



**COMUNE DI BOLOGNA**

# **MUNICIPAL JOBCENTER**



**A service of the City of Bologna  
for citizens looking for a job**

**in network with**



The municipal Jobcenter has been established by **the Municipality of Bologna** to strengthen the local network of public employment services.

The municipal Jobcenter is a public facility, offering free services to unemployed people, workers and employers.

Its key objectives are:

- facilitate the matching between supply and demand of labour, through adequate information, guidance and pre-selection service;
- guide unemployed people towards new job and training opportunities;
- help employers and families to search and select employees.

It consists of an helpdesk, addressing to **all Bologna citizens** looking for a job.

## **WHAT IT OFFERS IN PUBLIC OPENING DAYS**

### **RECEPTION AND INFORMATION**

- Information concerning job opportunities at local, regional, national and european level, open competitions and vocational training courses
- Information about job research instruments and channels.
- Tips for Curriculum Vitae and Presentation Letter writing.
- Occupational Status analysis and resulting rights and duties.
- Information about acquisition and enhancement of skills (Information Technology ones or other kind), useful in job searching.
- Possible address to other services, depending on personal need detected.
- Booking of an appointment for a first guidance meeting.

### **SELF-CONSULTATION**

The consultation area offers the possibility to examine information on occupational and training topics, by oneself or assisted by staff members, in particular through the provision of:

- Information and materials about job opportunities in the area of Bologna
- Jobs offered by private recruitment and placement agencies
- Open competitions and training courses
- Specialized publications to promote professional guidance
- Addresses and materials useful to job research.

## WHAT IT OFFERS BY APPOINTMENT

### CUSTOMIZED SERVICES

- Guidance interview to make an occupational checkup of user, raise awareness of his own professional and vocational path, individuate skills and interests to be used in the labour market
- Employability analysis
- Support in active job searching
- Focus suggestive actions: individual suggestive advice; group-orientation and job integration itinerary
- Seminars on techniques for active job search
- Specific interview with caregivers, to map their skills, enter them in a database and supporting the meeting with families needing an assistant for elderly sick and disabled
- Information about Italian language courses for foreigner people (necessary to find a job)

**SEARCHING OR CHANGING JOB**  
**DEVELOP YOUR OWN PROFESSIONAL PROJECT**  
**LEARN HOW TO LOOK FOR A JOB**

## WHERE WE ARE

### **Sportello Comunale per il Lavoro**

Vicolo Bolognetti, 2 - 40125 Bologna

At Quartiere Santo Stefano Seat. To reach us: bus #27, 11, 25, 14, 19.

Phone: 051 2197108 - 051 2197104

E-mail: [sportellolavoro@comune.bologna.it](mailto:sportellolavoro@comune.bologna.it)

### **Opening Hours:**

Monday, Wednesday 9 am to 12 am

## VISIT OUR WEBSITE:

[www.comune.bologna.it/lavoro](http://www.comune.bologna.it/lavoro)

facebook: [sportellolavorobologna](https://www.facebook.com/sportellolavorobologna)