth: 40 % approximately  Age: between 15 and 30  Important disparities: the rate is higher for poor women and in poorer regions, especially in the west of the country.  The rate of graduated youth increased after the revolution. | I've observed educated youth. The government failed to create jobs for them. It's the consequence of youth bulge, high throughput in universities, mismatch in the demand and supply of skilled workers and the relatively low quality training received by many graduates.  There is a lack of employment opportunities for the youth, it also seems that there is a mismatch between the field of specialization chosen and the realities of the job market. Salary is not decent. |
| 40% they are youth (between 20 and 40 years old) the girls are more than boys and rural more than urban | the big problem for youth is getting a job especially in their specialties’ even a temporary job is not easy for them salaries are very increase that is why youth are ready for the migration |
| age : -18- 42 year  rural more than urban  40 % youth seekers are graduated from university  girls job seekers are more than boys job seekers | youth want to get a job even temporarily because the joblessness  is getting more and more hard and after the revolution it became more complicated so that causes mobility of youth from rural zone to the urban zone |
| All ages, all genders, skilled persons and non-skilled persons. | Lack of job opportunities, bad conditions and low salaries... |
| Young people of both genders which aged between 18 and 45-year-old. We have qualified and non-qualified job seekers from rural and urban places in Tunisia. | Young job seekers are facing big difficulties to reach a job. Even if they found a job they are not well paid that's why they prefer to migrate illegally in hope of finding good opportunities.  Government too is facing many difficult to resolve this problem in short term. |
| 18-30, computer specialist | + creativeness, ready to face new challenges  - passiveness if they cannot meet the first chance |
| Both male and female, usually with advanced education (BSc and MSc) and other skills (foreign languages, skilled computer users in office applications). Unemployment is very high in young people (about 50% unemployment in youth) and also very high in the general population (>25%). | Due to high unemployment, youth immigration is very high, but usually it involves highly educated people that seek for work in other countries, mostly in EU. |
| Education, skills | Negative: many hours to be in your job, the not enough salary due to survive, bad conditions in your job, the employers are not satisfied with you, immigration  Positive: Good salary except the kind of job |
| Most of people have a bachelor and can speak English well.  There is significant percentage of people with Master degrees. Most of them lack working experience. They are willing to work for salaries 600euro and over. | Very low salaries. Some employers hire people for free with the excuse of the last don’t know how to do the job. So until they learn, they don’t get paid. This can go on until they quit and a newcomer takes the place for free. |
| The youth unemployment rate amounted to 41.6%. The overall unemployment rate stood at 12.7% instead. In total, the unemployed aged between 15 to 24 years olds are 659 thousand. Their impact on the population in this age range is 11%. This means that one in ten young people are unemployed. The number of inactive young people amounted to four million 424 000. The inactivity rate for young people is equal to 73.7%. In Italy the number of young people who drop out of school is falling, but we are still far from the European objectives. In 2011, the share of young people who finished their studies prematurely is equal to 18.2 percent. The incidence of early dropouts is higher for the male component than women. [Data updated in November 2013. SOURCE: ISTAT.] | Unemployment among young people has reached alarming numbers. The number of NEETs is increasing because it is very difficult for a young person to find a job. In consequence of this there are many young people who become discouraged and stop looking for a job. The emigration of young people is steadily increasing although they are not high figures (about 68,000 per year). |

### 2.2.4. - What are the up and coming areas for youth employment in your country?



|  |  |  |
| --- | --- | --- |
| Green jobs | 6 | 32 % |
| Entrepreneurship | 6 | 32 % |
| Social media/ICTs | 5 | 26 % |
| Not reported | 2 | 11 % |

### 2.2.5. - What are the government current Career Advising Systems and Services in your country?

### 2.2.6. -Describe the current principles of your institution regarding Career Advising Systems and Services. Furthermore, describe the employment services available for jobs in the public sector.

|  |  |
| --- | --- |
| **4-What are the government current Career Advising Systems and Services in your country?** | **5- Describe the current principles of your institution regarding Career Advising Systems and Services. Furthermore, describe the employment services available for jobs in the public sector.** |
| There is the Council and Career Education Department that belongs to the Ministry of Education and Culture and the local offices belong to the Ministry of Labor and Social Insurance | Our main aim is to help the youth to make their own choices regarding their career future. We offer guidance, help and give information but they have to make their own decisions. |
| Ministry of Education and Culture  Ministry of Labor and Social Insurance  Career Counselors in the public schools  Career Counselors at the Youth Board of Cyprus | The Youth Board of Cyprus offers free career services to youth by professional’s career advisors. The Youth Board also gives information regarding European job opportunities. |
| Labor market interventions can be described as public interventions in the labor Market aimed at achieving efficient functioning and correcting disequilibria. | Employment services offer a spectrum of labor market interventions used to activate and support  The unemployed and other disadvantaged groups in the labor market. The aim is to enhance job  matching and reduce the waiting times for job‐seekers to find work and for employers to fill  Vacancies. |
| ministry of the employment and the national observatory of youth | For us we inform and advise youth for employment entrepreneurship professional training etc.  In ministry of sports and youth the public job is especially for sports and youth. |
| ministry of employment  national observatory of youth  ministry of youth and sports | we help youth by advising and suggestions some jobs |
| It is necessary to create the good social through one better to be economic | The employment policy articulates around main axes focused on the acceleration of the rhythm of the economic growth, the promotion (class) of the investment, the encouragement of the private initiative and the entrepreneurship, as well as on the active treatment of the market of the employment (use) through the institution and the strengthening of a set of programs and mechanisms. |
| Our country was always interested by the encouragement of companies to recruit young people giving fiscal advantages and compensations(allowances) for the job-seekers when they are to recruit by these companies | The employment services available for jobs in the public sector are limited because of the small capacity of this sector in absorbing all the job applications. |
| - Institutions like OAED that treat the entire problem with past approaches | We give advices to students and sometimes we call companies to make presentations |
| The unemployment office of the relative Ministry. | Within the university, there is an office of public relations and career advising for post and undergraduate students. |
| Via T.V., Radio, etc. | Via governmental competitions |
| Not really existent. There are no available jobs | Not really existent. There are no available jobs. |
| Career Advising System: regional authorities through the Employment Agencies and provinces through the Employment Centers with their web services. There are also public and private training agencies, youth information centers... | It is not a competence of the Municipality (see the previous answer) but, equally, there are information centers where a citizen can find announcements, job postings, etc. |

### 2.2.7. - What are the tools that the government uses to advertise its vacancies?



|  |  |  |
| --- | --- | --- |
| In local newspapers | 7 | 18 % |
| In international newspapers | 1 | 3 % |
| In local websites | 9 | 23 % |
| In international websites | 4 | 10 % |
| Social media (LinkedIn, Facebook, Twitter, etc.) | 6 | 15 % |
| Company website | 5 | 13 % |
| General job boards (Monster, etc.) | 3 | 8 % |
| Job fairs | 0 | 0 % |
| Specialized/professional magazines/journals | 2 | 5 % |
| Not reported | 2 | 5 % |

### 2.2.8. - What are the main pieces of legislation that directly affect Career Advising Systems and Services, as well as any legislation suggestions for improvement or reform?/ What are the major social, educational and labor market influences that are currently shaping national career and employment policies?

|  |  |
| --- | --- |
| **6- What are the tools that the government uses to advertise its vacancies?** | **7- What are the main pieces of legislation that directly affect Career Advising Systems and Services, as well as any legislation suggestions for improvement or reform?** |
| In international newspapers, In international websites, Social media (LinkedIn, Facebook, Twitter, etc.), Company website, General job boards (Monster, etc.) | We have to obey to the Ministry of Education and Culture. We are working under this ministry and their decisions affect our job as we are working at the public schools. We give emphasis on what they actually tell us. |
| In local websites, Social media (LinkedIn, Facebook, Twitter, etc.), General job boards (Monster, etc.) | Legislation that is related to the employment services of the country for facing the economic recession. |
| In local newspapers, Social media (LinkedIn, Facebook, Twitter, etc.), Company website | Programs which facilitate for a job seeker to find a job. |
| In local newspapers, In local websites, Social media (LinkedIn, Facebook, Twitter, etc.), Company website | no legislation affect it |
| In local newspapers, In local websites, Social media (LinkedIn, Facebook, Twitter, etc.) | no idea |
| In local newspapers, In local websites, In international websites, Social media (LinkedIn, Facebook, Twitter, etc.), Company website, General job boards (Monster, etc.), Specialized/professional magazines/journals | the government |
| In local websites, Specialized/professional magazines/journals | In reality we don't have in Tunisia a legislation which is interested in this question in an independent way |
| In local websites | There is a need for a closer co-operation between the unemployed and the enterprises that provide jobs |
| In local newspapers, In local websites, The open Gov. platform is also uses to publicize vacancies in the public sector |  |
| In local newspapers, In local websites, In international websites | Age, Pro-career, etc. |
| they try to hide it or hinder people so they promote their people | very high taxes and too much corruption for big companies to establish their firms in Greece |
| In local newspapers, In local websites, In international websites, Company website | By the legislative Decree of December 23, 1997, n. 469 (Law 59/1997), have been established employment centers, intended to be governed by a specific regional law. Different from the Public Services for the work is the introduction of private companies that deal with the placement of workers. In fact, the Legislative Decree no. 297/2002, together with the Biagi Reform of 2003, introduces the figure of private actors: the Employment Agencies. In order to facilitate the matching of supply and demand in the labor market, the Legislative Decree of December 23, 1997, n.469 established the Employment Information System (SIL in Italian). The SIL uses the "public system connectivity in order to accomplish tasks and institutional services through modern forms". |

### 

### 2.2.9. What forms does Career Advising Systems and Services take



|  |  |  |
| --- | --- | --- |
| Comprehensive printed guides | 9 | 41 % |
| Individual leaflets or information sheets | 5 | 23 % |
| CD-ROMs | 1 | 5 % |
| Internet-based services | 7 | 32 % |
| Not reported | 0 | 0 % |

### 2.2.10. What are the main obstacles in recruiting for the public sector in particular in your country?



|  |  |  |
| --- | --- | --- |
| Length of hiring process | 5 | 18 % |
| Complexity of hiring process | 6 | 21 % |
| Image of public employment | 0 | 0 % |
| Competition among agencies | 3 | 11 % |
| Budget constraints and uncertainties | 6 | 21 % |
| Perception of non-competitive salaries | 2 | 7 % |
| Labor market shortages | 1 | 4 % |
| Discriminatory and unequal opportunity practices | 4 | 14 % |
| Not reported | 1 | 4 % |

### 2.2.11. - Do standards exist for the competencies in the delivery of public and private Career Advising Systems and Services? (E.g. are these services certified? Are they monitored/evaluated?) - What information is available about the extent to which Career Advising Systems and Services are used by job seekers? Are there any statistical data available to share?

|  |  |
| --- | --- |
| **11- Do standards exist for the competencies in the delivery of public and private Career Advising Systems and Services? (E.g. are these services certified? Are they monitored/evaluated?)** | **12- What information is available about the extent to which Career Advising Systems and Services are used by job seekers? Are there any statistical data available to share?** |
| The only careers counselors that should someone trust in Cyprus are the counselors that are approved by the Ministry of Education and Culture. Only these have the appropriate qualifications for this job. | The only department that is able to give statistical information is the Human Resource Development Authority. I personally believe that as counselors, we do not have the much needed information in order to do our job appropriately. We need more studies and information regarding the upcoming career opportunities. |
| YES | Yes there are |
| no | i don't know |
| yes | no |
| usually | no one or not specified |
| Evaluated | Information of the office of the employment |
| Yes | Yes |
| Don't know. | Don't know. |
| No | Yes |
| only in private sector | not something worth reading |
| There are no defined standards, but professional figures who deal with work as labor consultants and labor lawyers. | Since the competencies in the field of employment are in the hands of local government, there are no national data available. |

## 2.3. Job Seekers

### 2.3.1. What is your country?

### 

|  |  |  |
| --- | --- | --- |
| Lebanon | 17 | 5 % |
| Italy | 14 | 4 % |
| Greece | 38 | 10 % |
| Palestine | 4 | 1 % |
| Tunisia | 61 | 17 % |
| Cyprus | 19 | 5 % |
| Lebanon | 17 | 5 % |
| Not reported | 196 | 54 % |

### 2.3.2. - What is your age?

35 36 33 34 37 38 43 22 23 24 25 26 27 28 29 30 32 31 28 19 18 24 years old 21 20 25 years old 27 44 47 52

### 2.3.3. - What is your gender?



|  |  |  |
| --- | --- | --- |
| Female | 191 | 52 % |
| Male | 175 | 48 % |

### 2.3.4. - What types of career advising systems and services do you typically use in your job search? (Multiple answers are accepted)



|  |  |  |
| --- | --- | --- |
| Company website | 232 | 19 % |
| General job board (e.g. Monster, etc.) | 141 | 12 % |
| Job aggregator (e.g. Indeed, etc.) | 45 | 4 % |
| Job fair | 35 | 3 % |
| Job search engines (e.g. Indeed, etc.) | 157 | 13 % |
| Newspaper ads | 153 | 13 % |
| Professional networks | 132 | 11 % |
| Recruiting/staffing firm | 73 | 6 % |
| Referral from family/friend/colleague | 178 | 15 % |
| State/local workforce sites | 57 | 5 % |
| Not reported | 18 | 1 % |

### 2.3.5. - Have you “ever” found a job through any of the following methods? (Multiple answers are accepted)



|  |  |  |
| --- | --- | --- |
| Company website | 94 | 14 % |
| General job board (e.g. Monster, etc.) | 47 | 7 % |
| Job aggregator (e.g. Indeed, etc.) | 21 | 3 % |
| Job fair | 11 | 2 % |
| Job search engines (e.g. Indeed, etc.) | 47 | 7 % |
| Newspaper ads | 67 | 10 % |
| Professional networks | 60 | 9 % |
| Recruiting/staffing firm | 29 | 4 % |
| Referral from family/friend/colleague | 142 | 21 % |
| Search engines (e.g. Yahoo, etc.) | 33 | 5 % |
| Social media (e.g. LinkedIn, etc.) | 53 | 8 % |
| State/local workforce sites | 21 | 3 % |
| Not reported | 45 | 7 % |

### 2.3.6. - What are the primary ways in which you use career advising systems and services in your job search? (Multiple answers are accepted)



|  |  |  |
| --- | --- | --- |
| Research types of jobs available | 271 | 27 % |
| Research salary information | 111 | 11 % |
| Research benefits | 107 | 11 % |
| Identify employers in my industry/profession | 104 | 10 % |
| Locate jobs/apply via job board | 109 | 11 % |
| Research jobs available in other geographic areas | 76 | 8 % |
| Network with potential employers | 81 | 8 % |
| Network with other job seekers | 60 | 6 % |
| Find career resources | 82 | 8 % |
| Not reported | 1 | 0 % |

### 2.3.7. - Which of the following features on career advising systems and services sites that are most useful to you during your job search? (Multiple answers are accepted)



|  |  |  |
| --- | --- | --- |
| Ability to post my c.v./resume | 253 | 29 % |
| Ability to search jobs by various details (e.g. location, type, salary etc.) | 223 | 25 % |
| Ability to communicate directly with hiring managers | 154 | 18 % |
| Ability to create a profile (other than a resume) | 115 | 13 % |
| Ability to ask questions/clarifications | 131 | 15 % |
| Not reported | 3 | 0 % |

### 2.3.8. - Which of the following tools have you used in some way in your job search? (Multiple answers are accepted)



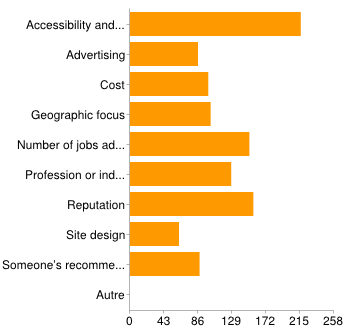
|  |  |  |
| --- | --- | --- |
| Facebook | 222 | 37 % |
| Google/Google profile | 191 | 32 % |
| LinkedIn | 125 | 21 % |
| Start Wire | 6 | 1 % |
| Stumble Upon | 4 | 1 % |
| Twitter | 19 | 3 % |
| Not reported | 34 | 6 % |

### 2.3.9. - If you use the above mentioned career advising systems and services in your search, which of the following do you find “most discouraging” about them? (Multiple answers are accepted)



|  |  |  |
| --- | --- | --- |
| Broken links | 111 | 10 % |
| Difficult to use | 100 | 9 % |
| Duplicate job postings | 87 | 8 % |
| Fake job postings | 167 | 15 % |
| Hard to search the job listings | 84 | 7 % |
| Lack of response from companies | 177 | 16 % |
| Site requires payment to see jobs | 90 | 8 % |
| Site requires registration to see jobs | 101 | 9 % |
| Old listings/un-updated | 129 | 11 % |
| Too many non-job ads | 89 | 8 % |
| Not reported | 6 | 1 % |

### 2.3.10. - Which of the following influences your decision to use a particular career advising systems and services? (Multiple answers are accepted)



|  |  |  |
| --- | --- | --- |
| Accessibility and ease of use | 216 | 20 % |
| Advertising | 86 | 8 % |
| Cost | 99 | 9 % |
| Geographic focus | 102 | 9 % |
| Number of jobs advertised | 151 | 14 % |
| Profession or industry focus | 128 | 12 % |
| Reputation | 156 | 14 % |
| Site design | 62 | 6 % |
| Someone’s recommendation | 88 | 8 % |
| Not reported | 0 | 0 % |

### 2.3.11. - Please suggest improvement to tools or sites to better serve you as a job

|  |
| --- |
| If it is possible avoid questionnaires and let the job seekers upload their cv in an easy way. |
| It could be useful to see always the availability to search for a job on company/ONG/etc. Website, too many times there is not a specific area to address a CV and a cover letter, so if you want to work for that company or association you do not know where to apply or which email to send the CV to.  Another important point is that too many times there are non-useful and standard Profile to fill in that does not always applies for different type of job and people. Pre-definite CV Profile is just a loss of time in many cases. |
| Honestly, the filtering system should be more improved.  For example, if you apply to any job opportunity like 2 days after posting about it and even if you possess the needed skills, knowledge and attitude to fill the vacancy, the system might ignore you in favor for those who applied first... |
| to organize more the type of jobs/ to have a more attractive design of the website/daily update for the jobs/useful language |
| Non-announcement of the fake jobs,  Get a quick response by the companies declared functions when sending CV rejection or acceptance |
| Tunisia not be a real job advertised and not for the purpose of advertising. |
| Tunisia That there is a site that includes all jobs and all sectors and to be comprehensive of everything and everyone and hardly need to turn to for any other site |
| Categorize types of jobs by section. |
| delete the old job offer that are not useful anymore/more detailed jobs |
| delete the old posts  easy to contact the employer |
| Tunisia The possibility of using links  No need to register to see Active jobs |
| Preparing site for chat to give a chance for video conference to Increase the Reliability between the company and the career searcher |
| Sending a response (positive or negative) to everyone who applied for their job offer should be mandatory for every employer.  Showing the number of candidate that applied for a job offer is very important for any job seeker. |
| In fact, social job searching is becoming a standard job search practice, especially for professional-level positions in some industries. Tunisia That's way they need to be honest with job seekers and must not give them fact information. |
| facilite les modes de navigation sur les sites de demandes d'emploi  meilleure accessibilité pour l’information concernant la société et les réponses pour les questions des visiteurs |
| to improve these sites there must be clear and well detailed and easy to use for the researcher to use |
| Site design  Accessibility and ease of use |
| Just to be easy and to don’t put thousand step to see the job .be easy and direct and when it’s true , and straight way to use , the applier will use the same site always cause there’s that kind of trust between the user and the server. |
| Learn daily  Evaluate and analyze all steps, information and offers  Select and evaluate companies |
| - posting each ad one time only,  -providing accurate information about the company that is hiring,  -providing more details about the employer's requirements,  -providing the exact location,  -more simple and accurate advanced search tools (filter according to field, location, key words...) |
| Removal of old or closed job posts |
| Cause and effect analysis helps you to think through the causes of a problem thoroughly, then structure and group them appropriately to help you move forward. |
| I would like to explain more about the jobs and to mention the information about the company applying including HR emails |
| When I am using a site to find a job, i would not waste time in creating a profile i would just apply and have a fast response.  To have all the details about the job, the emplacement, benefits, and the alternatives: sometimes i look for a part-time work, so i would find all the details about all the types of contracts. |
| I suggest improving a reply system. I mean after each job application in a maximum duration of a week or 10 days, the job seeker could have a response from the advertising company in negative or positive way. |
| -Updating all the links.  -Sites that make a relationship between the searcher and the companies to make sure that this last will answer to his request.  -Sites that can give you levels according to your cv. |
| in Palestine don’t found career without wasta |
| At least get back a response from the company weather we were accepted or not, and put more information about the company we are applying for and link profiles and resumes (and uploading it) while applying to any job or company (because every company we apply for we have to fill in another long application form) |
| augmenter les nombres des emplois pour chaque poste encouragement, salaire meilleure |
| Having the industries or companies actually getting back to you. A track system would also be recommended in order to be aware of where your resume is...and whether or not it is being taken into consideration. People need feedback! |
| Being able to search for a job for European or US company, but job to be based outside of Europe and US |
| Giving job seekers an easy and fast way to contact the requested job owner or recruiter to get more help and support |
| Create confidence between job seekers and employers online. |
| It is necessary to delete jobs offered after the recruitment of the researchers of work |
| I want a simplified site registration and a clear questionnaire for job advertised |
| easy to use and filed classification |
| No more fake jobs ads |
| update offered jobs and no more payment for the job seekers |
| give as more details about the offered job |
| Delete fake job ads and give as the reality about the job. |
| Put only true jobs not fake ones. |
| more specifications regarding jobs |
| -ability to easily access to websites of specific firm.  -easily upload the resume and cover letter without the need for registration  -feedback from the host company whether positive or negative |
| We should have as Palestinian a website that the entire career should be published on it. So, every unemployed person will be able to see it and look for a suitable job. |
| Advanced search features and customizable notifications is always a plus. |
| Tunisia try to put a salary range like Indeed does. ALWAYS show reviews of the company in every ad (Glass door and Indeed do it for sure) |
| Response of companies related to the job of a person |
| Continuous renewal of jobs  Ease of use and ease of activation site |
| We wish to find the reality of caring for graduates so as to meet the aspirations of graduates |
| Effective links to be able to access and register for the job |
| All the tools are available and ready ... but how to choose the most appropriate |
| online interviews |
| Tunisiahe possibility of adding CV in all locations  Continuous updating of jobs |
| Advertising for jobs dramatically and significantly preferably be through social networking sites Facebook thanks |
| Tunisiao compiles all posts across the country in one job board that can be easily, freely and safely viewed |
| I believe that those sites should be free and that it shouldn't require registration just to see a certain job position. |
| Most of the online recruitment agencies are not responsive.  I have applied over 1000 jobs through minstergulf.com, Bayt.com etc. and never got even one feedback! |
| As a job seeker, i recommend having a simple straight to the point application process, i.e. 1st Applying without filling so many unneeded information for the first stage of recruitment, 2nd being able to check the application process online.  Tunisia These recommendations are inspired after checking the website of diversity international.  It is job-seeker-friendly user and it encourage job seekers to want to work with them. |

# 3. Overall Description and recommendations: The Business Vision

## 3.1. Job seekers

### 3.1.1. Resume Posting

1. Job seekers can build resumes online by filling out a simple web form; edit, delete or deactivate posted resumes; add photos, and attach files. The form must contain minimal informations to help the system to do the matching between the job seekers and employers. In addition with standards profile informations a work on the classification of the job seekers is defined: Domain of job, criteria for competencies, sub-criteria. Some head criteria could be recency of work experience, job seeker history, educational attainment, language proficiency, indigenous status/ disability/medical conditions/ stability of residence/living circumstances. We can use the SOC to define classification (<http://en.wikipedia.org/wiki/Standard_Occupational_Classification_System>)
2. Auto-suggest system will help job seeker to fill the fields, and provide guided criteria for help matching.
3. Job seekers can choose not to display publicly contact details.
4. Criteria option filtering the visibility of a resume for selected employers.

### 3.1.2. Video Resume Upload

Job seekers can upload their video resume to be displayed within their online resume. Resume can be uploaded as a video file or embedded from other videos sites such as YouTube.

### 3.1.3. Online Application

1. Job seekers are able to apply for a job online through a simple web form; specify cover letter, attach an online resume or resume file to the application.
2. Job seekers can ask for help to adapt the resume for a better impact
3. They also can undergo a screening questionnaire (if added by a job owner).

### 3.1.4. Intelligent Job Search

1. Job seekers are provided with a possibility to search jobs by different criteria including keywords and location.
2. Job seekers can ask the system to match the best jobs automatically within the internal matching, the system will send notifications by email.
3. Search by company tool allows searching companies by name and location, or browsing companies by alphabetical order
4. Interesting job searches can be saved for later review.
5. Job seekers can refine job search results to dynamically filter search results.
6. It is possible to set up RSS feeds for each saved job search.
7. Keywords Highlight feature highlights keywords on the search results page and on the page with listing details.

### 3.1.5. Easy Job Browsing and Viewing

1. Job seekers can browse jobs as standard list search results display and map view (all jobs are displayed on a map).
2. It is possible to save interesting jobs; add personal notes for saved jobs; add comments and ratings to the selected jobs; email jobs to friends.
3. Job seekers are also able to check jobs recommended by the system in "Suggested Jobs" section of their account.
4. "Recently Viewed Jobs" section displays recently accessed jobs.
5. In case a job seems to be fraud it is possible to flag (by the job seeker or anyone who could get the information) job by specifying a flag reason.
6. In case a job seems to be outdated it is possible to flag job by specifying a flag reason.

### 3.1.6. Job Alerts

Job alert system will help job seekers to be updated on the latest jobs they are interested in by email. The Job alerts can be set up for daily, weekly and monthly update.

### 3.1.7. Private Messaging and Notifications

1. Private messaging system allows job seekers to communicate with employers via web site without providing contact information.
2. It is possible to save contacts in a separate section of the inbox.
3. Notifications and reminders can be set up by job seekers to be notified on certain activities such as resume activation/expiration, availability activation/expiration, new private messages, and applications approval/rejection.

## 3.2. Employers tools

### 3.2.1. Job Posting

1. Employers can post jobs online by filling out the simple web form; clone, edit, delete or deactivate posted jobs. Adding photos, files and videos (video file and YouTube video).
2. Auto Suggest system will help employers to fill the fields, and provide guided criteria for help matching.
3. Bulk job import capability.

### 3.2.2. Effective Resume Search

1. Employers are able to search resumes by different criteria including keywords and location (with radius search); select between standard list search results display and map view.
2. It’s also possible to save resumes and resume searches; create/manage resume alerts and receive latest (matching) resumes by email.
3. Employers can add personal notes for saved resumes and email resumes without downloading it
4. Output friendly resume details.
5. It is possible to set up RSS feeds for each saved resume search.

### 3.2.3. Application Tracking

1. Employers are provided with all necessary tools to view, accept or reject applications from job seekers. This will let the system "learn" for better future matching
2. It is possible to choose between online application process and redirection to a certain URL (e.g. employer site).
3. Employers can also set up a separate email to receive applications to.

### 3.2.4. Screening Questionnaires

An employer can create screening questionnaires to filter only relevant applicants. It is possible to add questions with different answer types (text, yes/no, single choice and multiple choices) and assign certain passing scores for each question. Once a job seeker undergoes a questionnaire during application process employer will get an average score and see whether the candidate fits to the position or not.

### 3.2.5. Job Seekers alert

Candidates alert system will help job seekers to be updated on the latest employers they are interested (internal matching system and "learning system) in by email. The candidates alert can be set up for daily, weekly and monthly update.

## 

## 3.3. HR and seekers resources and materials

### 3.3.1. Implementing materials (about soft skills, regulations, advocacy, etc.) and support as MOOC

A **Massive Open Online Course** is an online course aimed at unlimited participation and open access via the web. In addition to traditional course materials such as videos, readings, and problem sets, MOOCs provide interactive user forums that help build a community for job seeker, employers, and government agencies. MOOCs are a recent development in distance education and support.

Although MOOCs often emphasized open access features, such as connective and open licensing of content, structure, and learning goals, to promote the reuse and remixing of resources, some notable newer MOOCs use closed licenses for their course materials, while maintaining free access for stakeholders.

### Job Seeker Classification Instrument

The Job Seeker Classification Instrument process involves collecting information about each of the factors using a combination of questions and existing data about the job seeker. This information is then used to calculate a score for the job seeker. There are three score bandwidths that determine if the job seeker is eligible for assistance

The factors could be:

* age and gender
* recency of work experience
* job seeker history
* educational attainment
* vocational qualifications
* Language proficiency
* country of birth
* Indigenous status
* Indigenous location
* geographic location
* proximity to a labour market
* access to transport
* phone contactability
* disability/medical conditions
* stability of residence
* living circumstances
* criminal convictions
* personal factors

## 3.4. Some Administrative (for the webmaster and administrators) tools

### 3.4.1. User Management and Configuration

1. The system must be highly customizable. Adding fields of different types for user registration form, set permissions for user groups, approve or reject registered users, set default value for any field of user profile.
2. The option of users import/export (web services and/or CSV) is included as well.
3. Using OAUth for signing and registering users.

### 3.4.2. Job/Resume Management and Configuration

1. Control over jobs and resumes including adding, editing, deleting, activating/deactivating etc.
2. It is possible to eliminate unwanted and scam postings from the platform by approving them first.
3. Add unlimited number of custom job and resume fields of different types (text, list, checkbox etc.); set default value for any field of listing; set user profile field value as a default value and much more.
4. Job/resume imported- Jobs/resumes can be also exported.

### 3.4.3. Email, VOIP and web conferencing Settings

1. Email Scheduling and specify the number of emails to be sent by the system per hour in order to optimize the email server load.
2. Different email templates can be created and assigned for different functions.
3. It is possible to create a custom design for emails and use the list of available variables for dynamic content.
4. Monitor all the emails sent by the system.

## 3.5. Geographic Settings

1. Location field allows users to search jobs and resumes by Country, State, State Code, City, Zip Code in one single field.
2. Single list of countries that will be available for users on registration, job/resume search and posting forms. States/regions can be added for each country so once a country is selected it is possible to select states/regions specific to this country.
3. Setting up a default countries allows aiming jobs for or a particular region.
4. Zip code database with latitudes and longitudes will make zip code radius search available for particular region.

## 3.6. Security Tools

1. The job board will be fully compatible with the EU law about cookies.
2. CAPTCHA verification forms can be set up for pages to ensure basic security.
3. HTML filter tool allows setting HTML tags allowed for user to use in WYSIWYG forms.
4. Banning system to avoid spamming.
5. Filter bad words which are not permitted to be entered by user.

## 3.7. Internationalization

Frontend and Admin Panel can be easily translated to native language (no template modifications required). The front-end can be available at least for the following languages:

* English
* Greek
* Italian
* Arabic

## 3.8. BACKFILLING

### 3.8.1. Job Board Backfilling

Display jobs from job aggregators in job search results below posted jobs. Filtering parameters for importing can be specified in the settings of job aggregator integrations.

### 3.8.2. Job Wrapping

### 3.8.3. By means of Job Wrapping engine jobs are grabbed from the job sites or companies’ sites. Algorithm must grab relevant new jobs, to eliminate out-of-date listings.

### 3.8.4. Web services Job Import/EXPORT

XML import allows importing jobs from other sites which provide their data in XML feed or restful/soap web services

# 4. Specific Requirements

## 4.1. Supplementary Requirements

### 4.1.1. Open Source and free software.

Free and open source software (FOSS) holds numerous compelling advantages for businesses, some of them even more valuable than the software's low price. Here is a list of 10 most value of FLOSS

* Security
* Quality
* Customizability
* Freedom
* Flexibility
* Interoperability
* Support Options
* Cost
* Try

### 4.1.2. Collaborative

Using collaboration tools:

* To connect people with the other people they already know, and provide a conduit for communication and interaction. An example is placing a phone call, joining a conference call, or sending an email message.
* To connect people with information from other people they already know of, so as to benefit from their perspectives as stored in documents, reports, blog posts, and more. An example is subscribing to the blog written by another person, to keep track of what they write and express.
* To connect people with information from other people they don’t already know, and to either use the information to answer the current issue, or to use the information as a springboard to interaction. An example is searching for expertise, knowledge, or a stated position about a specific issue. The searcher knows the issue they are interested in, and are seeing what they might find.
* To connect people with other people who share common interests or attributes, but where each person doesn’t know of the existence of the other. This is about serendipitously discovering other people inside or outside of your organization who share an interest with you.

## **Product Backlog : priotity over requirements**

### **Some principles guiding the prioritising of requirement.**

we ame to focus on releasing software early and often (agile principles)

* **Visualize what is beeing done  (workflow):** seeing all the items in context of each other can be very informative
* **Limit the amount of work in progress (WIP):** this helps balance the flow-based approach so teams don’t start and commit to too much work at once
* **Enhance flow:** when something is finished, the next highest thing from the backlog is pulled into play

By merging these result of the row data, the proposed business vision we produce this initil "Product backlog"

Resume posting

Job posting

Basic matching between job and resume

Profile management for all kind of users

Social like platforms for the DAEDALUS community

MOOC: about job (How to Apply for a Job/Resumes, Cover Letters and Employment-Related Letters)

MOOC: Resources to help with job search including career advice, job options, career change information, carrer mobility,  job descriptions, career tests, and career information.