

## EURES Spain Service Catalogue

V: 27/06/2014



ECG/2014/II/10/REV

EURES PARTNER: Spanish National Service of Employment

COUNTRY: Spain

REGION: ES

### A short description of the EURES partner:

Website: [www.sepe.es](http://www.sepe.es)

Regions covered: Spain

Short description: The Spanish Public Service of Employment (SEPE) is an autonomous organization ascribed to the Ministry of Employment and Social Security, that with the Public Services of Employment of the Autonomous Regions are part of the National System of Employment. From 2003, this organization assumes the functions from the previous National Institute of Employment (INEM). From this national structure, actions and measures are promoted, designed and developed for the employment, that are adjusted to the different regional realities, which implementation is decentralized.

Column E - J to be filled in by EURES partner for publication on the EURES Portal

### Different sources of information :

**W** - Information provided on WEB page (url)

**C** - Service provided by Call Centre (url or phone number)

**E** - Service provided by contacting a EURES Adviser (link to contact a "EURES adviser", page on the portal where available contact options for the EURES partner in question will be listed (mail, web form, chat etc)

**S** - Self service (url)

**L** - Local PES (url to a page where the offices are listed)

**F** - Social Media (url)

**P** - Eures Portal (url) - deep link not only the home page

**O** - Other - text in short comment

Fees are listed under employers

Enter one or more abbreviations in the column "How". In the column "Where" refer to contact point such as, web page, phone number, links etc :

Language available, is available languages on the particular website. Short comment, only to clarify special conditions

## Section A - JOBSEEKERS

Information and advice	Universal	Complementary	Provided YES NO	"How" Info source	"Where" (url, phone number, etc)	Language available	Short comment
<b>General information on living and working conditions such as:</b>							
- how to search and apply for jobs	X		SI	W	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano, Catalán, Esukera, Gallego, EN	
- information on national systems for traineeships and apprenticeships, where applicable;	X		SI		EN PROCESO		
- administrative procedures related to moving and settling;	X		SI	W	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano	
- equivalence and recognition of diplomas and professional qualifications;	X		SI	W	<a href="http://www.mecd.gob.es">http://www.mecd.gob.es</a>	Castellano	
- working conditions and legal aspects, e.g. working hours, remuneration, contract types, self-employment, cross-borders workers, seasonal workers, posted workers etc.;	X		SI	W	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano	
- social security and insurance, taxes, healthcare;	X		SI	W	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano	
- living conditions, such as finding accommodation, school and education systems, cost of living etc.	X		SI	W	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano	
<b>Specific information and advice on working conditions of particular interest to:</b>							
- cross-border workers	X*		SI	W, E	<a href="http://www.eures-nortep.es">http://www.eures-nortep.es</a>	<a href="http://emplego.xunta.es/c">http://emplego.xunta.es/c</a>	* Applies oly to EURES partners present in cross border reigon
<b>Tailored information and advice for:</b>							
- returning migrants		X	SI	w	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano	
- graduates,		X	SI	w	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano	
- young people and students		X	SI	w	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano	
- people with disabilities		X	SI	w	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano	
<b>General information on labour markets</b> , in particular sectors with "hard to fill" vacancies and sectors with surpluses of workers.	X		SI	w, P	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano	
<b>Tailored labour market related information and advice</b> for individual jobseekers including career guidance and information on learning opportunities.		X	SI	w, P	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano	
Information about <b>EURES events</b> for jobseekers including European Job Days and other job fairs, information sessions, recruitment events, etc.	X		SI	w, F	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano	<a href="https://www.facebook.com/EuresSpain?ref=hl">https://www.facebook.com/EuresSpain?ref=hl</a>
Information about <b>targeted job mobility schemes</b> and other similar programmes for assistance and/or financial support.	X		SI	w, F	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano	<a href="https://www.facebook.com/EuresSpain?ref=hl">https://www.facebook.com/EuresSpain?ref=hl</a>
Information about available <b>training supporting mobility</b> in own and other EURES countries, e.g. language, vocational or professional trainings	X		SI	w, P,F	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano, EN	
<b>Pre-recruitment</b>	Universal	Complementary	Provided YES NO	"How" Info source	"Where" (url, phone number, etc)	Language available	Short comment
<b>Information help and advice for jobseekers actively looking for a job in another EURES country, including:</b>							
- recruitment procedures	X		SI	W			
- how to write effective application letters and CVs adapted to the target country;	X		SI	W	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano	

- how to prepare for a job interview	X		SI	W	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano	
- reviewing application letters, CVs and other relevant documents		X	SI	E	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano	
- translation of application letters, CVs and other relevant documents		X					
- preparation for matching procedures and job interviews		X	SI	E			
<b>Registration* and dissemination** of CVs</b> of jobseekers who have wish to work in another European country.	X		SI	E, P	<a href="https://ec.europa.eu">https://ec.europa.eu</a>	EN, FR, DE	
<b>Provision of training supporting mobility</b> , e.g. language or professional trainings.		X	SI	W	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano, EN	
<b>Recruitment / Matching / Job placement</b>		Universal	Complementary	Provided YES NO	"How" Info source	"Where" (url, phone number, etc)	Language available Short comment
Translation of and clarifications on specific job vacancies;		X					
<b>Pre-selection and matching</b> with suitable job vacancies,	X		SI	W, F	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano	<a href="https://www.facebook.com/EuresSpain?ref=hl">https://www.facebook.com/EuresSpain?ref=hl</a>
- matching jobseekers with job vacancies	X		SI	W	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano, EN	
- information about the employer, working conditions, employment contract etc.	X		SI	W	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano, EN	
- submission of application letters, CVs and other required documents to the employer	X		SI	E	<a href="http://www.sepe.es/contenidos/personas/encontrar_empleo/encontrar_empleo_europa/consejeros.html">http://www.sepe.es/contenidos/personas/encontrar_empleo/encontrar_empleo_europa/consejeros.html</a>		
- preparation for job interviews	X		SI	E	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano	
-other relevant services	X						
<b>Application handling for targeted job mobility schemes</b> and other similar programmes for assistance and/or financial support.	X*		SI	E	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano	
<b>Post recruitment</b>		Universal	Complementary	Provided YES NO	"How" Info source	"Where" (url, phone number, etc)	Language available Short comment
<b>General information</b> to recruited workers e.g. on relevant administrative procedure required in the country of employment, how to resolve conflicts.	X		SI	W, P	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano, EN	
<b>Specific information</b> of particular interest to cross-border workers.	X*		SI	W	<a href="http://www.eures-norteportugal-galicia.org/">http://www.eures-norteportugal-galicia.org/</a>		
Information about available <b>training and services supporting integration</b> of recruited foreign workers, e.g. language or professional training	X		SI	W, P	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano, EN	
<b>Relocation services</b> to recruited foreign workers, including support in travel and accommodation arrangements and others.		X					
<b>Provision of training supporting integration</b> in the country of employment, e.g. language or professional training.		X	SI	W	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano, EN	

\*Essentially through online self-services but personal assistance should be provided to those who cannot access such services. \*\* By using automated exchange systems or by facilitating access to the online tools on the EURES portal.

\*Applies only to EURES partners involved in the concerned mobility scheme.

\* Applies oly to EURES partners present in cross border reigon

## SECTION B - EMPLOYERS

Information and advice	Universal	Complementary	Provided YES NO	"How" Info source	"Where" (url, phone number, etc)	Language available	Short comment	Fees
<b>General information on recruitment in EURES countries, including</b>								
- special requirements and challenges related to employment of foreign workers	X		SI	W,P	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano, EN		
- special requirements and challenges related to employment of foreign workers	X							
- administrative procedures such as registration procedures and work permits	X		SI	W,P	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano, EN		
- legal aspects, e.g. remuneration, contract types, cross-borders workers, seasonal workers, posted workers etc.;	X		SI	W,P	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano, EN		
- social security and insurance, taxes;	X		SI	W,P	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano, EN		
- integration of recruited workers.	X		SI	W,P	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano, EN		
<b>Specific information and advice of particular interest for:</b>								
- cross-border recruitment	X*		SI	W	<a href="http://www.eures-norteportugal-galicia.org/">http://www.eures-norteportugal-galicia.org/</a>			
- legal requirements		X	SI	W, P	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano, EN		
- equivalence and recognition of qualifications for regulated professions.		X	SI	W, P	<a href="http://www.mecd.es">http://www.mecd.es</a>	Castellano, EN		
<b>General information on labour markets</b> in EURES countries, including shortages and surpluses of workers and opportunities for recruitment, in particular for filling bottleneck professions.	X							
<b>Tailored labour market related information and advice</b> including labour market intelligence* and guidance.		X	SI	W, P	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano, EN		
Information about <b>EURES events</b> including European Job Days and other job fairs, information sessions, recruitment events, etc.	X		SI	W, P, F	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano	<a href="https://www.facebook.com/EuresSpain?ref=hl">https://www.facebook.com/EuresSpain?ref=hl</a>	
Information about <b>targeted job mobility schemes</b> and other similar programmes for assistance and/or financial support.	X		SI	W, P, F	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano	<a href="https://www.facebook.com/EuresSpain?ref=hl">https://www.facebook.com/EuresSpain?ref=hl</a>	
<b>Pre-recruitment</b>	Universal	Complementary	Provided YES NO	"How" Info source	"Where" (url, phone number, etc)	Language available	Short comment	Fees
<b>Information help and advice for preparing employers actively looking to recruit from another EURES country, including:</b>								
- awareness check of special requirements and challenges, including need for feedback on recruitment results;	X		SI	E, P	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano, Inglés, Francés y/o Alemán		
- how to write job descriptions for a European audience	X		SI	E, P	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano, Inglés, Francés y/o Alemán		
- how to publish vacancies	X		SI	E, P	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano, Inglés, Francés y/o Alemán		
- awareness raising about the need for feedback on recruitment results.	X		SI	E, P	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano, Inglés, Francés y/o Alemán		

\* Applies only to EURES partners present in cross border region

\* Labour market intelligence refers to labour market information that has been analysed and interpreted in order to support strategic decisions.

- reviewing job descriptions		X	SI	E, P	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano, Inglés, Francés y/o Alemán		
- translation of job vacancies		X						
- preparation for matching procedures		X	SI	E, P	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano, Inglés, Francés y/o Alemán		
<b>Registration and dissemination of job* vacancies</b> to all EURES partners and jobseekers in the EURES countries.	X		SI	W, E, F, P	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano	<a href="https://www.facebook.com">https://www.facebook.com</a>	
<b>Recruitment / Matching / Job placement</b>								
<b>Access to CVs</b> of jobseekers having expressed the wish to work in another EURES country	X		SI	E, P	<a href="https://ec.europa.eu">https://ec.europa.eu</a>	Castellano, Inglés, Francés y/o Alemán		
<b>Translation</b> of and clarifications on specific CVs.		X						
Provision of <b>video/web conferencing facilities</b> for interviews.		X	SI	SEPE, E	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano, Inglés, Francés y/o Alemán		
<b>Matching and pre-selection</b> of suitable candidates for job interviews	X		SI	E,W	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano, Inglés, Francés y/o Alemán		
Carrying out small or large scale <b>recruitment projects and events</b> including identification of potential recruitment sources;	X		SI	E,W	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano, Inglés, Francés y/o Alemán		
- cooperation with other EURES partners for finding matching opportunities;	X		SI	SEPE, E	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano, Inglés, Francés y/o Alemán		
- pre-selection and pre-interviewing of candidates;	X		SI	E	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano, Inglés, Francés y/o Alemán		
- information about administrative procedures.	X		SI	E	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano, Inglés, Francés y/o Alemán		
Application handling for <b>targeted job mobility schemes</b> and other similar programmes for assistance and/or financial support.	X*		SI	E	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano, Inglés, Francés y/o Alemán		
<b>Post-recruitment</b>								
<b>General information</b> about integration of recruited workers into work environment and social life, cultural differences, how to resolve conflicts, etc.	X		SI	E	<a href="http://www.sepe.es">http://www.sepe.es</a>	Castellano, Inglés, Francés y/o Alemán		
<b>Specific information</b> of particular interest for cross-border employment.	X*		SI	W, E	<a href="http://www.eures-nortep.es">http://www.eures-nortep.es</a>	<a href="http://emprego.xunta.es/c">http://emprego.xunta.es/c</a>		
General information about available <b>training and services supporting integration</b> of recruited foreign workers, e.g. language or professional training.	X		SI	W, E	<a href="http://www.sepe.es">www.sepe.es</a>			
<b>Relocation services</b> to recruited foreign workers, including support in travel and accommodation arrangements and others.		X						

\* Including apprenticeships and traineeships insofar as they are considered as jobs (applicable once the necessary framework on apprenticeships and traineeships is in place)

\* Applies only to EURES partners involved in the concerned mobility scheme.

\* Applies only to EURES partners present in cross border region