

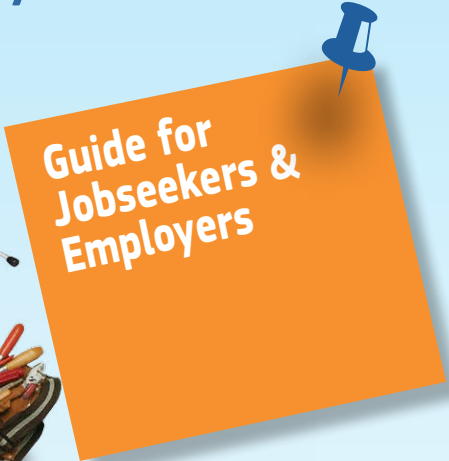


European  
Commission

# Your first EURES job

## Targeted mobility scheme

2017 Edition



Guide for  
Jobseekers &  
Employers



[eures.europa.eu](http://eures.europa.eu)  
[ec.europa.eu/social/yourfirsteuresjob](http://ec.europa.eu/social/yourfirsteuresjob)



Social Europe

EURES is a cooperation network between the European Commission and the Public Employment Services of the EEA Member States (the EU countries plus Norway, Iceland and Liechtenstein and other partner organisations). Switzerland also takes part in EURES co-operation. The network supports workers' mobility and offers high quality services for both workers and employers. EURES is one of the three axes of EaSI, the 2014-2020 EU Programme for Employment and Social Innovation.

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For further information please consult: <http://ec.europa.eu/social/easi>

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# Your first EURES job

## Targeted mobility scheme

2017 Edition



Making it easier  
to move and work  
to recruit young people  
in Europe

**European Commission**

Directorate-General for Employment, Social Affairs and Inclusion  
Unit D1: Free Movement of Workers, EURES

Manuscript completed in November 2016



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# What is YOUR FIRST EURES JOB?

YOUR FIRST EURES JOB (YFEJ) is an intra-EU and small-scale job mobility scheme. It helps **young nationals** in the 18–35 age bracket of any of the EU countries, Iceland and Norway to find a work placement – job, traineeship or apprenticeship – in another country than their country of residence. It also helps **employers**, in particular small and medium-sized enterprises (SMEs), to find the workers they need for their hard-to-fill vacancies.

YFEJ is an EU labour market activation measure, combining tailor-made employment assistance with financial support for the target groups.

YFEJ is implemented by the '**YFEJ employment services**'. These include the Public Employment Services, members of the EURES network, in cooperation with EURES partners and other public or private organisations. They provide **information, recruitment, matching, and pre- and post-placement** support to both young people and employers.

For further information on YFEJ and the 'YFEJ employment services' see pages 10 and 12.



## YFEJ GEOGRAPHICAL COVERAGE

Belgium, Bulgaria, Czech Republic, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Croatia, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland, Sweden, United Kingdom and also Iceland and Norway (EFTA/EEA countries).



# How to participate

## Young people

YFEJ targets young people looking for a job and, in particular, unemployed young people, including long-term unemployed.

### CANDIDATE CHECKLIST

- ✓ National and legal resident of an EU country, Iceland or Norway
- ✓ Aged 18 to 35 when submitting an application
- ✓ Seeking a job in another EU country, Iceland or Norway
- ✓ Jobseeker or job-changer, but not necessarily first-time mobile candidate
- ✓ Can have high or low qualifications when applying
- ✓ Work experience is useful but not essential

All candidates must be aged 18 to 35 when they submit an application, provided they apply before turning 36. Any eligible candidate may qualify for an employment opportunity and for financial support.

For workers from Croatia, please see [transitional measures](#) applicable.



'My experience with YFEJ has been all positive. I quickly found work at a German hospital, attended an intensive language course and got my degree recognised in Germany. The scheme is very valuable and offers great life experience.'

**Elena Romano, Italian midwife at a hospital in Hannover, Germany**

## Employers

All legally established businesses or other organisations in the eligible countries can participate in the YFEJ scheme. However, only SMEs may receive financial support.

### EMPLOYER CHECKLIST

- ✓ Companies or other organisations legally established in any EU country, Iceland or Norway
- ✓ Have one or more job, traineeship or apprenticeship vacancies to fill
- ✓ Willing to recruit from another EU country, Iceland or Norway
- ✓ Offer a work placement according to national labour and social protection laws
- ✓ Minimum 3 or 6-month contract duration, full-time or part-time work placement (= or > 50% FTE)
- ✓ For trainees or apprentices: able to provide on-the-job skill learning and training, re-settlement support and issue a certificate/declaration of acquired skills and competences at the assignment's end.

The scheme is also open to enterprises from the Swiss Confederation, Liechtenstein<sup>(1)</sup> or from third countries if they are legally established in any of the countries covered by YFEJ.

All organisations must comply with labour and fiscal laws applicable in the countries where they are established.



'As a company using the YFEJ mobility scheme since 2013, we are very grateful for and satisfied with the services we received. In our opinion, the scheme should be extended as a permanent service.'

**Stefan Dermul, Executive Director,  
Euroccor Jsc., Bulgaria**



(1) EFTA countries not participating in YFEJ

# What's in it for me?

## Job offers...

YFEJ is open to job, traineeship or apprenticeship vacancies in any economic sector.

### VACANCIES MUST

- ✓ Be located in an EU country (or in Iceland or Norway) other than the candidate's country of residence
- ✓ Meet national labour and social protection laws and offer adequate protection and benefits
- ✓ Ensure remuneration and a contract
- ✓ Have a duration of at least three months (traineeships) or six months (regular jobs and apprenticeships)
- ✓ Specify the skills requirements and working conditions applicable
- ✓ Comply with specific conditions if traineeships or apprenticeships.

## ... and tailor-made support!

Young people and employers – SMEs in particular – can receive tailor-made recruitment, matching and placement support, combined with financial support if they have registered with a 'YFEJ employment service'.

### Jobseekers

Direct financial support to individuals can include:

- a) Interview trip allowance (travel and accommodation costs according to distance)
- b) Cost of language courses
- c) Relocation allowance (variable, according to country of destination)
- d) Recognition of qualifications (flat rate)
- e) Supplementary trip allowance for candidates with special needs and/or from the EU outermost regions
- f) Subsistence allowance for trainees and apprentices

**Candidates** interested in submitting an application, or **employers** interested in registering their vacancy offers, should contact the 'YFEJ employment services' for further information (page 12). The registration and subsequent proceedings may vary, according to the management model of each 'YFEJ employment service'.



Young people can also benefit from other **free support services** provided by the ‘YFEJ employment services’, consisting of pre- and/or post-placement training (language or other), mentoring support for trainees or apprentices and welcome support in the country of destination.

Candidates are responsible for their travel insurance. If applicable, it is recommended to be in possession of the European Health Insurance Card when travelling or moving to another EU country, Iceland or Norway.

## *Employers*

Apart from vacancy registration, employers can also benefit from recruitment, matching and placement support from the ‘YFEJ employment services’. SMEs taking on young candidates for jobs, apprenticeships or traineeships through YFEJ may qualify for financial support, if they organise an integration programme for the new worker/trainee/apprentice (optional). But whether or not employers do so, SMEs can still benefit from YFEJ support and recruitment services.

**Jobseekers must always register with a ‘YFEJ employment service’. The recruitment, matching and placement services must be provided by YFEJ. Registration is no guarantee of job offer and financial support. Jobseekers who found work placements in other countries through other organisations/contacts are not eligible for financial support.**

### **AN INTEGRATION PROGRAMME:**

- ✓ must **always** include at least a training or learning component
- ✓ can additionally include other post-placement support
- ✓ can take place in consecutive or separate periods, with no time limit
- ✓ must start during the first three weeks of a job, traineeship or internship
- ✓ may consist of job-related training and/or a language course

# Overview of the YFEJ criteria

The table below gives an overview of the YFEJ participation criteria, support measures and funding available. Other costs incurred by target groups other than those specified in the table will not be covered by the YFEJ scheme.

## PARTICIPATION

TARGET GROUPS	Young people	Employers
<b>ELIGIBILITY CRITERIA</b>	<ul style="list-style-type: none"> <li>Age <b>18 to 35</b> at the time of submitting an application</li> <li><b>EU country, Iceland and Norway</b> national and legally resident in any of those countries</li> <li>Seeking a <b>work placement in any of the above countries</b>, excluding the country of residence</li> <li>Not necessarily first-time mobile candidate</li> <li>Have <b>any qualification or work experience</b></li> </ul>	<ul style="list-style-type: none"> <li><b>All organisations or businesses</b> legally established in an EU country, Iceland or Norway</li> <li>Any corporate size or economic sector</li> <li><b>Compliant with labour and fiscal laws applicable</b> in the countries where they are established</li> <li><b>SMEs</b> may benefit from financial support</li> </ul>
<b>WORK PLACEMENTS</b>	<ul style="list-style-type: none"> <li><b>Jobs, traineeships and apprenticeships</b></li> <li>Located in in an <b>EU country (or in Iceland or Norway)</b> other than the candidate's country of residence</li> <li>Compliant with <b>national labour and social protection laws</b> and subject to open and transparent information on rights and obligations of parties</li> <li>Ensure <b>pay</b> (i.e. a salary) and a written contractual relationship</li> <li>Have a minimum duration of <b>3 months</b> (if traineeships) or <b>6 months</b> (if regular jobs or apprenticeships)</li> <li>Be a <b>full-time or part-time</b> (no less than 50 % full-time equivalent) work placement</li> <li>Specify the working conditions in the <b>vacancy description</b> and the <b>labour contract</b></li> <li>Comply with specific conditions if traineeships and apprenticeships.</li> </ul>	
<b>EXCLUSIONS</b>	<ul style="list-style-type: none"> <li>Nationals, employers and work placements from Liechtenstein, Swiss Confederation and third countries</li> <li>Posting of workers</li> <li>Work placements in EU institutions and bodies, other similar international organisations or agencies or EU-funded organisations</li> <li>Work placements not complying with the minimum required quality standards and contractual duration</li> <li>Vocational traineeships or any other form of training support forming part of mandatory professional certification requirements, e.g. healthcare or legal professions</li> </ul>	

## SUPPORT MEASURES AND FUNDING

		Young people		Employers	
		Measure	Financial contribution (amounts per candidate)	Measure	Financial contribution (per employer)
SUPPORT MEASURES	DIRECT FINANCIAL SUPPORT	<i>Interview trip allowance (in the candidate's country of residence or in another EU country, Iceland or Norway)</i>	From EUR 100 to EUR 350 for travel and accommodation costs, according to distance + DSA	Integration programme for the new mobile worker(s), trainee(s) or apprentice(s). It may consist of at least one of the following items (basic training): • professional induction training • language course Any of the above may be combined with administrative support and settlement facilitation (comprehensive training).	Variable from EUR 810 to EUR 2 000 per candidate, according to country of destination and type of integration programme (basic or comprehensive)
		<i>Relocation allowance</i>	Variable from EUR 700 to EUR 1 400, according to country of destination		
		<i>Language course</i>	Reimbursement of actual declared costs up to EUR 2 000		
		<i>Recognition of qualifications</i>	EUR 400 (flat rate)		
		<i>Supplementary trip allowance (for job interview and/or country relocation)</i>	Reimbursement of eligible declared costs up to EUR 500		
		<i>Subsistence allowance (trainees/ apprentices only)</i>	Complementary fee up to EUR 600/month (max. 6 months duration)		
	OTHER SUPPORT MEASURES	The following <u>free-of-charge</u> services may be available: • Preparatory training (pre-departure and/or after-arrival language training or other training need) • Mentoring support for trainees and apprentices • A welcome service in the country of destination.			

# Discover more about YOUR FIRST EURES JOB

The YFEJ scheme is implemented under the EURES Axis of the 2014-2020 European Programme for Employment and Social Innovation (EaSI) as a 'targeted mobility scheme'. EaSI is a European financing instrument managed directly by the European Commission to contribute to the implementation of the Europe 2020 strategy. Among other priorities, EaSI pays particular attention to vulnerable groups such as young people and promotes a high level of quality and sustainable employment.

The YFEJ scheme draws from the experience of implementing the YFEJ preparatory action. It aims to:

- foster the exercise of workers' freedom of movement as set out in the Treaty on the Functioning of the European Union (TFEU, Art. 45)
- foster the activation of young unemployed people with a comprehensive pack of support services for jobseekers, trainees and apprentices
- support employers and contribute to filling their hard-to-fill vacancies with young workers from the EU countries, Iceland or Norway
- test innovative ways to improve the integration of young mobile candidates in the host country.

## THE YFEJ PREPARATORY ACTION

For three consecutive budget years (2011-2013), YFEJ was run as a preparatory action under the Youth on the Move flagship initiative<sup>(2)</sup> and the Youth Opportunities Initiative<sup>(3)</sup>, with an EU budget of around EUR 12 million. It was open to young EU citizens aged 18-30 and employees of the EU-28 Member States.

Fifteen projects in total were selected through three calls for proposals, and activities took place between 2012 and 2015. Altogether these projects resulted in some 4250 job placements. Support given also included some 1 730 job interviews in another EU country, 610 language trainings and 405 integration trainings by SMEs.

Find out more at

[YFEJ preparatory action.](#)

(2) COM(2010) 477 final

(3) COM(2011) 933 final

# Glossary



Allowance	Fixed amount of money
Apprenticeship	Placement combining work-based training with school-based education whose objective is the acquisition of the set of knowledge, skills and competences for an occupation (see also: Traineeship).
Candidate	Young jobseeker or job-changer applying for a job, traineeship or apprenticeship in another EU-28 EFTA/EEA country.
DSA	Daily Subsistence Allowance
EU	European Union
EU outermost regions	Nine regions in the European Union are classified as 'outermost': Guadeloupe, French Guiana, Réunion, Martinique, Mayotte and Saint Martin (France), the Azores and Madeira (Portugal) and the Canary Islands (Spain).
EURES	Set up in 1993, EURES is a cooperation network between the European Commission and the Public Employment Services (PES) of the EEA. Switzerland also takes part in EURES cooperation. EURES helps workers and employers wishing to benefit from the right of free movement of workers in the EEA.
European Economic Area (EFTA/EEA)	Includes the EU-28 countries and three European Free Trade Association (EFTA) countries: Iceland, Liechtenstein and Norway. These countries benefit from the free movement rights in the EU internal market. Only Iceland and Norway participate in the YFEJ scheme.
FTE	Full-Time Equivalent
Integration programme	Package consisting of at least basic induction training provided by the employer to the new young mobile worker, with a view to facilitating his/her integration in the enterprise. The package must include training and/or other support services.
Job matching	Identification of suitable candidates for a specific job vacancy.
Job placement	The process of filling a job vacancy, i.e. a de facto transition into employment of a registered jobseeker or job-changer.
Recruitment	Process by which the employer hires a candidate and is therefore able to fill a vacancy.
SMEs	Companies or other employer organisations with a staff of up to 250 people.
Targeted mobility scheme	Initiative to test innovative methods to implement intra-EU job mobility and tackle the needs of specific target groups, economic sectors, occupations and countries.
Traineeship	Placement whose objective is to complement an educational programme or individual CV. It aims mainly to improve employability and facilitate transition to regular employment (see also: Apprenticeship).
YFEJ employment services	The employment services providing YFEJ services in the participating countries.

# Get advice and information



**Find out more about the ‘YFEJ employment services’, their support activities and contact details at:**

<http://eures.europa.eu>

(Sections **Jobseekers** and **Employers**)

<http://ec.europa.eu/social/yourfirsteuresjob>

## Useful references



**Drop’pin@EURES**, a section on the EURES portal to share European youth opportunities

**EaSI**, 2014-2020 EU Programme for Employment and Social Innovation

**Enterprise Europe Network**, a network to help SMEs make the most of business opportunities in the EU and beyond

**ERASMUS +**, the EU programme to support education, training, youth and sport in Europe

**ERASMUS for young entrepreneurs**, the EU exchange programme for upskilling new or aspiring European entrepreneurs

**EURES**, the network of European Employment Services and the European Job Mobility portal

**EUROGUIDANCE**, the network of career guidance systems throughout Europe

**Europass**, the tool to make one’s skills and qualifications clearly and easily understood in Europe

**Europe Direct**, a service to help find answers to citizens’ questions about the EU

**European Health Insurance Card**, the EU healthcare card for a temporary stay in another EU EFTA/EEA country

**European Youth portal**, European and national information and opportunities of interest to young people

**NARIC**, the network of National Academic Recognition Information Centres

**Recognition of professional qualifications**, information on the recognition of professional experience in the EU

**Solvit**, online service in the EU/EEA countries to help defend the EU rights of citizens and businesses

**Working in another EU country**, information on the rights of workers moving within the EU EFTA/EEA area

**Your Europe**, help and advice for EU nationals and their family

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## YOUR FIRST EURES JOB – Targeted mobility scheme

Making it easier to move and work / to recruit young people in Europe

Guide for Jobseekers & Employers

*YOUR FIRST EURES JOB is an EU-funded initiative to help*

- young Europeans find a job, traineeship or apprenticeship in another EU EFTA/EEA country
- SMEs and other employers access a wider talent pool

*A practical guide about..*

- participation requirements
- job-oriented and financial support
- where to find further information and apply for the scheme

*Start looking for YOUR FIRST EURES JOB today!*

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