

### IO1.3 Best practice in Spain

<b>Type of practice</b>	Online Guide, issued by the Observatory of Occupations of the Public Service of State Employment (SEPE)
<b>Best practice title</b>	“Los Perfiles de la Oferta de Empleo” / “The Profiles of Job Offer”
<b>Period of implementation</b>	From 2012 till now. The Guide is issued yearly
<b>Location</b>	The Observatory of Occupations of the Public Service of State Employment (SEPE), that is the entity in charge of producing and issuing the Guide has a network of technicians in each Province Directions and are coordinated by the SEPE central services.
<b>Geographical coverage</b>	Regional and National
<b>Contact</b>	Central Services – General Sub-direction of Statistics and Information <ul style="list-style-type: none"> <li>• C/ Condesa del Venadito, 9. 28027 MADRID.</li> <li>• Tel.: 915 859 834   Fax: 915 859 761</li> <li>• e-mail: observatorio.ocupacional@sepe.es</li> </ul>
<b>Link</b>	<a href="https://www.sepe.es/indicePerfiles/indicePerfiles.do?idioma=es">https://www.sepe.es/indicePerfiles/indicePerfiles.do?idioma=es</a>
<b>Contact person</b>	n.a.
<b>Target audience</b>	Unemployed people
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To inform about the characteristic and current trends of the job market in Spain in order to support unemployed job seekers to enter the job market more easily.</li> <li>• To orientate the job seekers in further their training and education in order to acquire, improve and deepen the skills and competences required by the employers according to the job profiles.</li> <li>• To provide carrier advisors with a useful tool to work efficiently in the field of education and carrier orientation, intermediation and training for employment.</li> <li>• To contribute to the effectiveness of the job market, by providing a tool for a better match between job offer and job demand.</li> </ul>
<b>Short description</b>	<p>Since 2012, the Observatory have been issuing a study on the "Profiles of the Job Offer", which deepens the knowledge of the professional profiles and the skills, competences and knowledge that companies require the candidates to have in order to cover their job vacancies.</p> <p>It contains information on the <b>jobs that are offered by companies</b> and, using of tab sheet, structure and describe the job offer through:</p> <ul style="list-style-type: none"> <li>• characterization of the offer: job conditions, statistics about regional distribution of job offer, indicators on the relevant job profile categories, like profiles and percentage of the persons unemployed or hired in that specific job sector</li> <li>• the specific competences required to perform the job tasks</li> <li>• the required profile of the candidate, described in four points: <ol style="list-style-type: none"> <li>1. personal characteristics</li> <li>2. training and competences</li> <li>3. languages and ICT skills</li> <li>4. personal skills.</li> </ol> </li> </ul>

<p><b>Activities/Action plan</b></p>	<p>Since its first publication, experts have been constantly improving, adapted and updated their methodology, that mainly consist of:</p> <ul style="list-style-type: none"> <li>• Delimitation of the study sector: identifying the occupations to be studied, determining the sample size, the quality of offers, selecting the job portals to consult, etc.</li> <li>• Continuous improvement of the database used for the recording and exploitation of the selected offers.</li> <li>• Update and improvement of the instruction and manual of use of the database that allow full access to all the provincial network of the Observatory.</li> <li>• Search for offers on the Internet and its mechanization in the Offer Database.</li> <li>• Exploitation, analysis and validation of the information collected.</li> <li>• Document design, drafting and dissemination.</li> </ul>
<p><b>Resources/Products</b></p>	<p>The Guide is available on SEPE web page and can be downloaded both in full version or in separate sections. The download is completely free of charge and available to any Internet user.</p>
<p><b>Impact</b></p>	<p>The guide is a very handy and user friendly tool, that can be directly consulted both by unemployed job seekers and professionals in the field of employment, carrier and training counselling and schools. Being free of charge and available on the web, it can be easily reached by everyone. Besides, users of other SEPE services may be easily directed and invited to consult the Guide, as a further self-help tool for a more effective access to the job market.</p>
<p><b>Key words</b></p>	<p>Job offer /Job demand / Match/ Skills/ Competences / Job profile / Characterization of Job offer / Guide / Carrier Orientation / Tool</p>