



TogetHR Modulo Reclutamento e selezione

Guida operativa per la
External Application (Career Site)

V01 - Aggiornato a 20 Maggio 2024

1. Application to a Job Requisition

Linkal Career Site



The screenshot shows the Eni Jobs website interface. At the top left is the Eni logo and 'Jobs' text. At the top right is 'MY PROFILE' with a menu icon. The main header features a colorful abstract pattern and the text 'A world of professional opportunities'. Below this is a search bar with a yellow search button. The search bar has two input fields: 'FIND A NEW JOB' with a placeholder 'Job title, skill, keyword' and 'LOCATION (NEAREST)' with a dropdown arrow and placeholder 'Town, City, Country'. A green callout box with the number '1' points to the search bar. Below the search bar are navigation links for various job categories: ALL JOBS (2309), NEW JOBS (136), SALES (132), WORKS EXECUTION (121), ICT (120), ENGINEERING TECHNOLOGY SPECIALIST (DISCIPLINE) (102), and ACCOUNTING AND FINANCIAL STATEMENTS (101). Below these links is the heading 'Eni's activities across the world' and the text 'Explore by region and discover career opportunities in the countries where Eni operates.' At the bottom, there are four colored buttons for 'Italy', 'Americas', 'Asia and Oceania', and 'Europe'. A cookie consent banner is visible in the bottom right corner with the text 'This website uses only technical cookies aimed at ensuring the function and the cybersecurity of the website Learn more' and an 'I ACKNOWLEDGE' button.

eni | Jobs

MY PROFILE

A world of professional opportunities

1

FIND A NEW JOB

Job title, skill, keyword

LOCATION (NEAREST)

Town, City, Country

ALL JOBS (2309) NEW JOBS (136) SALES (132) WORKS EXECUTION (121) ICT (120)

ENGINEERING TECHNOLOGY SPECIALIST (DISCIPLINE) (102) ACCOUNTING AND FINANCIAL STATEMENTS (101) ...

Eni's activities across the world

Explore by region and discover career opportunities in the countries where Eni operates.

Italy Americas Asia and Oceania Europe



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I ACKNOWLEDGE



1. Find a «Job Requisition» with the Job title «test vacancy locale italia».

1. Application to a Job Requisition






eni  | Jobs MY PROFILE 




Job Opportunities




FIND A NEW JOB LOCATION (NEAREST)  

5 OPEN JOBS |

Relevance   

2

test vacancy locale italia
San Donato Milanese, Milano, Italy • Posted on 05/16/2024 •  BE THE FIRST TO APPLY  

test locale italia
Afghanistan • Posted on 03/22/2024 •  BE THE FIRST TO APPLY  

2. Click on «Job Requisition»

1. Applicazione ad una Job Requisition



The screenshot shows the Eni Jobs application interface. At the top left, the Eni logo and 'eni | Jobs' are visible. At the top right, 'MY PROFILE' and a menu icon are present. The main content area displays a job requisition for 'test vacancy locale italia' located in San Donato Milanese, Milano, Italy. A blue button with a clock icon and the text 'BE THE FIRST TO APPLY' is positioned above the job description. The job description section is titled 'JOB DESCRIPTION' and contains the text 'formattazione interna'. A yellow 'APPLY NOW' button is highlighted with a green border and a green circle containing the number '3'. A green callout box with a white background and green border points to the 'APPLY NOW' button, containing the text '3. Click on «Apply now».'. Below the job description, there is a 'JOB INFO' section with the following details:

Job Identification	30287
Job Category	Continuous Improvement
Posting Date	05/16/2024, 07:07 PM
Locations	Piazzale Enrico Mattei, 1, Roma, 144, IT
Job Function	HSEQ

At the bottom of the job requisition page, the text 'Similar Jobs' is visible.

1. Application to a Job Requisition



🏠 | test vacancy locale italia

You don't need to have an account

Get started right away by simply using your email. Your profile will be created and kept up to date automatically as you enter details for each of your job applications.

4 Email Address *

5 I declare that I have read the [privacy policy](#) *

4. Insert your «Email Address»

← CANCEL

NEXT →

5. Flag «I declare that i have read the privacy policy». It's suggested to read them clicking «privacy policy»

1. Application to a Job Requisition



Job Opportunities

FIND A NEW JOB | test vacancy locale italia | LOCATION (NEAREST) ▾ | Town, City, Country | 🔍

5 OPEN JOBS | LOCATIONS ▾ | JOB FUNCTIONS ▾ | CATEGORIES ▾ | POSTING DATES ▾

Relevance ↑↓ | ☰ | 📍

- test vacancy locale italia**
San Donato Milanese, Milano, Italy • Posted on 05/16/2024 • **BE THE FIRST TO APPLY** ☆ >
- test locale italia**
Afghanistan • Posted on 03/22/2024 • **BE THE FIRST TO APPLY** ☆ >
- test locale italia**
Italy • Posted on 03/27/2024 • **BE THE FIRST TO APPLY** ☆ >
- VACANCY LOCALE ITALIA - SDM**
San Donato Milanese, Milano, Italy and 1 more • Posted on 05/08/2024

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6

I ACKNOWLEDGE

6. Click on «I ACKNOWLEDGE»

1. Application to a Job Requisition



The screenshot shows the YOPMAIL interface. At the top, there are navigation links: Accoglimento, Donazioni, Domini, and Casuale. The user's email address is **luca.pozzi@yopmail.com**. The main content is an email from **<evkm-test.fa.sender@workflow.mail.em2.cloud.oracle.com>** dated **mercoledì 6 marzo 2024 10:40:01**. The email body contains the following text:

Hello ,

Just one more step before you get started.

You must confirm your identity using the one-time pass code : **942562**

Note : This code will expire in 10 minutes.

Sincerely,

DEMO_CS_ENI Recruiting Team.

The number **942562** is highlighted with a green box and a circled '7' next to it. A green line connects this box to a separate box at the bottom left of the slide.

7. Copy «one-time pass code».

1. Application to a Job Requisition



🏠 | ACCOUNT DEVELOPMENT MANAGER

Confirm Your Identity

The verification code was sent to this email address: luca.pozzi@yopmail.com. When you get the code, type the code into the field to confirm your identity and complete your job application. Note that it may take some time before you receive the code.

8

Verification Code *

9	4	2	5	6	2
---	---	---	---	---	---

VERIFY ▶

[Send New Code](#)

8. Insert the «Verification Code»

1. Application to a Job Requisition



IMPORT YOUR PROFILE

You can import your information.

9

9. Click on «Apply With LinkedIn» if you want to import information from your LinkedIn profile. More details on slide [32](#).

10. Contact information. Insert:

- Last name: Free text
- First Name: Free text
- Title:
 - Doctor
 - Miss
 - Mr.
 - Mrs.
 - Ms.

CONTACT INFORMATION

Please enter your contact information.

10

Last Name *

First Name *

Title

1. Application to a Job Requisition



10

Middle Name

Email Address

Reenter Email Address *

Phone Number *

Country code
+39 (Italy)

10. Contact Information. Insert:

- Middle Name: Free text
- Email Address: Automatically populated
- Reenter Email Address: Free text
- Phone Number: Free text

11. Home address (Residence). Insert:

- Country: Select the Country from LoVs

11

HOME ADDRESS

Please enter your home address.

Country *

1. Application to a Job Requisition



Italy

11

Province

City

Post Code *

Address Line 1 *

Address Line 2

Address Line 3

11. Home address. Insert:

- **Province:** Select the Province from LoVs
- **City:** Select the City from LoVs
- **Post Code:** Select the Post Code from LoVs
- **Address Line 1:** Free text
- **Address Line 2:** Free text
- **Address Line 3:** Free text

1. Application to a Job Requisition



1. Application to a Job Requisition



14 **ADDITIONAL INFORMATION**

Gender *

15 **CITIZENSHIP**

Please provide your citizenship

Citizenship

14. Diversity information. Insert the «Gender» from LoVs:

- Female
- Male
- Other/Prefer not to say

15. Citizenship: LoVs

◀ BACK

NEXT ▶

1. Application to a Job Requisition



17. Experience. Click on “Add experience”. Details on slide [25](#).

16

EDUCATION

It is highly recommended that you provide your education details.

[ADD EDUCATION](#)

GRADUATION MARK

Most recent mark achieved

Graduation mark (grade/on) - If applicable

110/110

17

EXPERIENCE

Please provide details about your work experience.

[ADD EXPERIENCE](#)

16. Education. Click on “Add education”. Details on slide [24](#).
Add “Graduation Mark”

1. Application to a Job Requisition



Please provide details about your work experience.

ADD EXPERIENCE

18

SUPPORTING DOCUMENTS AND URLS

Please add any additional documents or URLs.



TRA-CH-000299-ORC_Validation_O...

REMOVE



DROP COVER LETTER HERE

or

ADD COVER LETTER

Link 1

+ Add Another Link

18. Supporting Documents and URLs. Drop or upload your resume.

1. Application to a Job Requisition



Add Education

16

Degree *

Major

School Name

Start Date

Month | Year

End Date

Month | Year

Education Level *

16. Education.

- Degree: LoVs
- Major: LoVs
- School Name: Free text
- Start date: LoVs
- End date: LoVs
- Educational Level: Free text

1. Application to a Job Requisition



14

Country

City

Comments

Title

REMOVE

DONE

14. Education.

- Country: LoVs
- City: Free text
- Comments: Free text
- Title: Free text

UPLOAD RESUME

ADD COVER LETTER

1. Application to a Job Requisition



Add Work History

15

Employer Name *

Job Title

Start Date

Month ▼ | Year

End Date

Month ▼ | Year

Employer Country

Employer City

15. Experience.

- Employer Name: LoVs
- Job Title: Free text
- Start date: LoVs
- End date: LoVs
- Employer Country: LoVs
- Employer City: Free text

1. Application to a Job Requisition



17. Work preferences. Insert from LoVs:

- Travel Domestically: Yes/No
- Travel Internationally: Yes/No
- Willing to Relocate: Yes/No
- Comments: Free text

16

LANGUAGES

Please indicate which languages you speak.

ADD LANGUAGE

17

WORK PREFERENCES

Please enter your work preferences.

Travel Domestically

Travel Internationally

Willing to Relocate

Comments

16. Languages. Click on "Add Language". Details on slide 28.

1. Application to a Job Requisition



Add Language

16

Language *

Italian

Level

Native

Comments

REMOVE

DONE

16. Languages.

- Languages: LoVs
- Level:
A1/A2/B1/B2/C1/C2/T0
/T1
- Native: Yes/No
- Comments: Free text

ADD LANGUAGE

1. Application to a Job Requisition



17. Work preferences. If you answered Yes. Insert from LoVs:

- Travel Domestically
Frequency: 25/50/75/100%
- Travel Internationally
Frequency: 25/50/75/100%
- All Location: Yes/No
- Excluded Locations: LoVs

17

Travel Domestically

Yes

Domestic Travel Frequency

Travel Internationally

Yes

International Travel Frequency

Willing to Relocate

Yes

All Locations

No

Excluded Location

1. Application to a Job Requisition



18. Application Questions. Insert from LoVs:

- Disclosure: I agree
- Do you belong to a protected category?: LoVs
 - ITALY ONLY: Article 1 – Civil disability greater than 45%
 - ITALY ONLY: Article 18
 - ITALY ONLY: Other
 - No
- How did you learn about this opportunity? LoVs

18

APPLICATION QUESTIONS

Please answer the following questions.

When submitting your CV to the EniJobs portal, you declare that all the information that you have provided is true. Eni reserves the right to verify this information by carrying out appropriate in-depth analysis and submitting additional authentication documentation for your signature, if necessary. *

Do you belong to a protected category? *

How did you learn about this opportunity? *

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← BACK

SUBMIT →

1. Application to a Job Requisition



🏠 | Profile



i

luca.pozzi@yopmail.com

MY APPLICATIONS INFO AND ALERTS

ACTIVE JOB APPLICATIONS

ACCOUNT DEVELOPMENT MANAGER

Italy

Status: New ▾

DEMO_CS_ENI • 101 • Applied on 03/06/2024

Edit profilo



eni | Jobs

1 LUCA

A world of professional opportunities

FIND A NEW JOB

Job title, skill, keyword

LOCATION (NEAREST) ▼

Town, City, Country

1. Click on your "name" (profile).

ALL JOBS (2211) NEW JOBS (28) SALES (132) ICT (116) WORKS EXECUTION (103)
ENGINEERING TECHNOLOGY SPECIALIST (DISCIPLINE) (99) ACCOUNTING AND FINANCIAL STATEMENTS (99) ...

Eni's activities across the world

Explore by region and discover career opportunities in the countries where Eni operates.

Edit profilo



The screenshot shows the Eni Jobs website interface. At the top left is the 'eni | Jobs' logo. At the top right, the user name 'LUCA' is displayed next to a dropdown arrow and a hamburger menu icon. The main header features a colorful background with the text 'A world of professional oppo'. Below this is a search bar with the text 'FIND A NEW JOB' and 'Job title, skill, keyword'. To the right of the search bar is a 'LOCATION (NEAREST)' dropdown menu with 'Town, City, Country' as the selected option. A yellow search button with a magnifying glass icon is positioned to the right of the location dropdown. A user profile dropdown menu is open, showing the name 'Luca Pozzi' and two options: 'Profile' and 'Sign Out'. A green callout box with the number '2' points to the 'Profile' option. Another green callout box with the text '13. Click on "profile".' points to the 'Profile' option. Below the search bar and location dropdown, there is a navigation menu with the following items: 'ALL JOBS (2211)', 'NEW JOBS (28)', 'SALES (132)', 'ICT (116)', 'WORKS EXECUTION (103)', 'ENGINEERING TECHNOLOGY SPECIALIST (DISCIPLINE) (99)', and 'ACCOUNTING AND FINANCIAL STATEMENTS (99)'. A three-dot menu icon is located to the right of the last item.

Eni's activities across the world

Explore by region and discover career opportunities in the countries where Eni operates.

Edit profilo



🏠 | Profile



Luca Pozzi

MY APPLICATIONS

3

INFO AND ALERTS

3. Click on «Info and alerts».

3

EDIT PERSONAL INFORMATION

4. Click on «Edit personal information».



Home | Profile

Edit Personal Information

5. Edit your personal information

5

CONTACT INFORMATION

Please enter your contact information.

Last Name *

First Name *

Title

Edit profilo



REMOVE

Link 1

+ Add Another Link

LANGUAGES

Please indicate which languages you speak.

ADD LANGUAGE

6

UPDATE

6. Click on «Update»



Oracle Fusion Cloud Applications System Requirements

Before using Fusion Applications in browsers and on your mobile devices, check the operating systems, supported browsers, and other computer requirements.

Here are the minimum versions you need for your browsers.

Browser	Minimum Version
Apple Safari	16.2
Google Chrome	108
Microsoft Edge	108
Mozilla Firefox	108

Oracle supports all the platforms that the browser vendor supports, as indicated in this table. For mobile device operating systems, Oracle supports only the most recent browser.

Operating System	Apple Safari	Google Chrome	Microsoft Edge	Mozilla Firefox
Android	Not applicable	Supported (Chrome for Android only, not native Android browser)	Not applicable	Not supported
iOS/iPadOS	Supported	Not supported	Not supported	Not supported
Mac OS X	Supported	Supported	Not supported	Supported
Windows	Not supported	Supported	Supported	Supported

