

List of Services for Employers

Appendix 2. To the Terms and Conditions for Employers
Valid from 01/05/2025 until further notice

*Description of services for Employers available on the europa.jobs website
Detailed conditions for the use of the Website can be found in the Terms and Conditions for Employers. The prices of individual services can be found in Appendix no. 3 to the Terms and Conditions for Employers - Price List for Employers.*

1. EMPLOYER PROFILE AND EMPLOYER ACCOUNT

1.1 Employer Account

Creating an Employer's account on the Website is payable as it requires posting a job ad. The prices of job advertisements are included in the Price List for Employers. The employer's account is used to use all services for Employers.

1.2 Employer Profile

The company profile is used to store and display information about the Employer on the Website, such as:

- company name
- HQ adress
- Company registration number / EU VAT
- Company logotype

2. JOB ADVERTISEMENTS

2.1. Adding and managing job offers

From the level of the Employer's Account, the Client may:

- post job ads (Paid Service)
- manage job ads, i.e. edit, add similar, delete and add to Recruitment Projects

An employer can filter and sort Job Listings to display the records they want.

2.2. Types of job ads

Each job offer, regardless of the type:

- It is active on the website for 30 days
- Can be published in 9 languages (Automatic translation from the source language is free)
- It may contain a link to the Video material

2.3 Refreshing job ads

Refreshing a Job ad consists in updating the date of publication of a Job ad, which results in the appearance of the Job ads higher on the list of jobs.

2.3 Archive of jobs

After 30 days, the job ad is sent to the Archives. The jobs archive is available to users. For archived jobs, users cannot apply.

2.4 Advertisement Packages

The Employer has the option to purchase Advertisements Packages with a selected type of Job ad. Detailed prices of the Packages are available in the Price List for Employers.

3. APPLICATIONS

Applications are Candidates' data voluntarily provided to the Employer through the application form under a specific Job ad. Information on the processing of Candidates' data by Employers is available in the Terms and Conditions for Employers.

3.1 Application Management

The employer, from the level of the Employer Panel, has the ability to manage the received applications, i.e. :

- downloading documents
- adding notes
- approval
- removal
- rejection

The employer can use the filtering and sorting of the application to display the desired records.

4. CANDIDATES FROM THE DATABASE

Candidates from the database are user profiles prompted by the Employer on the basis of posted Job ads. Database candidates are not the same users as Applications.

4.1 Buying out candidates

The employer may purchase access to the candidate's contact details from the database (access to the e-mail address, telephone number and any attached files). Candidate's data such as:

- first name and last name
- position
- years of experience
- availability
- date of birth
- knowledge of foreign languages
- driving license

They are available for inspection before the Candidate is purchased.

4.2 Candidate management

The employer, from the level of the Employer Panel, has the ability to manage the purchased candidates, i.e.:

- downloading documents
- adding notes
- approval
- removal
- rejection

The employer can use candidate filtering and sorting to display the records they want.

5. DASHBOARD +

Dashboard + is an extended Employer Panel used to fully manage the recruitment process. As part of this service, the Employer obtains additional options for managing Applications and Candidates from the database, i.e. sending SMS, arranging online recruitment meetings, adding to Recruitment Projects, sharing the candidate's profile with other users; additional options for managing Job Ads, i.e. assigning Job ads to Recruitment Projects. Additionally, the Employer as part of the Dashboard + service may invite additional users to cooperate.

5.1 Dashboard + Subscription Plans

- a. Basic plan includes 1 user, SMS limit is up to 100 per month, possibility to conduct up to 5 Recruitment Projects per month.
- b. Optimum plan covers up to 5 users, SMS limit up to 500 per month, possibility to conduct up to 10 Recruitment Projects per month.
- c. Pro plan covers up to 10 users, SMS limit is up to 1000 per month, possibility to conduct up to 20 Recruitment Projects per month.

The Dashboard + service is available in the subscription model. The prices of individual plans are available in the Price List for Employers.

6. JOB OF THE WEEK

Job of the Week is an additional option for highlighting a Job ad. It consists in generating an animation based on data from the Job ad. The animation is displayed on the home page of the Website for 7 days.

7. VIRTUAL WALLET

The virtual wallet service consists in collecting the Employer's funds in the selected currency (PLN or EUR), with the help of which the Employer can pay for the Services on the Website:

- posting job ads
- buying Candidates from the database
- additional refreshes of Job ads
- job of the week
- buying advertisement packages

PRACUJ W UNII - EUROPA SP. Z O.O. ul. Nenckiego 136A, 52-223 Wrocław | tel .: +48 71 33 49 322 info@europa.jobs | europa.jobs | KRS: 0000509786 | NIP: 899-27-54-745 | REGON: 022415267