



User Manual

Daijob Account Management Tool

For directly hiring companies

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Human Global Talent Co.,Ltd.
<https://corp.daijob.com/en/>



Index

1. [Top Menu](#)
2. [Job Postings, Company Profile, Feature Article](#)
3. [Create a Job Posting](#)
4. [Create a Job Posting - Job Posting Settings](#)
5. [Create a Job Posting - Criteria to Filter Applicant Results](#)
6. [Edit Company Profile](#)
7. [Edit Feature Article](#)
8. [About the Automatic Translation Function](#)
9. [Automatically Translated Job Posting Icon \(as seen by job seekers\)](#)
10. [Expiring Job Postings](#)
11. [Company Logo / Company Photo](#)
12. [Applicants](#)
13. [Applicants List](#)
14. [Applicants - Resume](#)
15. [Applicants - Other](#)
16. [Applicants - Mail](#)
17. [Resume Bank](#)
18. [Resume Bank - Search Result](#)
19. [Resume Bank - Resume \(Anonymous\)](#)
20. [Resume Bank - Create New Message](#)
21. [Resume Bank - Scout Records](#)
22. [Resume Bank - Response from Candidates](#)
23. [Resume Bank - Other Functions](#)
24. [How to use the Search function \(JP only\)](#)
25. [Who Receives Which Notification?](#)
26. [Account Settings](#)
27. [AI Candidate Recommendation Function](#)
28. [Resume Update Request Feature](#)
29. [Meeting Scheduler Feature](#)
30. [Resume Search Functionality](#)

1.Top Menu

Applicants

See the applicants for your job postings, send and receive messages. You can easily manage the applicants' recruitment process by changing the status next to their names.

Resume Bank

Search the resume bank (database of registered candidates) for candidates that match your criteria, and approach candidates by sending Scout Messages. Save your search settings, and receive notifications when new potential candidates that match your criteria register on Daijob. View and send Scout Messages to candidates who clicked "Like!" to express their interest in your job posting.

Job Listings

Create and edit a variety of content— your company profile, job postings, and feature articles—to attract job applicants. Here you can also upload your company logo and photos.

Account Settings

Verify and change user account settings. Administrators can set up new user accounts and change the settings on these accounts.

Daijob.com Account Management

Manual Candidates Area Logout JP EN

Tools Menu

- Applicants**
 - Manage Applicants
 - Create / Edit Mail Templates
 - Create / Edit Automatic Reply
- Resume Bank**
 - Like List
 - Search the Resume Bank
 - Search by Candidate ID Number
 - Resume Search Settings & Automatic Resume Matching
 - Scout Records
 - Bookmarked Resumes
 - Create / Edit Scout Mail Template
- Job Listings**
 - Create / Edit Company Profile
 - Create / Edit Job Postings
 - Create / Edit Feature Article
 - Upload Company Logo
 - Upload Company Photos
 - Expiring Job Postings
 - Create / Edit Career Fair Content
- Account Settings**
 - My Account
 - Representative Accounts
- Contract Details**
 - Posting Term: 2012-04-20 → 2021-04-19
 - Job Postings: 3 jobs / month
 - Scout Mails: 300 mails / month

User Guide & Other Information

2. Job Postings, Company Profile, Feature Article

Create / Edit Company Profile

The Company Profile page is a place where you can present basic information about your company. When looking at a job posting, the candidates will also examine the profiles of companies where they are seeking employment.

E-mail for Receiving Resumes: Enter an e-mail address on which you will be receiving application-related notifications.

Create/ Edit Job Postings

To create a new job posting on the Japanese and English Daijob website, simply fill out the provided form. You can conveniently translate your job postings using the Automatic Translation Function. For more details about the Automatic Translation Function, please see [page 19](#).

After filing in all the required information, change the status to "posting request" and save your posting. We will verify the details and publish the posting within 24 hours (excluding weekends and holidays). If you need to urgently publish your job posting, please contact your Daijob sales representative.


Create / Edit Feature Article

The Feature Article page is a place to provide additional information about your company. Here you can post photos and articles about your company that might appeal to job seekers. You can also introduce your company's products or write about the perks of working with you.

3. Create a Job Posting

Detailed Description :

 Translatable


Site	Required	Select the language of the job posting site. It is recommended to post on both sites.
Your Representative	Required	Select job posting representative. The representative will be notified whenever there is a new application for this positon.
Position Title	Required	Enter the job posting title. This is the first thing that the candidates see, so it is advised that you choose a title that is appealing to the job seekers . 
Job Code	Optional	Useful for managing a large number of jobs, usually used by recruitment agencies and temporary staffing companies.
Display Priority	Optional	Specify display priority on your company's job list. Assign a value from 0 to 100; the higher the number the higher the display priority.





Daijob.com Account Management

New Job Posting

☒ Show a notice to let users know that automatic translation was used.


Employer Daijob.com (Human Global Talent Co., Ltd.)



After filling in the details of your listing, please click the Preview button at the bottom of the page.
Fields marked with * are required, and those marked with  are left undisclosed.

Site	<input checked="" type="checkbox"/> Japanese	<div><div> Translate</div><div><input checked="" type="radio"/> JP</div></div>	<input checked="" type="checkbox"/> English
Your Representative *	<div><div></div><div></div></div>		
Position Title * 	<div>例：【海外営業】月に一度海外出張有り</div>	<div>Translate</div>	<div>【position name】 short appeal sentence</div>
Job Code	<div></div>		
Display Priority 	<div>0</div> <div>Enter a number between 0 and 100 to rank this listing. Higher numbers come first in the ranking.</div>		
	<div>【業務内容】</div> <div>【募集背景】</div>	<div>【Summary】</div> <div>①</div> <div>②</div>	

3. Create a Job Posting

Detailed Description :

 Translatable

Job Description	Required	Enter the job description. Make it specific so that the applicants can envision what the job involves and requires. Besides the job description, you can also write about the recruitment background, benefits, career path, and other related topics. 
Company Information	Optional	Enter your company information. Besides the basic information, you can also write about your future business development plans, a few words about your corporate culture or describe your office atmosphere. 
Office Location	Required	Specify your office location(s). You can write down up to three locations.

Job Description * ?

【業務内容】

【募集背景】

【魅力ポイント】

【キャリアパス】

Translate

【Summary】

①

②

③

【Career Path】

【screening process】

【etc】

Company Information ?

【今後の事業展開】

【社風/オフィスの雰囲気】

Translate

• Future Plans of the Company

• Type of People Working / Workplace Atmosphere

Office Location *

Area

Country

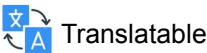
City

Area

↑

3. Create a Job Posting

Detailed Description :



Job Categories	Required	Specify the job category. Up to three categories can be listed
Job Level	Required	Specify the job level (Entry, Staff, Senior etc.)
Industry	Required	Specify the industry.
Work Hours	Optional	Enter the work hours. Example: 9:00 AM to 6:00 PM (Flex-time with core times can also be listed)
English Level	Optional	Specify the required English level
Japanese Level	Optional	Specify the required Japanese level
Chinese Level	Optional	Specify the required Chinese level
Other Languages	Optional	Specify other required language(s)

Job Categories * ?

Job Level *

Please choose

Industry

Chemicals/Petro-Chemicals

Work Hours

例) 9:00~18:00

Translate

Required

English Level

Please choose

Japanese Level

Please choose

Chinese Level

Please choose

Other Languages

Please choose

Please choose

Please choose

Please choose

3. Create a Job Posting

Detailed Description :



Application Requirements	Optional	If the applicants do not meet all your “checked” requirements, they will not be able to apply.
Estimated Annual Salary	Optional	Specify annual salary. Check "Display estimated monthly salary" to show annual salary divided by 12. It is recommended to fill in the annual salary, but you can also choose “Depends on experience”.
Other Benefits	Optional	Let the candidates know about the benefits you can offer such as the salary, bonuses, welfare benefits, and so on. You can also click on items to fill them in automatically.

Application Requirements

Hidden

☐ Japanese Work Visa☐ English Level☐ Japanese Level

Estimated Annual Salary

Depends on experience

Please choose...

~

Please choose...

*If you choose not to input a salary, "Depends on Experience" will automatically be displayed.

To display monthly income, please check the "Monthly Income Visible" box after inputting the annual salary.

Monthly income will be calculated automatically.

☐ Monthly income visible

Other Benefits

(Bonuses, Insurance, Etc.)

以下より当てはまる項目をクリックしてください。

選択項目が無い場合は自由入力で入力してください。

社会保険完備

交通費全給

スポーツ施設

保養施設

社内融資制度

財形貯蓄制度

社員持株会

独身寮

社宅

家賃補助

教育研修

Translate

Choose following benefits from the list below.

It will automatically appears in this box.

Social Insurance

Commutation Allowance

Sport Facilities

Relaxation Facilities

In-House Loan System

Worker's Property Accumulation Savings

Employee Stock Purchase System

Dormitory


Company Housing




Rent Subsidy

Education / Training

3. Create a Job Posting

Detailed Description :

 Translatable

Qualifications / Certificates	Optional	Fill in the qualifications for the position, such as experience or certifications. You can divide the required and welcomed skills and also describe the ideal candidate.	
Holidays / Time Off	Optional	Fill in the holiday-related information. Click on the items to fill them in automatically or type in directly.	
Contract Period	Required	Enter type of contract type: Full-time or Contract. Let the candidates know if there is a trial period and if so, how long.	

Qualifications / Certificates
Requirements and Preferred Skills

【必須条件】

【歓迎する条件】

【理想の人物像】

Translate

【Essential Qualifications(s):

Preferred Condition(s):

Ideal Candidate:

Holidays / Time Off

以下より当てはまる項目をクリックしてください。
選択項目が無い場合は自由入力で入力してください。

完全週休2日制（土・日・祝祭日）

夏期休暇

冬期休暇

リフレッシュ休暇

有給休暇

慶弔休暇

育児休暇

傷病休暇

Translate

Choose following benefits from the list below.
It will automatically appear in this box.

Five-Day Workweek

Summer Holidays

Winter Holidays

Refresh Holidays

Paid Holidays

Congratulatory or Condolence Leave

Child-care Leave

Sick Leave

Contract Period

例）正社員雇用 *試用期間中：契約社員

Translate

Ex) Hiring fulltime position
During the provation period, the hiring status will be contract position

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9

3. Create a Job Posting

Detailed Description :



Nearest Station / Directions	Required	Enter directions from the nearest station to the place of work. Example: 8 minutes' walk from the Roppongi-itchome Station on the Tokyo Metro Namboku Line.	
Special Features	Optional	Set multiple features of the job posting. They will be shown as icons on the top of your job postings.	

Nearest Station / Directions

Translate

Special Features

☐ International transfer

☐ New graduates welcome

☐ No transfer

☐ No Age Restriction

☐ Women Welcome

☐ No Experience Required

☐ Listed Public Company

4. Job Posting Settings

Detailed Description :

Staff Email Addresses	Required	Select a company representative to be notified if someone applies for the job opening (more than one person can be selected). The default person to be notified is your company's representative.
Posting Expires	Required	Set the job posting expiration date. The default setting is 1 year after the job is posted.
Status	Required	New: Set when creating a job and saving it as a draft. Publish Request: Once you've created the job posting, set the status to "Publish Request" to request publishing. . Archived: Select to end the job posting.

Job Posting Settings

Hidden

Staff Email Addresses

☒ Daijob Taro

☐ ダイジョブ 花子

☐ Ichiro Global

Posting Expires

2020

11

13

Status

☐ New

☒ Active

☐ Archived

☐ Deleted

5. Criteria to Filter Applicant Results

You can set your preferred criteria for the applicants. Only those who fit your criteria will be initially displayed on the Applicants List.

You can change the settings on the Applicant List to show all applicants.

This setting does not affect job browsing and application opportunities for job seekers.

*Use the Automatic Reply Function ([see page 26](#)) to ensure that all applicants receive a response.

Criteria to Filter Applicant Results

Hidden

Use this function to automatically filter your list of applicants for this position. Set the desired criteria below and you will see only those applicants that match on your Applicants List page. (You can also revert back to viewing all applicants by clearing the Terms below.)

Set Terms

Age

~

Nationality

Country

Gender

None

Male

Female

Language Level

Language

Level

Applicants List

Daijob.com Account Management

ManualCandidates AreaLogoutJPEN

Applicants List

Applicants matching your set criteria

All Applicants

Choose from Job Listings

Position Title
Applicant's ID / Name

Position Title/Applicant's ID/Name

Recipient

All

Profile

Bookmarked

Bookmarked

CSV Download

All

Application Period

From

YYYY

MM

DD

Until

YYYY

MM

DD

Order

Applied Date

Age

Over

Or Under

Status

All

+ Open more search condition

Search

6. Edit Company Profile

Detailed Description :



Email for Receiving Resumes	Required	Enter an e-mail address for receiving notifications of applications
Company Name	Required	Enter your company name.
Company Website-URL	Optional	Enter your company website URL.
Country of Company Headquarters	Optional	Specify the country where company headquarters are located.
Location of Company	Required	Specify the country where the company is located.

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ManualCandidates AreaLogoutJPEN

Edit Company Profile

Employer

Daijob Inc. (テスト企業)

☐ Let users know this page has automatically translated texts.

Site	Japanese	<div>TranslateJP</div>	English
Email for Receiving Resumes	<div>Global@daijob.com</div> <div>Email LanguageEnglish</div>		
Company Name (Representation)	<div>株式会社Daijob (テスト企業)</div>	<div>Translate</div>	<div>Daijob Inc. (テスト企業)</div>
Company Website-URL	<div>Required</div>		
Country of Company Headquarters	<div>Country</div>		
Location of Company	<div>Country</div>		

東京都港区

ebisu



6. Edit Company Profile

Detailed Description :

 Translatable



Address	Required	Enter the company address	
Industry	Required	Specify the type of business	
Year Established	Optional	Enter the year the company was established	
President	Optional	Enter the representative's name	
Capital	Optional	Enter the company's capital	
Stock Listed On	Optional	Enter stock exchange if publicly traded. Example: NASDAQ	






Address	<div>必須</div>	<div>Translate</div>	<div>Required</div>
Industry	<div>Please choose ...</div>		
Year Established	<div>必須</div>	<div>Translate</div>	<div>Required</div>
President	<div>必須</div>	<div>Translate</div>	<div>Required</div>
Capital	<div></div>	<div>Translate</div>	<div></div>
Stock Listed On	<div></div>	<div>Translate</div>	<div></div>
Number of Employees	<div>必須</div>	<div>Translate</div>	<div>Required</div>
Business Description	<div>必須</div>	<div>Translate</div>	<div>Required</div>

6. Edit Company Profile

Detailed Description :

 Translatable

Number of Employees	Required	Enter number of employees	
Business Description	Required	Enter a brief description of the company's business	



Number of Employees

Business Description

必須

必須

Translate

Translate



Required

Required

6. Edit Company Profile

Detailed Description :

 Translatable

Company Description	Required	Describe your company. Applicants who are interested in your job postings, want to know about the company's business and its future prospects. Here you can tell them more about your company.	
Office Location	Required	Enter directions from the nearest station and means of transportation.	

Company Description

Office Location (Nearest Station)

必須

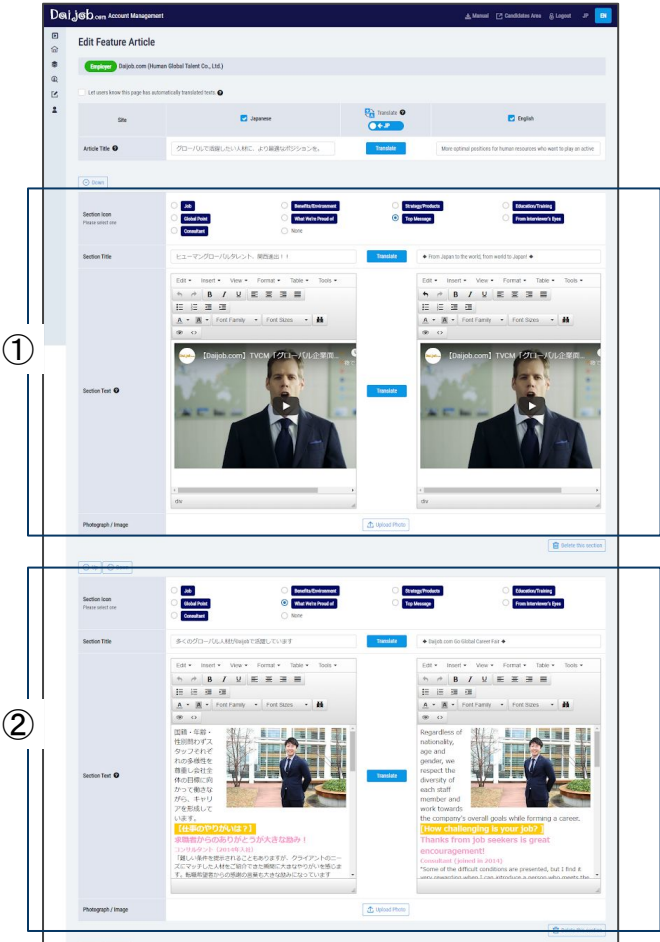
Required

Translate

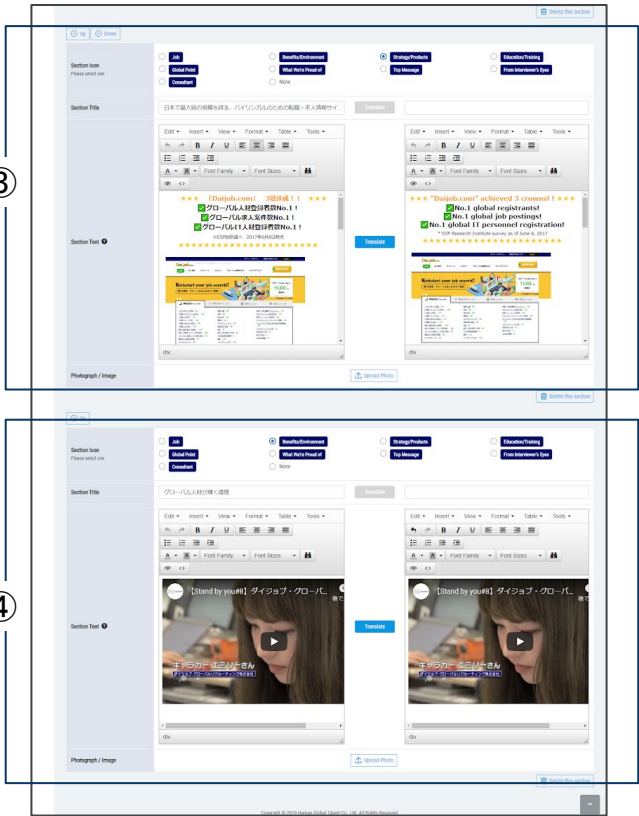
Required

7. Edit Feature Article

In the Feature Article area, you can post up to 4 articles about your company. You can fill in 4 sections for each article: section icon, section title, section text, and an image.



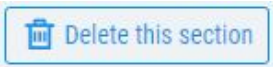
Section Icon:



Buttons:



Change the display order



Delete the Feature Article



You can add up to 4 Feature Articles

7. Edit Feature Article



Detailed Description :

Site	Posting the feature article is optional, but we recommend creating it to convey the appeal of your company to the job seekers. Select the site language you want to post. It is recommended to post in both Japanese and English.
Article Title	<div>The catch phrase is the first point to attract the job seekers. Since it will decide whether or not the job seeker will read on through the contents, let's make it as interesting as possible.</div> <div>Ex. Work as an consultant on the global stager! Ex. No experience? No problem! As long as you have the right language skills we might have a position for you!</div>

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ManualCandidates AreaLogoutJPEN

Edit Feature Article

EmployerDaijob Inc. (テスト企業)

Let users know this page has automatically translated texts. ?

Site

Japanese

Translate ?

← JP

English

Article Title ?

Translate

7. Edit Feature Article

Detailed Description :



Section Icon	Select a category according to the content.
Section Title	Enter a headline.
Section Text	Enter the text/body. You can change the fonts, colors and size using editing tools.
Image	Upload an image to accompany the text. You can upload JPEG, GIF, and PNG files.

Section Icon
Please select one

Job

Education/Training

Top Message

None

Benefits/Environment

Global Point

From Interviewer's Eyes

Strategy/Products

What We're Proud of

Consultant

Section Title

Translate

Section Text ?

Edit ▾Insert ▾View ▾Format ▾

Table ▾Tools ▾

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Font Family ▾

Font Sizes ▾

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Section Text ?

Translate

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19

8. About the Automatic Translation Function

The main features of the automatic translation function are introduced below.

➤ Switching the translation language direction

The function can provide translation from Japanese to English, or from English to Japanese. The translation language can be switched by clicking one the icon at the top of the form, as shown below.



➤ Perform translation

After entering the source language in the form, when the “Translate” button is clicked, the translation is automatically entered in the form for the other language.



The translation button is disabled in the following situations.

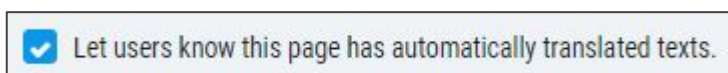
- If the translation source is empty ⇒ Entering the translation source will enable it
- If you have already used it⇒ If you edit the translation source, it will be enabled again
- When only one site is “checked” at the top

➤ Editing after translation

The content translated by pressing the “Translate” button can be freely edited.

➤ Automatic translation icon

At the top of the form, you can find a checkbox labeled “Show applicants that the content of this job posting has been translated automatically.” If the posting is saved with this item checked, an icon indicating automatic translation will be displayed with the posting on the site of the translated language. No icon will be displayed on the site of the original language. The language site where it is displayed is determined by the setting of the translation language switch button when saving the posting.



9. Automatically Translated Job Posting Icon (as seen by job seekers)

If the “Show applicants that the content of this job posting has been translated automatically” checkbox on the Create Job Posting screen is checked, the automatic translation icon will be displayed to applicants on the job-posting details screen, as shown in the picture below. An explanation will also be displayed when the cursor is placed over the icon.

The screenshot shows the Daijob.com interface. At the top, the navigation bar includes links for HOME, 求人検索 (Job Search), マイページ (My Page), スカウト (Scout), グローバル転職NAVI (Global Job Change NAVI), and キャリアフェア (Career Fair). A 新規会員登録 (New Member Registration) button is on the right. The main section is titled 求人検索 (Job Search). The job listing is for a 'Career Advisor' position at Human Global Talent Co., Ltd. The job title is '【キャリアアドバイザー】グローバル人材のキャリア・未来に関わる業務／残業平均10時間程度'. A blue callout box points to a small icon in the job title, labeled 'Automatic translation icon'. The job details include: 更新日 2019-11-28, 掲載開始日 2019-11-19, 企業名 Human Global Talent Co., Ltd./ヒューマングローバルタレント株式会社(旧ダイジョブ・グローバルリクルーティング), 職種 コンサルティング・人材紹介コンサルティング, 業種 人材紹介会社, 勤務地 アジア 日本 東京都 港区. On the right, there are buttons for 'この仕事に応募する' (Apply for this job) and '気になる' (Interested), and a section for 'この求人を取り扱う会社' (Company handling this job) with a button for '企業情報' (Company Information).

10. Expiring Job Postings

Check to see which currently published job postings are about to expire. Job postings set to expire within 14 days are displayed.

Extend the posting period by changing the expiration date for a particular posting and clicking the Extend Posting Expiration button.

11. Company Logo / Company Photo

Upload Company Logo

You can upload your company logo. The logo will be displayed on the following screens.

- Job List
- Company Information
- Feature Article
- Company List

But note the following:

- Is the file format GIF or JPEG?
- Is there adequate space around the logo?
- Is the resolution sufficient for good image quality? (72dpi)
- Is the image the right size? (The image should be at least 60 by 160 pixels. Larger images will be automatically resized.)
- Is the file size 200KB or less?
- Make sure the file is not transparent GIF (This format is not supported.)

Upload Company Photo

Upload a company photo. The photo will appear on all your company's job postings. You can use your company logo as a company photo as well.

But note the following:

- Is the file format GIF or JPEG?
- Is the resolution sufficient for good image quality? (72dpi)
- Is the file size 200KB or less?
- Make sure the file is not transparent GIF? (This format is not supported.)

Contact your Daijob representative if you have a problem uploading the company logo or photo.

12. Applicants

Here you can view and manage the candidates who have applied to your job posting(s).

Main functions :

- Applicant search
- Viewing applicants resumes
- Receiving and sending messages
- Creating and managing message templates
- Managing status
- Downloading applicant resumes in CSV file

Daijob.com Account Management
Manual
Candidates Area
Logout
JP
EN

Applicants List

Applicants matching your set criteria
All Applicants
Applicants Registered at Once
Choose from Job Listings

Position Title

Applicant's ID / Name

Recipient

All

Profile

All

Bookmarked

☐ Bookmarked

CSV Download

All

Application Period

From

YYYY

MM

DD

Until

YYYY

MM

DD

Order

Applied Date

Age

Over

Or Under

Status

All

+ Open more search condition

Search

CSV download

New CSV download

Search Result: 2194 Applicants matched your search criteria.

1
2
3
4
5
...
Next Page ->
Last

Applied Date	Name @ PDF Resume attached	Age Gender	Position	Message Status	Change Status	Check All
2019-12-10	藤田 真由美	25 Female	JA【新卒・留学生歓迎】国内最大級バイリンガル転職サイトで企業の成長に携わる！	Replied Message 2019-12-12	1st Interview	<input type="checkbox"/>
2019-12-09	Yoko Iwanoaka	22 Female	EN [For new graduates and international students] Engage in corporate growth at bilingual career site in Japan!	Replied Message 2019-12-09	New	<input type="checkbox"/>
2019-12-08	Kazumasa Hoshino	24 Female	EN [Graphic designer] Responsible for design operations related to foreign job site "Daijob.com"	Replied Message 2019-12-08	New	<input type="checkbox"/>
2019-12-07	Yoko Hino	35 Female	EN [Recruitment consultant] Expand services to clients using "Daijob.com"	Received Message 2019-12-11	1st Interview	<input type="checkbox"/>
2019-12-05	Kazumasa Hino	25 Male	EN [For new graduates and international students] Engage in corporate growth at bilingual career site in Japan!	Replied Message 2019-12-05	Declined	<input type="checkbox"/>
2019-12-02	Satoru Nagashima	23 Female	JA【キャリアアドバイザー】グローバル人材のキャリア・未来に開くチャンス/残業平均10時間程度	Replied Message 2019-12-13	2st Interview	<input type="checkbox"/>
2019-12-01	Yoko Iwanoaka	30 Male	JA【採用コンサルタント】グローバル人材転職サイト「Daijob.com」を利用した採用計画の提案、サポート業務	Replied Message 2019-12-01	Declined	<input type="checkbox"/>
2019-11-28	Kazumasa Hoshino	26 Female	EN [Graphic designer] Responsible for design operations related to foreign job site "Daijob.com"	Replied Message 2019-11-28	New	<input type="checkbox"/>
2019-11-27	Kazumasa Hino	38 Male	EN [Graphic designer] Responsible for design operations related to foreign job site "Daijob.com"	Replied Message 2019-11-27	Declined	<input type="checkbox"/>

13. Applicants List

Applicants List

Applicants that match your set criteria

Only applicants that match your criteria on the particular Job Posting(s) will be displayed.

All Applicants

All applicants will be displayed regardless of criteria settings.

Choose from Job Listings

You can view the number of applicants for each of your job postings and choose which you would like to see displayed.

Applicant search

Narrow your search for applicants by specifying search criteria.

Viewing the resumes

Click on an applicant's name on the list to display the applicant's resume.

Message Status

Shows final status of messages: Received Message (Green) or Replied Message (blue). You can open the message window by clicking on the date underneath the message status.

Change Status

Change the applicants' status depending on their progress in the recruitment process.

CSV Download

Download the applicants data in a CSV format. Contact your Daijob representative if you can't figure out the CSV download button.

14. Resumes

Resume:

- Personal Information
- Desired Conditions
- Employment History
- Latest Education
- Language Abilities
- Qualifications / Skills

Explanation of Screen Settings :

The screenshot shows the Daijob.com Account Menu. The top navigation bar includes 'Resume (Japanese)', 'Messages (7)', 'More Paid', and 'Application History (1)'. The main content area is divided into several sections:

- Switch the resume language**: A callout pointing to the 'Resume (Japanese)' link in the top navigation bar.
- Download PDF**: A callout pointing to the 'Download PDF' button in the top right corner.
- Mails**: A callout pointing to the 'Messages (7)' link in the top navigation bar.
- Bookmarks**: A callout pointing to the 'Bookmarks' link in the left sidebar.
- Application history**: A callout pointing to the 'Application History (1)' link in the top navigation bar.

The main content area displays a form for 'Application' with fields for 'Recruitment consultant', 'Job title', 'Company name', 'Location', 'Salary', and 'Desired conditions'. Below the form is a section for 'Bookmark / Memo' with a table for 'Bookmark / Memo' and a 'Bookmark / Memo' button.

15. Other

Bookmarks

You can add memos to candidates by adding “bookmarks” on their resumes. This can come in handy when you are trying to compare candidates or share information about the candidates in-house.

Automatic Reply

Create a message that will be automatically sent to applicants once they submit their application. The automatic reply is especially useful in case you set up application criteria ([see page 12](#)), when anticipating a large number of applications and when it is difficult to respond to each individual applicant.

In this case, we recommend filling in the automatic reply and letting the applicants know, that you will only be contacting those who pass your initial documentation screening?

This function is especially useful in these situations:

- Due to the large number of applicants it is not possible to respond to all of them.
- You only wish to directly contact applicants who pass the document screening.

16. Mail

Write and Send Messages

Go to the Mail tab and click the Create Mail button.

履歴書 (和文)

履歴書 (英文)

メール(1)

ブックマーク(0)

応募歴 (1 件)

メール

メール作成

Creating New Mail

Select template

Display a list of templates

Select selection status

Daijob.com Account Management

Position

Message Template

Search existing message template

Please choose

Modify

Status

1st Interview

To

Sender

Subject

Attachment File (PDF File,less than 1M)

ファイルを選択

選択されていません

Templates

You can load and send a previously created message template.

Status

Select the candidates recruitment process status. This status can only be viewed by you and not the candidates, so it can be used for management of the applicants.

Bulk Send

If you want to send the same message to multiple applicants at once, check the check-box on the right side of the applicant list screen and press the "Send to All" button. from there you can either enter a mail template or create a new mail.

Message Templates

You can create a message template in the "Create / Edit Message Template" menu. You can set the template type (Scout, contact, etc.) and use it according to the applicants status.

17. Resume Bank

Search for candidates in the Daijob resume database (Resume Bank) and approach the candidates who match your criteria by sending them Scout Messages.

Main functions :

- Candidate search
- Candidate bookmark / exclude setting
- Create and send Scout Mail
- Save search criteria and receive e-mail notifications of candidates matching the criteria
- Manage Scout Records
- Send Scout Messages to list of job seekers interested in the position
- Create and save message templates

Candidate search

Search the database of candidates who have published their resume on Daijob. You can search for candidates who meet your requirements based on specific criteria.

The screenshot displays the 'Search the Resume Bank' interface on the Daijob.com Account Management page. The top navigation bar includes links for 'Manual', 'Candidates Area', and 'Logout'. The main section is titled 'Search the Resume Bank' and shows 'Scout Mails sent this month: 3' and 'Scout Mails remaining this month: 297'. Below this, there's a section for 'Enter Your Resume Search Criteria' with a 'Search' button and a 'Save this search' option. The search criteria are organized into several sections: 'Sort Results By' (Last Login), 'Keywords' (with OR and AND options), 'Resume Language' (Japanese, English, Chinese, All), 'Resume Search Conditions' (with checkboxes for various filters), 'Resume Created' (with radio buttons for 'New today' and 'New'), and 'Experience' (with dropdowns for 'Countries Worked In', 'Desired Occupation', 'Desired Work Location', 'Desired Industry', 'Desired Employment Status', and 'Desired Start Date'). A 'Search' button is located at the bottom of the search criteria section. A note at the bottom states: 'If you would like to save this search, please fill in the Search Title field above.'

18. Search Result

Search Result

Here, the applicants who meet your requirements are displayed.

Main functions :

- Candidate summary display
- Candidate label
- Exclude candidates from list (individual/bulk)
- Bulk scout mail

Bookmarked

Already scouted by your company

Has applied to your job posting(s)

Has "Liked" your Job posting(s)

Bulk scout mail

Candidate label

Excluded from bulk mail

Excluded from consideration (not displayed)

19. Resume (Anonymous)

Resume (Anonymous)

Click on the candidate's ID in the search results to display their detailed resume.

Main functions :

- Display detailed resume (anonymous)
- Write and send messages
- Exclude candidates
- Bookmark/memo

Mails

メールの作成

Excluded from consideration (not displayed)

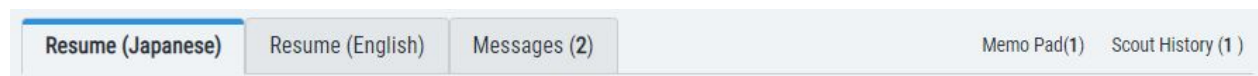
Bookmarked

Bookmark / Memo

20. Create New Messages

Create New Message

Go to the "Messages" tab and click the "Create New Message" button.



Create New Message

Select template

Display a list of templates

Select job posting

Daijob.com Account Management

Message Template Search existing message template

Please choose

Attach Job Select Job Posting

☒ Send New Scout

To

Profile

Sender

Subject

Attachment File (PDF File, less than 1M) 選択されていません

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Template

Use a previously created e-mail template.

Send messages to multiple candidates at once

If you want to send e-mails to multiple candidates at once, check the check box at the left end of the search result list screen and create and press the "Send to all" button.

Note: All bulk scouts are treated as new scouts. If you want to send another scout to the same candidate, please use an individual scout.

Creating and editing message templates

The message templates can be created from "Scout Message Template" menu in the Resume Bank Menu.

21. Scout Records

Scout Records

After sending Scout Messages, the messages and status updates are managed in the Scout Records menu.

Search records

Scout Records

Scout Mails sent this month: 3 Scout Mails remaining this month: 297

Scout member ID
Message subject
Message body

Age

And Over

Or Under

 Gender ☐ Male ☐ Female ☒ Both

Scouting Period From YYYY MM DD Until YYYY MM DD

Sender All Status All

Profile All

Display ☐ Show Details CSV Download All

Attached job information All

Search

1921 resumes matched your search criteria.

Personal message Mass message All

1 2 3 4 5 6 ... Next Page →

CSV Download New CSV Download

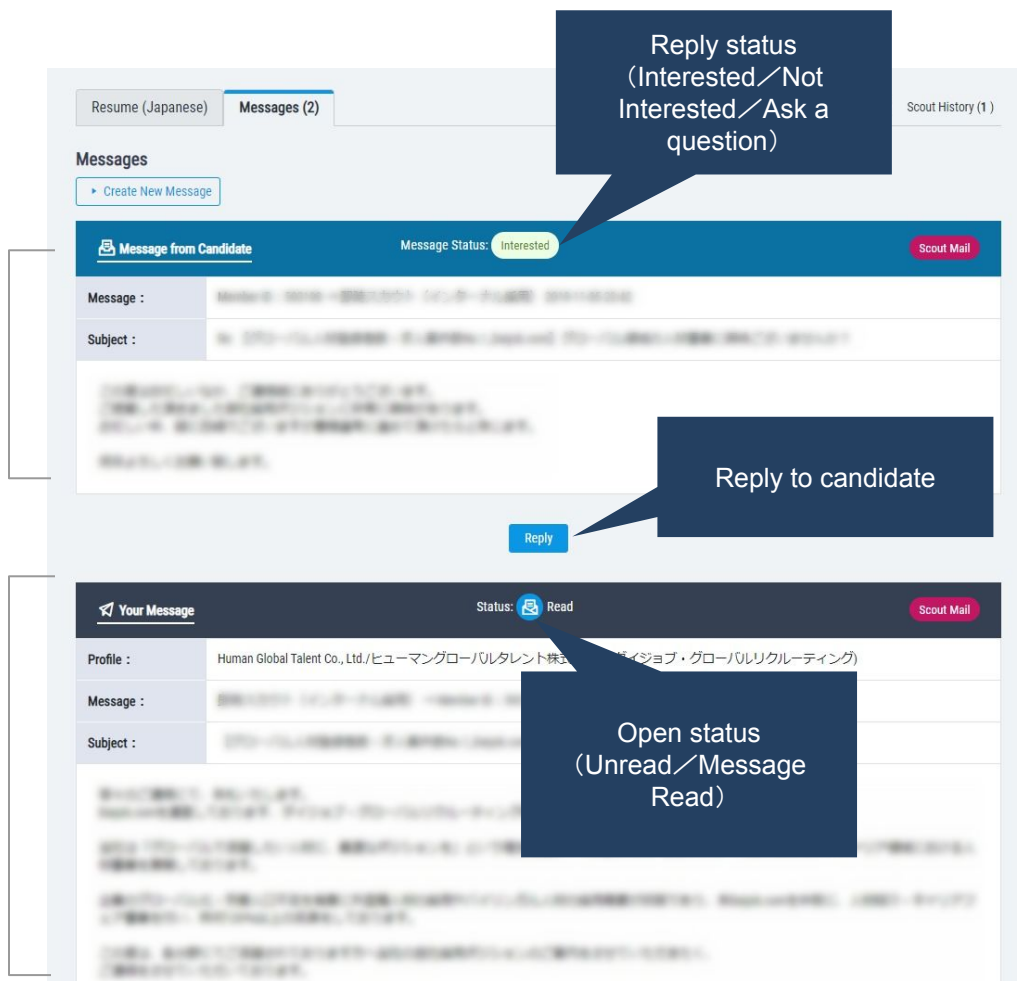
Candidate ID (@ PDF Resume attached)	Age Gender	Title of Scout Message Position Job type	Date Last Sent Date Last Response Response Status	Scout Message	Display status
		International Affairs	Date Last Sent : 2019-12-17 Date Last Response : ——— Message Read	Personal message	<input type="checkbox"/>
		Sales Assistant/Clerical/Receptionist	Date Last Sent : 2019-12-14 Date Last Response : ——— Message Read	Personal message	<input type="checkbox"/>
		客室乗務員 Other	Date Last Sent : 2019-12-12 Date Last Response : ——— Message Read	Personal message	<input type="checkbox"/>
		Coordinator Sales Assistant/Clerical/Receptionist	Date Last Sent : 2019-12-09 Date Last Response : 2019-12-11 Ask a question	Personal message	<input type="checkbox"/>
		Sales Advisor Other	Date Last Sent : 2019-12-06 Date Last Response : ——— Message Read	Personal message	<input type="checkbox"/>
		Advertising/Media Sales	Date Last Sent : 2019-12-06 Date Last Response : ——— Message Read	Personal message	<input type="checkbox"/>
		Leasing	Date Last Sent : 2019-12-05 Date Last Response : ——— Message Read	Personal message	<input type="checkbox"/>
		社会実務職 Sales Assistant/Clerical/Receptionist	Date Last Sent : 2019-12-03 Date Last Response : ——— Approach Sent	Personal message	<input type="checkbox"/>
		Community Associate Recruitment Consulting	Date Last Sent : 2019-12-03 Date Last Response : ——— Message Read	Personal message	<input type="checkbox"/>

Download CSV

22. Response from Candidates

Response status from candidates:

- **Interested** A response of "Interested" indicates that the candidate is interested in your Scout Message. Once you receive this reply, you will be able to view the personal information on the candidates resume. The next step would be setting up an interview.
- **Not Interested** A response of "Not Interested" indicates that the candidate is not interested in the Scout Message. In this case, the candidates personal information remains hidden.
- **Ask a Question** An "Ask a Question" Scout Message means that the candidate wants to ask a question. In this case, the candidate's personal information remains hidden.



*Notes on replying to messages

When replying to a message, be sure to reply by clicking on the "Reply" button below the message.

Please note that sending a message by clicking the "Create New Message" button will be counted as a new scout mail.

23. Resume Bank - Other Functions

Like List

This is the list of candidates who have “Liked!” your company's job posting(s). The candidates will disappear after 2 weeks from the date that they have “liked” your posting. The response rate when sending scout mails to these candidates tends to be higher, so if any of them match your criteria, do not hesitate to send them scout mails.

*”Like!” does not equal an application so you can only view the parts of the candidates resume that they have set to public. You will be able to view the personal information once they apply to your job posting or reply “Interested” to your scout mail.

Saved Resume Search Criteria & Automatic Resume Matching

You can save your resume search criteria so that you do not have to fill them in every time. You can also set up to receive notifications when a new candidate who meets your saved search criteria registers to Daijob. Search criteria can also be saved on the New Search Screen. When setting up your criteria, check the Save Search Criteria box and enter a name for your search.

Title	View/Change Search Settings	Number of Matching Resumes	Delete	Send by Self	Set the Emails Receiver
Consultant	View/Change	33	Delete	<div><input checked="" type="radio"/> Not Send <input type="radio"/> English <input type="radio"/> Japanese <input type="radio"/> Chinese</div>	Not set

Sending setting

Recipient setting

Scout Records

Here you can view the Scout Message records (sent and received), reply to messages and send new Scout Messages.

The number of Scout Messages you can send depends on the terms of your contract. Numbers at the top of the page show how many Scout Messages you have already sent and the number of Scout Messages you still have left in the current month. (Note: this applies to new Scout Messages.)

Bookmarked Records

View the list of bookmarked candidates. Scout Messages can be sent to selected bookmarked candidates either individually or in bulk.

Download CSV

Data of the candidates who have expressed "Interest" in a job posting can be downloaded in CSV format. Contact your Daijob representative if you can't figure out the CSV download button.

24. How to use the Search function (JP)

AND 検索

```
word_1 word_2  
word_1 & word_2
```

word_1 と word_2 が含まれます

「()」の使い方

```
( word_1 | word_2 ) word_3  
( word_1 | word_2 ) & word_3
```

word_1 または word_2 が含まれます。

word_3 が含まれます。

```
word_1 word_2 word_3  
( word_1 word_2 ) word_3  
( word_1 word_2 ) & word_3
```

word_1 と word_2 と word_3 が含まれます。

OR 検索

```
word_1 word_2  
word_1 | word_2
```

word_1 または word_2 が含まれます。

「()」の使い方

```
( word_1 | word_2 ) word_3
```

word_1 または word_2 または word_3 が含まれます。

```
( word_1 | word_2 ) & word_3
```

word_1 または word_2 が含まれます。

word_3 が含まれます。

```
word_1 word_2 word_3  
( word_1 word_2 ) word_3
```

word_1 または word_2 または word_3 が含まれます。

```
( word_1 word_2 ) & word_3
```

word_1 または word_2 が含まれます。

word_3 が含まれます。

AND 検索

「-」の使い方

```
-word_1 -word2  
-word_1 & -word2
```

word_1 と word_2 が含まれません。

```
( -word_1 | -word_2 ) -word_3  
( -word_1 | -word_2 ) & -word_3
```

word_1 または word_2 が含まれません。

word_3 が含まれません。

「"」の使い方

```
"a long keyword"
```

「a long keyword」が含まれます。

OR 検索

「-」の使い方

```
-word_1 -word_2  
-word_1 | -word_2
```

word_1 または word_2 が含まれません。

```
( -word_1 | -word_2 ) -word_3
```

word_1 または word_2 または word_3 が含まれません。

```
( -word_1 | -word_2 ) & -word_3
```

word_1 または word_2 が含まれません。

word_3 が含まれません。

「"」の使い方

```
"a long keyword"
```

「a long keyword」が含まれます。

25. Who Receives Which Notification?

	Mail subject	Company information screen	Job detail screen		Company user
		Email for Receiving Resumes	Your Representative	Staff Email Addresses	
1	Notification of application 【ダイジョブ】応募のお知らせ [Daijob.com] Registration from Daijob Member [Daijob.com]	○	○	○	
2	"Like" from Member 【ダイジョブ】「気になる」受信のお知らせ [Daijob.com] "Like" from Member	○	○	○	
3	Notification of registration (bulk registration) 【ダイジョブ】登録のお知らせ [Daijob.com] Registration from Daijob Member [Daijob.com]	○			
4	Notification of scout reply 【ダイジョブ】スカウトへの返信のお知らせ [Daijob.com] Reply from a Daijob Member [Daijob.com]	○			○ (Last sender)
5	Message notification 【ダイジョブ】メッセージのお知らせ[Daijob.com] Message from Member [Daijob.com]	○			○ (Last sender)
6	Notification of job posting deadline 【ダイジョブ】掲載期限間近の求人ご案内[Daijob.com] Job Expiration Advance Notice [Daijob.com]	○	○	○	
7	Notification that a resume matching the conditions was registered 【ダイジョブ】条件にマッチしたレジュメ登録のお知らせ [Daijob.com] New resume registered [Daijob.com]				○ (ユーザーを設定)

26. Account Settings

My Account

You can also create, modify or delete administrator accounts, and give administrator rights to another individual.

Daijob.com Account Management

ManualCandidates AreaLogoutJPEN

My Account

Name

Language

Japanese

Profile

Daijob.com (Human Global Talent Co., Ltd (Employer))

Email Address

User Name

* Used for login.
Please use five characters/numbers or more.

Password

* Used for login.
Minimum 8 characters, including one number.

Re-enter Password

Re-enter Password

For confirmation, please re-type your password.

Expiration of Login

2020

10

5

* You are not able to login after this date.

Administrator

☒

Save

User Accounts (Administrator only)

You can verify and modify user account settings. For example, you can modify your name, the e-mail contact notification language, your user name, and password.

27.AI Candidate Recommendation Function

Review of "AI Candidate Recommendation Function"

The AI Recommendation system recommends candidates who are a good fit for your job postings based on various information such as the candidate's location, experience, skills, annual income and more.

Display Priority	Updated (Activated)	Position Title (Job Code/ Recruiter Company Code)	Recommended candidates	Representative Profile	Edit	Status	All
99	2021-11-02 (2021-10-22)	<div>JA 【キャリアアドバイザー】グローバル人材の転職に關わる！</div> <div>EN [Career Advisor] supporting global talents to achieve their career goals</div>	<div>58 ></div>	Daijob.com (Human Global Talent Co., Ltd.)	<div></div> <div></div>	Active	<input type="checkbox"/>
99	2021-11-14 (2021-10-14)	<div>JA [RPO] クライアントの採用業務受託チームリーダーポジション</div> <div>EN [RPO recruitment agent] Recruitment support for companies using Daijob.com</div>	<div>45 ></div>	Daijob.com (Human Global Talent Co., Ltd.)	<div></div> <div></div>	Active	<input type="checkbox"/>

The number in the red box next to the position title refers to the number of candidates recommended by the AI system.

Daijob.com Account Management ver6.0

ManualCandidates AreaLogoutJPEN

AI Candidate Matches

Scout Mails sent this month: 0 Scout Mails remaining this month: 300

Display all | [Display target only](#)

Job Position

[Career Advisor] supporting global talents to achieve... / 【キャリアアドバイザー】グローバル人材の転職に關わる！

Search

58 candidates matched your search criteria.

123456

Next page ->

● Bookmarked ● Already scouted by your company ● Has applied to your job posting(s) ● Marked with Like

Order by match level | Order by last login | Order by last updated

All ☐ [Send to all checked candidates](#) [Exclude all checked candidates](#)

[Career Advisor] supporting global talents to achieve their career goals

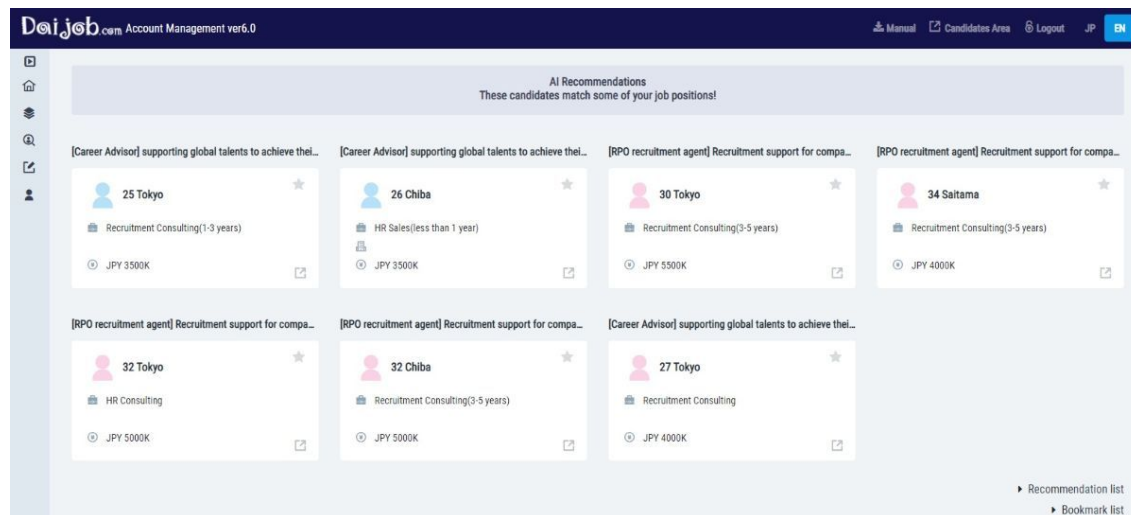
☐ Candidate Male 25 Tokyo, Japan Annual Salary JPY 3500K Desired Salary JPY 4000KJPY - Japanese Yen [Detail >>](#)

Registered with Login: 2021-10-09 Updated: 2021-01-23

English: Fluent (TOEIC 85+) TOEIC 905point Japanese: Native Level Chinese: None Other language(1) Spanish Minimum Communication Level Other language(2) German Minimum Communication Level

Once you click the icon, you will be able to view the list of AI recommended candidates for each of your positions.

27.AI Candidate Recommendation Function



You can also find the recommended candidates on the Account Management Tool top screen. You can bookmark the candidates and access their full resumes from here.

[Sample]



1. Position title
2. Gender(Blue:Man Red:Woman)/Age/Current Address
3. Work experience/Years of experience
4. Last workplace
5. Last year income
6. Bookmark
7. Open the full resume

27.AI Candidate Recommendation Function


Daijob.com Account Management ver6.0

Edit Job

☒ Let users know this page has automatically translated texts. ?


Employer

Daijob.com (Human Global Talent Co., Ltd.)

After making any changes, please click Save.
Fields marked with*are required, and those marked with  are left undisclosed.


Site

☒ Japanese


 Translate ?

→ EN

☒ English



Your Representative

 Hidden

Daijob.com

You can only see the recommended candidates from the Account Management Tool top screen for job posting which you have completed one or both of the following settings for:

- You have selected your username at the top of the job posting in the "Your Representative" field.
- You have checked the checkbox next to your username in the "Staff Email Addresses" field.

Daijob.com Account Management ver6.0

Manual

Candidates Area

Logout

JP

EN

Job was saved

Employer

Daijob.com (Human Global Talent Co., Ltd.)

The following has been saved.

Close

AI Recommendations. Recommended candidates for job position: "[RPO recruitment agent] Recruitment support for companies using Daijob.com"

30 Tokyo

Recruitment Consulting(3-5 years)

JPY 5500K

34 Saitama

Recruitment Consulting(3-5 years)

JPY 4000K

32 Chiba

Recruitment Consulting(3-5 years)

JPY 5000K

32 Tokyo

HR Consulting

JPY 5000K

Recommendation list

Bookmark list

Candidates with a high degree of matching are also displayed when job ad creation (or update) is completed.

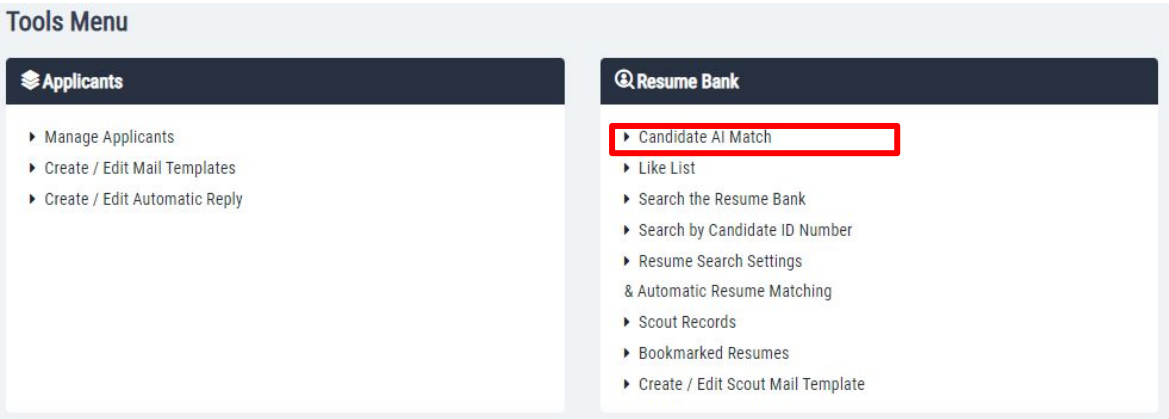
Daijob.com

CONFIDENTIAL

© 2019 Human Global Talent Co., Ltd.

41

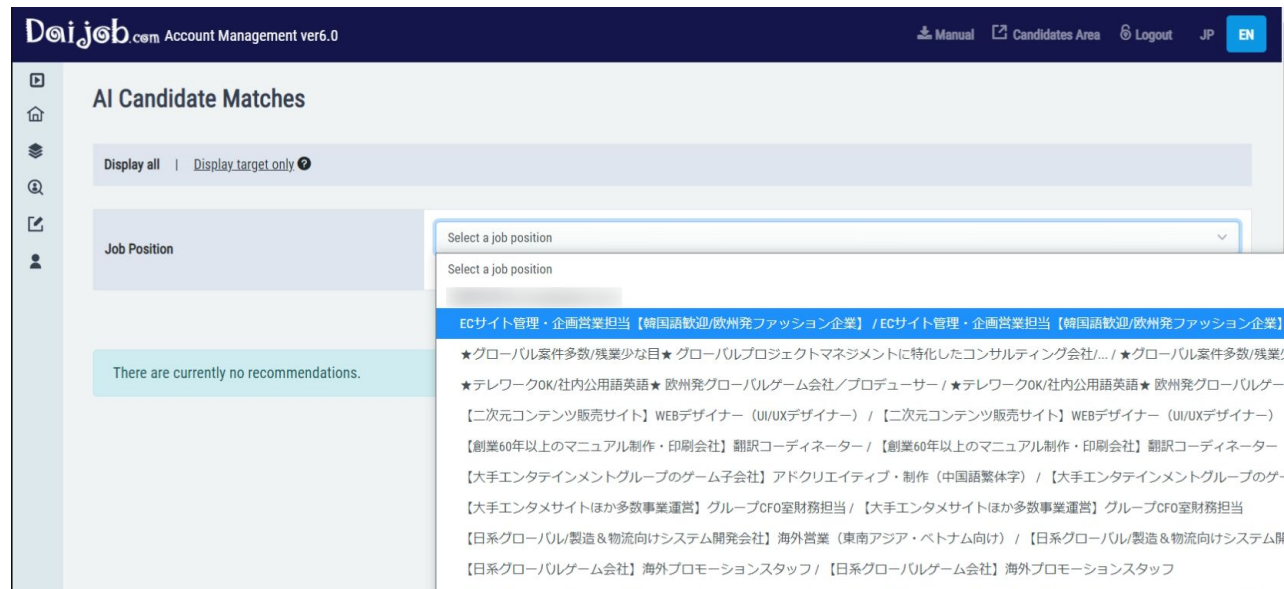
27.AI Candidate Recommendation Function



In the “Candidate AI Match” menu you can view the list of AI recommended candidates for each of your positions. Choose which position you want to see the recommended candidates for by using the pull-down menu and selecting the job posting from the list. The job postings are sorted by user accounts and in order from the latest updated posting. The list can go up to 100 positions.

*The Job Position pull-down menu is set to "Recommended" by default. In this case, the recommended candidates that are displayed are a match for job posting for which you have set the following settings.

- Postings for which you have selected your username at the top of the job posting in the "Your Representative" field
- Postings for which you have checked the checkbox next to your username in the "Staff Email Addresses" field



27. AI Candidate Recommendation Function

FAQ

Q. Our current contract does not include publishing a job posting on Daijob.com. Can we use the AI Recommendation Function?

A. Unfortunately, in order to use the AI Recommendation Function, you need to have an “Active” job posting on Daijob.com. Please contact your Daijob sales representative or Client Support for more information.

Q. The recommended candidates do not match my expectations.

A. The AI Recommendation Function will gradually improve its ability to recommend appropriate candidates by utilizing your usage data. We apologize for the inconvenience, but hope you can look forward to improvements in the AI Recommendation Function in the future.

Q. How do I send Scout mails to recommended candidates?

A. You can send Scout mails to recommended candidate's from their detailed Resume screen. See pages 28 of this manual for instructions on to view the candidate's detailed resume.



□ Contact:

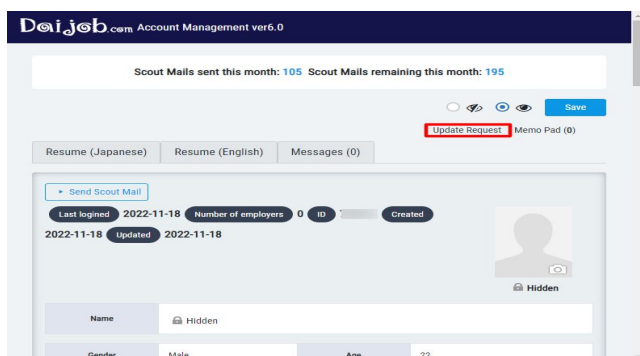
Client Support: client-support@daijob.com

Daijob.com

28. Resume Update Request feature

What is the Resume Update Request feature?

With the introduction of the Resume Update Resume, companies can now send an anonymous request to potential candidates who do not have sufficient and/or recent information on their resumes, before deciding on whether to send a scout message to these candidates. Please utilize this feature to fully explore the range of candidates on Daijob.com and increase your chances of hiring the appropriate talent.

A screenshot of the 'Resume Update Request' form in the Daijob.com Account Management interface (version 6.0). The form title is 'Daijob.com Account Management ver6.0'. The introductory text states: 'You can request an update for this candidate's resume. You will be notified by email once the candidate has updated their resume. You can only send one request per candidate. (Your company name will not be visible to the candidate.)'. The form includes a 'Resume Language' section with radio buttons for 'Japanese', 'English' (selected), and 'All Language'. Below this is an 'Items to request updates' section with checkboxes for 'All', 'Preferences', 'Work History' (checked), and 'Skills/Education'. A dropdown menu is set to 'Comment Candidate-Selected and automatically filled in'. There is a 'Comment (optional)' text area. A blue 'Update request' button is at the bottom right, and a 'Close' button is at the very bottom.

Examples where this feature may be used

- There is interest in a certain candidate but as there is insufficient information on the resume, you are unsure whether you should send a Scout mail.
- The information on the resume is outdated and you are unsure of whether you should send a Scout mail.
- You have received a “Like” on your job listing but you would prefer a little more detail on the candidate’s resume before committing to sending a Scout mail.

Cases where this feature is not applicable

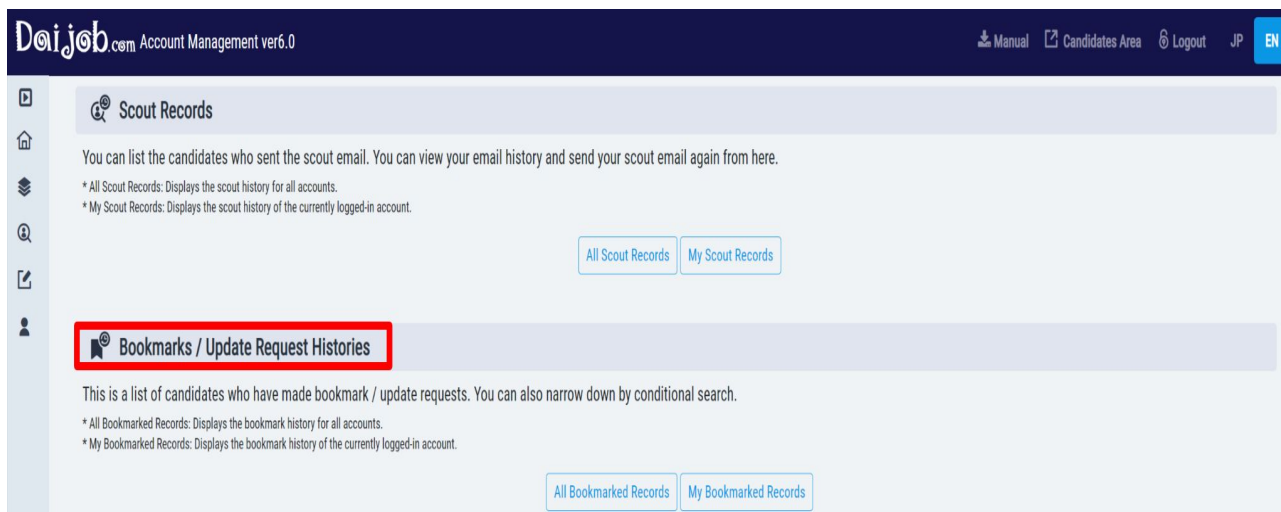
- Candidates who have already applied to one of your company’s listings, or have already replied “Interested” to your Scout mail.
- Candidates whose resumes were updated within the last month, and already have all fields other than the Optional fields of the resume filled.
- Candidates whom you have already sent a Resume Update request to (1 request may be sent to each individual candidate).

28. Resume Update Request feature

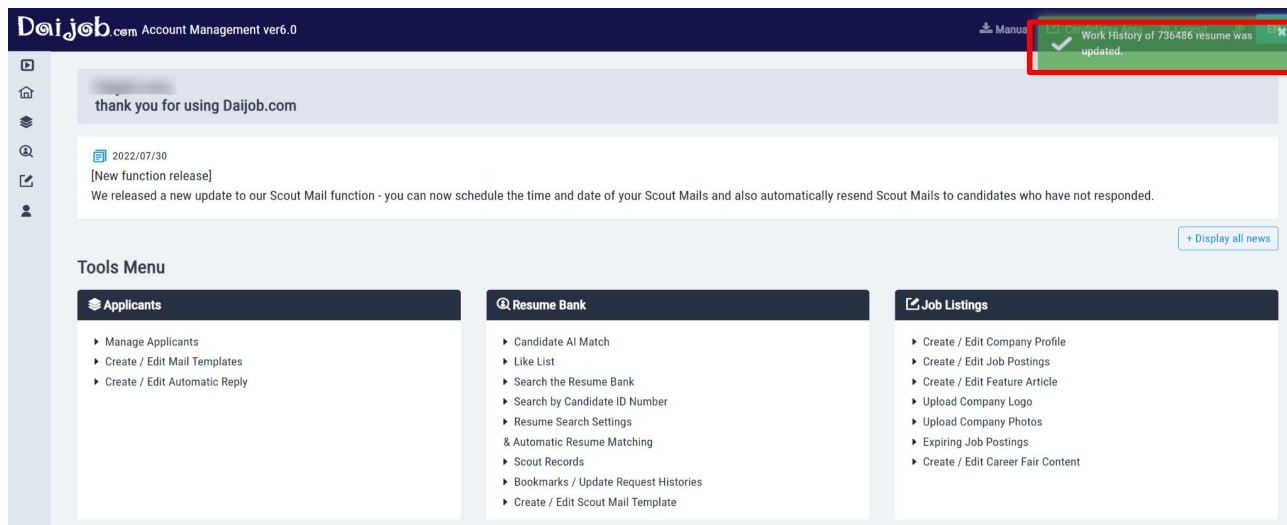
What happens after a request is sent

- The sent request will be saved in the “Bookmarks/Update Request Histories” section of the Company Tools.
- When the candidate has finished updating their resume, a notification will appear on the screen, in addition to an email notification.

▼ You can track your Update Request history in the “Bookmarks/Update Request Histories” section.



▼ An on-screen notification will appear after the update is completed by the candidate.



※To download the detailed instruction manual for the Resume Update Request feature, please [click here](#).

29.Meeting Scheduler feature

What is the Meeting Scheduler feature?

Up until now, both companies and candidates have had to schedule a meeting date manually by typing out the dates and times directly into the email content. With the Meeting Scheduler feature, both parties are now able to schedule, adjust or cancel an meeting simultaneously while corresponding with each other.

※When using this feature, please link your calendar account by clicking on the “Linking Calendar Usage Accounts” in Account Settings on your dashboard.

▼The scheduler will appear in the bottom half of the message screen when messaging a candidate titled “Book a meeting”.

The screenshot displays the 'Daijob.com Account Management ver.0.0' interface. At the top, there's a 'Position:' field. Below it, a 'Message Template' section includes a search bar and a 'Modify' button. The main form area contains fields for 'Status' (set to '1st Interview'), 'To', 'Sender', 'Subject', and 'Attachment File (PDF File, less than 1M)' with a file selection button. A large text area for the message body is below these fields. At the bottom, the 'Book a meeting' toggle is highlighted with a red box and is currently turned on. Below this toggle, there are sections for 'Participants' (with a 'To add' button), 'Duration' (set to 60 minutes), and 'Possible week'. The 'Possible week' section shows a calendar for November and December 2022, with the date 18th highlighted. At the very bottom, there are 'Cancel' and 'Preview' buttons.

29.Meeting Scheduler feature

Scheduling Calendar on the Company Tools screen

Select the desired date and time

After selecting the desired dates and times, click on “Preview” to double check the selected options.

Book a meeting

Participants

Top jobs

Duration

05 Minutes

Possible week

Nov 2022

Sun

Mon

Tue

Wed

Thu

Fri

Sat

Sun

Mon

Tue

Wed

Thu

Fri

Sat

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

Dec 2022

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

2

3

4

5

6

7

Possible day

Mon

Tue

Wed

Thu

Fri

Sat

Sun

21

22

23

24

25

26

27

09:00

09:30

10:00

10:30

11:00

11:30

12:00

12:30

13:00

13:30

14:00

14:30

15:00

15:30

16:00

16:30

17:00

17:30

18:00

18:30

Change working days and time

Select all available times

Selected possible dates

11/21(Mon)

10

08

13

09

Delete

11/22(Tue)

10

08

13

09

Delete

11/23(Wed)

10

08

13

09

Delete

Cancel

Preview

Daijob.com Account Management ver6.0

Position:

Please confirm and click "Send".

Status

To

Sender

Subject

Preferred date Please select the dates in order of importance

11/23(Wed) 09:00-10:00

11/24(Thu) 16:00-17:00

11/25(Fri) 14:00-15:00

Modify

Send

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47

29.Meeting Scheduler feature

Scheduling Calendar on the Candidate’s screen

If the candidate has an additional date or time preference, they can click on “Add preferred time” to suggest a new date and time.

Inbox (1)

Sent

Replying to:

Subject

File Attachment:

ファイルを選択

 選択されていません (PDF/Up to 1MB)

Select available dates (Meeting length: 60 minutes)

Meeting date proposed by company

☒ 11/21(Mon) 10:30 ~ 13:30

10

30

13

30

☒ 11/22(Tue) 10:30 ~ 19:00

10

30

19

00

☒ 11/23(Wed) 10:30 ~ 19:00

10

30

19

00

Select dates other than the above (Meeting length: 60 minutes)

Add preferred time

Preferred date Please select the dates in order of importance

11/21(Mon) 10:30~13:30

11/22(Tue) 10:30~19:00

11/23(Wed) 10:30~19:00

Confirm message

29.Meeting Scheduler feature

Confirm the final date on Company Tools, adjust if necessary

The company can then check and confirm the meeting date and time. If required, the company can also re-arrange another date and time by clicking on “Re-arrange meeting”. Once all the dates are confirmed, the date will then be automatically added to the calendar used in the Meeting Scheduler feature.

Daijob.com Account Management ver6.0

Message Template

Search existing message template

Please choose

Modify

Status

To

Sender

Subject

Attachment File (PDF File,less than 1M)

1st Interview

ファイルを選択 選択されていません

Book a meeting

Confirmed schedule (The order desired by the candidates)

Meeting time: 60 minutes

Re-arrange meeting

11/28(Mon)

14

00

19

00

Proposed by company

11/29(Tue)

09

00

10

00

Proposed by company

11/30(Wed)

09

00

10

00

Proposed by company

Delete schedule

Cancel

Preview

※To download the detailed instruction manual for the Meeting Scheduler feature, please [click here](#).

30.Resume Bank search page

The Resume Bank search page has been updated to allow easier search functionality. It is split into different sections with the most used criterias at the top.

Account Management ver6.0

Manual

Candidates Area

Logout

JP

EN

Search the Resume Bank

Scout Mails sent this month: 0 Scout Mails remaining this month: 500

Load saved search criteria

Do not use (new search)

Search condition

Keywords

AND

OR

Keywords to exclude from searches

AND

OR

Language level

English

Japanese

Unspecified

& Above

Unspecified

& Above

Experienced occupation

+ To add

Search for the most recent 1 companies within the range of work experience

Current / final annual income

Currency

JPY - Japanese Yen

Please choose...

~

Please choose...

Age

Unspecified

~

Unspecified

Current address

+ To add

Search option

Last login

Unspecified

& Within

Resume updated

Unspecified

& Within

Resume language

Unspecified

English

Japanese

What to exclude from search

☐ Sending scout mail/reserving to resend

☐ Scout email sent

☐ [Interested] in scout email reply

☐ Apply for in-house job offer

☐ [Working Abroad Worldwide] English resume only

☐ Set to [Not applicable]

Nationality / Language

Nationality

+ To add

Native language

+ To add

Native language to exclude from search

+ To add

Language level other than Japanese and English

Unspecified

& Above

Unspecified

& Above

Desired condition

Desired occupation

+ To add

Desired industry

+ To add

Preferred workplace

+ To add

Desired salary

Currency

JPY - Japanese Yen

Please choose...

~

Please choose...

Work experience

Experienced industry

+ To add

Number of registered companies

& Within

Work experience country

+ To add

Job seeker attributes

Skills

After entering the text, add it with the [+] button

+ Add from skill list

Certifications / Qualifications

After entering the text, add it with the [+] button

+ Add from certification list

Educational background

☐ Graduate School (Ph.D.)

☐ Graduate School (Masters)

☐ MBA

☐ University (B.S.)

☐ University (B.A.)

☐ 2-Year College

☐ Vocational School

☐ Technical School

☐ High School

☐ Others

Gender

Unspecified

Male

Female

Search

Reset search criteria

Save this search as new

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50

30.Resume Bank search page

The Resume Bank search page is divided into the following sections:

- ①Search condition
- ②Search option
- ③Nationality/Language
- ④Desired condition
- ⑤Work experience
- ⑥Job seeker attributes

Do not use (new search)

Load saved search criteria

①Search condition

Search condition

Keywords

AND

OR

Keywords to exclude from searches

AND

OR

Language level

English

Japanese

Unspecified

& Above

Unspecified

& Above

Experienced occupation

+ To add

☐ Search for the most recent

1

companies within the range of work experience

Current / final annual income

Currency

JPY - Japanese Yen

Please choose...

~

Please choose...

Age

Unspecified

~

Unspecified

Current address

+ To add

②Search option

Search option

Last login

Unspecified

& Within

Resume updated

Unspecified

& Within

Resume language

Unspecified

English

Japanese

What to exclude from search

☐ Sending scout mail/reserving to resend

☐ Scout email sent

☐ [Interested] in scout email reply

☐ Apply for in-house job offer

☐ [Working Abroad Worldwide] English resume only

☐ Set to [Not applicable]

③Nationality / Language

Nationality

+ To add

Native language

+ To add

Native language to exclude from search

+ To add

Language level other than Japanese and English

Unspecified

& Above

Unspecified

& Above

④Desired condition

Desired occupation

+ To add

Desired industry

+ To add

Preferred workplace

+ To add

Desired salary

Currency

JPY - Japanese Yen

Please choose...

~

Please choose...

⑤Work experience

Experienced industry

+ To add

Number of registered companies

-

& Within

Work experience country

+ To add

⑥Job seeker attributes

Skills

After entering the text, add it with the [+]

+ To add

Add from skill list

Certifications / Qualifications

After entering the text, add it with the [+]

+ To add

Add from certification list

Educational background

☐ Graduate School (Ph.D.)

☐ Graduate School (Masters)

☐ MBA

☐ University (B.A.)

☐ Vocational School

☐ High School

☐ University (B.S.)

☐ 2-Year College

☐ Technical School

☐ Others

Gender

☒ Unspecified

☐ Male

☐ Female

③Nationality / Language

④Desired condition

⑤Work experience

⑥Job seeker attributes

Search

Reset search criteria

Save this search as new

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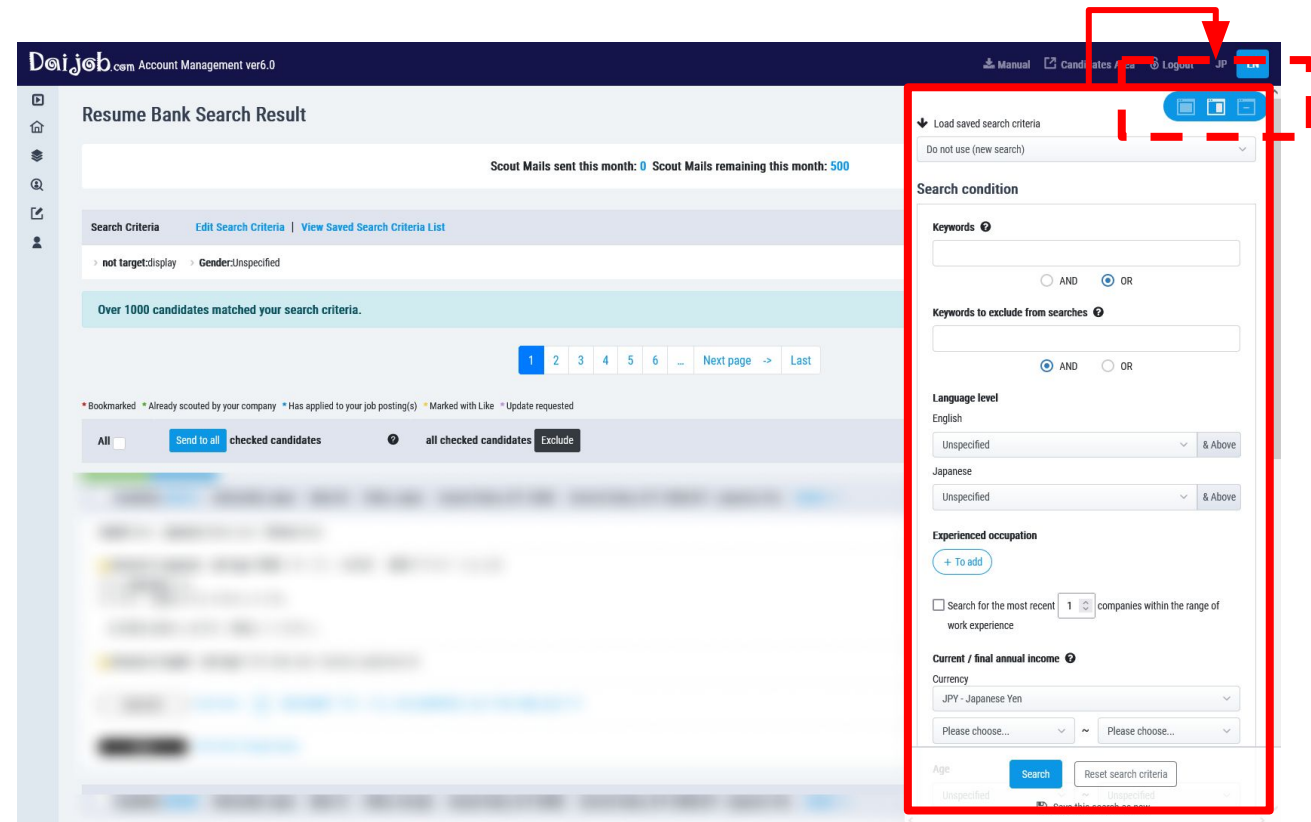
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51

30.Resume Bank search page

It is now possible to change your search criteria without leaving the search results page. After the results are presented to you, you can change or add any criteria without needing to go back to the search page.

Search Results page settings



A row of icons will be displayed on the top right corner of the results page, as highlighted in a red line in the image above.

The following settings can be changed via the icons:

- Left icon: Full screen view of the search page with all search criteria
=You can change or add specific criterias in detail with this view
- Middle icon: Opens a side panel view with basic search criteria
=You can view the results while changing the search criteria simultaneously
- Right icon: Hide the search page, including both full screen and side panel views
=You can view the results page in its entirety

30.Resume Bank search page

A row of icons will be displayed on the top right corner of the results page.



Left icon : Full screen view of the search page with all search criteria

You can change or add specific criterias in detail with this view.

Daijob.com Account Management ver6.0

ManualCandidates AreaLogoutJPEN

Load saved search criteria

Do not use (new search)

Search condition

Keywords

ANDOR

Keywords to exclude from searches

ANDOR

Language level

English

UnspecifiedAbove

Japanese

UnspecifiedAbove

Experienced occupation

+ To add

Search for the most recent 1 companies within the range of work experience

Current / final annual income

Currency

JPY - Japanese Yen

Please choose...~Please choose...

Age

Unspecified~Unspecified

Current address

+ To add

Search option

Last login

UnspecifiedWithin

Resume updated

UnspecifiedWithin

Resume language

UnspecifiedEnglishJapanese

What to exclude from search

Sending scout mail/reserving to resend

Scout email sent

Interested in scout email reply

Apply for in-house job offer

Working Abroad Worldwide English resume only

Set to Not applicable

SearchReset search criteria

Nationality / Language

Desired condition

Save this search as new

Work experience

Job seeker attributes

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53