

For participants

Web Management System User's Manual [FY2020 Edition]

Contents

- 1. Registering an Account
 - 1. Temporarily Registering an Account
 - 2. Finalizing Account Registration
 - 3. Logging In to Your My Page
- 2. Setting Up Your Profile
 - 1. Setting Up Your CV
 - 2. Uploading Your CV Data

- 3. Scouting from Companies
 - Making it Easier for you to be Scouted
 - 2. Responding to a Scout Email
- Checking the Recruitment Information of Participating Companies
 - 1. Viewing the Company Profile
 - 2. Viewing Application Guidelines
 - 3. Applying for Career Seminars

Contents

- 5. Applying for Online Guidance
 - 1. Applying for Guidance
- How to Attend Online Guidance and Career Seminars that You Applied to
 - 1. Checking the Applied List
 - 2. Downloading Company Profile Materials
 - 3. Joining Using the Live Viewing Button
 - 4. Viewing a Recording

- 7. Resetting Your Password
 - 1. Reissuing a Password
- 8. Applying for Other Job Fairs
 - 1. Applying for a Job Fair

1. Registering an Account

1. In order to receive an email from this system confirming that you have completed registration and scout emails from companies, read the below information.

Emails received from this system may be recognized as spam by your email service, email software, and/or anti-virus software, and you may not receive emails from this system.

Before using this system, configure your settings to allow emails to be received from the following domain:

@mypage.japanjobfair.go.jp

- 2. Go to <u>https://mypage.japanjobfair.go.jp/login</u> and open the Login screen.
- 3. Click the New Registration button to open the New Registration screen.

New Registration / 新規登録	Login / ログイン
Job Seeker Registration JAPAN JOB FAIR My Page 新規登録はこちらから	Email address / メールアドレス Password / パスワード
New Registration 新規登録	Save user ID and Password / 次回から自動ログイン Log in ログイン > Forget password? / パスワードを忘れた方はこちら

4. Follow the form and input the required items to register an account. All items must be input.

New Registration		
By submitting, you agree to the Terms and ur Policy. Please fill out the application sheet in 3	Questions	
Personal Information	Apply events REQUIRED JOB FAIR at India JOB FAIR at Indonesia	Other
Given Name REQUIRED	JOB FAIR at Malaysia "Which bit Fair event do you want to apply? (multiple choice quest Information source REQUIRED	Privacy Policy REQUIRED
Family Name Nguyen E-mail REQUIRED	University, School Facebook Japan Internship Program	Pasona Inc. (hereinafter the "Company") operates the 2020 Emerging Market Development Project through Utilization of Technical Cooperation (Internship Project for Promoting Internationalization (Overseas Job Fair Project)) (hereinafter the "Project") as entrusted thereto by the Ministry of Trade, Economy and Industry and hereby declares that the Company has a strong recognition of the importance of personal information provided by you, complies with the Act on the Protection of Personal Information and other applicable laws and ordinances, and handles personal information safely and appropriately in accordance with the following Privacy Policy.
example@example.com "sure enail address is required to wrfy your registration. Password REQUIRED	Acquiaintances, Friends Pasona Official Website	Privacy Policy The Company will handle the personal information provided by you as follows:
Password should be minimum il characters Re-enter password REQUIRED	Another Social Media Japan Foundation JETRO	 Purpose of Use The personal information provided by you will be used for the receipt and management of, and replies to, your inquiries, applications, opinions, etc., the sending and provision of documents, the provision of information on seminars and events related to the Project, the preparation of statistical
	Other "How did you know Japan Job Fair? (multiple choice question)	I agree with the Privacy Policy. Review the Information

5. For the **Apply events** item, select the job fair that you want to attend.

Questions

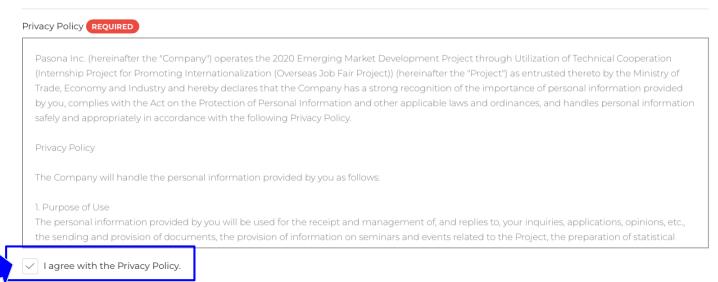


▼Check the information for the applicable job fair using the links below.

Malaysia	Indonesia	India
7 - 8, November 2020	21 - 22, November 2020	12 - 13, December 2020
click here to see the information	click here to see the information	click here to see the information

6. Once you have input all the items, select the **I agree with the Privacy Policy** check box and click the **Review the Information** button. The confirmation screen will then appear.

Other





9

7. Check the input information and if it is correct, click the **Register** button.

New Registration

Please confirm the contents and register if it is correct

Personal Information

 Given Name
 ichiro

 Family Name
 itanaka

 E-mail
 ichiro@sample.com

 Questions
 JOB FAIR at Malaysia

 Information source
 JOB FAIR at Malaysia

 University, School
 University, School

 Modify
 Register

 Käßegkä 海外ジョブフェア事業 Japan Job Fair

7. Temporary registration is complete when the **Register Confirmation screen** appears.

	Register Confirmation. nail with has been sent to the address you entered.	
Please cli	ck on the link on the email and finalize your registration.	

Once temporary registration is complete, a confirmation email will be sent to the email address that you registered. Use that email to finalize registration of your account. Note: You cannot attend a job fair if you do not finalize account registration.

1.2. Finalizing Account Registration

1. Once you have completed temporary account registration, finalize registration by clicking the link in the email that you received.

This is JAPAN JOB FAIR office. Thank you for your registration for "JAPAN JOB FAIR 2020". It is just a temporary registration, please read the instruction of our email carefully untill the end.

Please access the following URL ("official registration" page). https://mypage.japanjobfair.go.jp/signup/authenticate/xxxxxx

* In case, if the URL above is divided into two lines, please copy the whole URL and paste it into your browser's address bar and complete authentication.

(Omitted)

1.2. Finalizing Account Registration

2. Account registration is complete when the **Registration Completed screen** appears. Click the **Back to Login** button to display the **Login screen**.

	Your registration has been completed.
	After log-in, create your profile/Web resume on My Page. By creating all the necessary information with your attractive profiles, then you can have a contact from many companies.
Back to Login	

1.3. Logging in to Your My Page

1. Input the **Email address** and **Password** that you registered, and then click the **Log in** button.

Login / ログイン New Registration / 新規登録 Email address / メールアドレス Job Seeker Registration JAPAN JOB FAIR My Page 新規登録はこちらから Password / パスワード Save user ID and Password / 次回から自動ログイン New Registration 新規登録 ログイン > Forget password? / パスワードを忘れた方はこちら

Login・New Registration / ログイン・新規登録

1.3. Logging in to Your My Page

2. After logging in, your **My Page** appears.

My PAGE

Menu			
CV Registration	CV data Upload	Guidance Information	*Applied List
*Applied List: There is a wealth of information Click here to join.	n to participate in the onlin	e career seminars and guida	nces you have applied.
Online Career Semina	r List		
JOB FAIR at Malays	ia		

2. Setting Up Your Profile

Set up your profile.
 On the Menu of My Page, click the CV Registration button.



2. A menu will appear for each category. Selecting the desired category will display the form for that category.

CV Registration

By creating all the necessary information with your attractive profiles, then you can have a contact from many companies. Please fill in the CV Registration.

Catagorias		Personal Information NOT ENTERED	>
		Educational Background NOT ENTERED	>
		Employment History	>
Categories -		Language Skills NOT ENTERED	>
	~	Other Skills	>
		Desired Condition NOT ENTERED	>

18

- 3. Input the items on the form. Note that items that have REQUIRED appended to them must be input.
- 4. Once you have input the items, click the **Modify the Information** button.

Lar	nguage Skills	
English	n Language Skill Level REQUIRED	
		\$
Japane	ese Language Skill Level REQUIRED	
		\$
JLPT		
		\$
The Yea	ar and Month of Passed JLPT	
*Piease selec	t the LEVEL you have taken most recently and the date you passed.	
Clicking the Cancel button discards the input inform and returns the screen to category menu.	ation the	•
	経済産業省海	毎外ジョブフェア事業 Japan Job Fair

on

5. Registration is complete when the **CV Registration screen** appears.

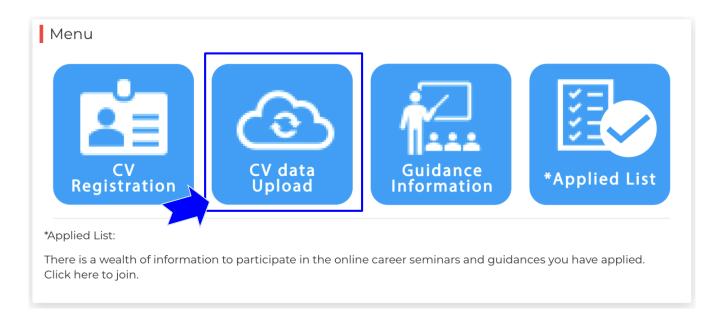
CV Registration

By creating all the necessary information with your attractive profiles, then you can have a contact from many companies. Please fill in the CV Registration.

Personal Information NOT ENTERED	>
Educational Background NOT ENTERED	>
Employment History	>
Language Skills	>
Other Skills	>
Desired Condition NOT ENTERED	>
t you set up will be available to companies that you applied to a [.] er seminar.	ttend their

2.2. Uploading Your CV Data

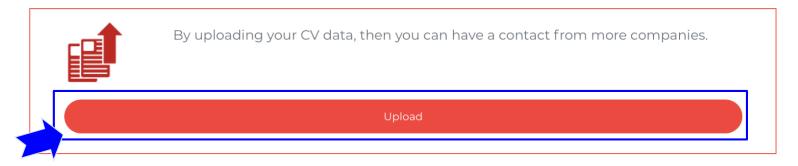
1. You can upload **CV data**. On the Menu of My Page, click the **CV data upload** button.



2.2. Uploading Your CV Data

2. Click the **Upload** button and select the file that you want to upload.

CV upload

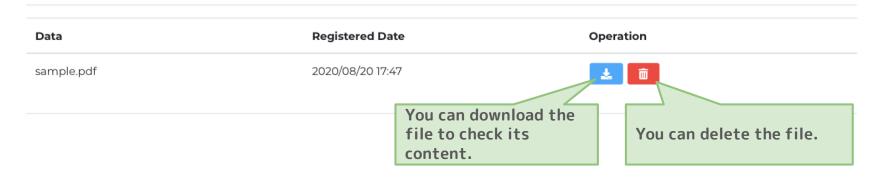


You can upload .pdf, .docx, .xlsx, .pptx, .jpeg, and .hwp files with a maximum file size of 10 MB.

2.2. Uploading Your CV Data

3. After you have uploaded a file, the file information will appear in the CV upload list.

CV upload list



The CV data that you uploaded will be available to companies that you applied to attend their online career seminar.

3. Scouting from Companies

3.1. Making it Easier for You to be Scouted

1. Companies consider whether to scout candidates for their career seminars based on the information below registered in **CV Registration**. Registering the below information will help you get scouted.

Item name	Item name
Native language	Japanese level
Type of university	English level
Major/field of research	Office software
Current affiliation (studying, etc.)	Other software
Graduation year, period	Programming languages
Job title	

Only the above information will be available to companies before you apply to online career seminars.

3.1. Responding to a Scout Email

 You will receive an email if a company scouts you to attend their online career seminar. Check the company information and application guidelines, and if you are interested, apply* for the online career seminar.
 *See <u>"4.3. Applying for Career Seminars</u>"

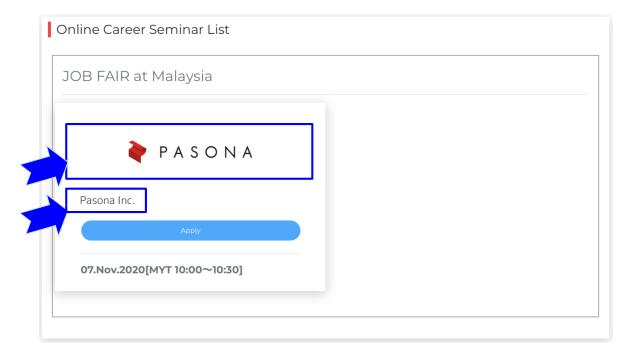
Applying to a career seminar will make all data in the CV that you registered available to the company. The more attractive the registered content is, the more likely the recruitment manager will scout you.

<u>4. Checking the Recruitment Information of</u> <u>Participating Companies</u>

4.1. Viewing the Company Overview

1. Click the company logo or company name link displayed in the **Online Career Seminar List** on the **My Page homepage** to display the **company information screen**.

Note: You can perform the same operation on the **Applied List screen**. (See <u>"6.1. Checking the Applied List</u>")



4.1. Viewing the Company Profile

2. On the company information screen, click Company profile.



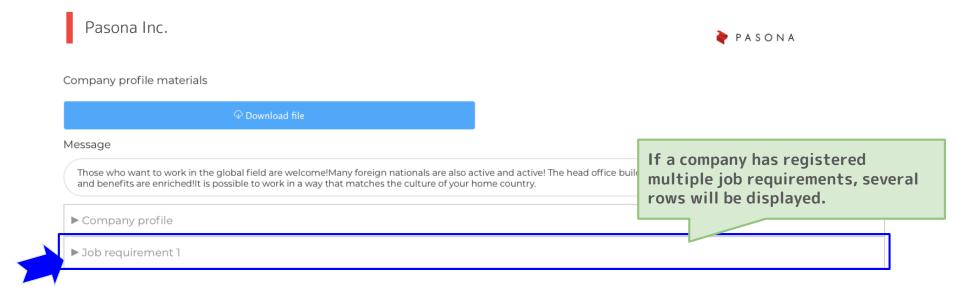
4.1. Viewing the Company Profile

3. The content will be expanded enabling you to view the company profile.

▼ Company profile			
Headquarters			
2-6-2 otemachi chiyoda-ku, Tokyo			
Industry			
Services, Not Elsewhere Classified			
Main Business			
Auto parts manufacturer			
Message			
Those who want to work in the global field are welcome!Many foreign nationals are also active and active! The head office building is fully equipped with a gym, cafe and salon, and benefits are enriched!It is possible to work in a way that matches the culture of your home country.			
Date of establishment			
03.Dec.2007			
Number of employees			
9317			
Number of foreign employees			
9317			
Company information URL			
https://www.pasonagroup.cojp			
▶ Job requirement 1			

4.2. Viewing Job Requirements

1. On the **company information screen**, click **Job requirement**.



4.2. Viewing Job Requirements

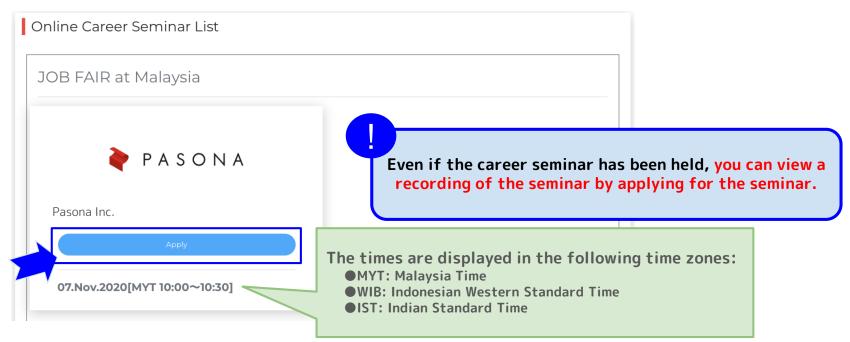
2. The content will be expanded enabling you to view the job requirements.

▶ Company profile		
▼ Job requirement 1		
Country	City	
India	Delhi	
Job type		
Interpreter, Translator		
Other Job Type		
Job description Responsibilities and Duties		
We expect you to open up overseas local markets in the future.		
Job details		
We conduct market research and competitive analysis to develop overseas local markets, create a target customer list, and make appointments.		
Other responsibilities and tasks		
Overseas business trips happen once every three months as require	d.	
Required abilities/skills		

4.3. Applying for Career Seminars

1. Apply to attend an online career seminar.

On your **My Page** under **Online Career Seminar List**, click the **Apply** button for the seminar that you want to attend.



4.3. Applying for Career Seminars

2. You have successfully applied for the seminar if the button appears as Applied.

Online Career Seminar List	
JOB FAIR at Malaysia	
PASONA Pasona Inc.	
Applied 07.Nov.2020[MYT 10:00~10:30]	Once you have applied for the seminar, you will receive an email requesting that you complete registration to the online career seminar.

5. Applying for Online Guidance

35

5.1. Applying for Guidance Seminars

1. When you attend online career seminars, you can attend guidance seminars held by the secretariat.

On your **My Page homepage**, click the **Guidance Information** button.



5.1. Applying for Guidance Seminars

2. In the job fair field that you have applied to, guidance information will appear. Clicking the **Apply** button, you can apply to attend guidance seminars.

Guidance Information

In this guidance, we can provide you more details about Japan Job Fair and how to participate and answer your questions through the online live broadcasting. You can apply for it here.



5.1. Applying for Guidance Seminars

3. After you apply, the button changes to **Applied**.

Guidance Information

In this guidance, we can provide you more details about Japan Job Fair and how to participate and answer your questions through the online live broadcasting. You can apply for it here.

JOB FAIR at Malaysia		
Day and Time	Status	
07.Nov.2020[MYT 09:00~09:15]	Applied	

After you apply, you will receive an email requesting that you complete registration for guidance.

経済産業省 海外ジョブフェア事業 Japan Job Fair

<u>6. How to Attend Online Guidance and</u> <u>Career Seminars that you Applied to</u>

6.1. Checking the Applied List

1. You can check the online career and guidance seminars that you have applied for in a list. On your **My Page homepage**, click the **Applied List** button.



There is a wealth of information to participate in the online career seminars and guidances you have applied. Click here to join.

6.1. Checking the Applied List

2. The **Applied List screen** will open. Clicking the **Online Career Seminar** tab will display the online career seminars that you have applied for by job fair.

Participant IE		
Nvnen you a	ttend the "Live Viewing" online career seminars and gu Online Career Seminar	Guidances, please enter your ID.
Onlin	e Career Seminar List	
JOE	B FAIR at Malaysia	
	🌪 ΡΑSΟΝΑ	
Pa	sona Inc.	
0'	7.Nov.2020[MYT 10:00~10:30]	
	Live Viewing	

6.1. Checking the Applied List

3. Additionally, clicking the **Guidance** tab will display the guidance seminars that you have applied for by job fair.

Applied List

You can confirm all the information about the online career seminars and guidances you applied. If you would like to join, please click the "Live Viewing" or "Streaming Video" button.

	DOB FAIR at Malaysia Recruiting Seminar 07.Nov.2020[MYT 09:00~09:15] Live Viewing EVENT NO 1234567890 PASSWORD password	Online Career Seminar	Guidance
Recruiting Seminar 07.Nov.2020[MYT 09:00~09:15] Live Viewing EVENT NO 1234567890 PASSWORD password	Recruiting Seminar 07.Nov.2020[MYT 09:00~09:15] Live Viewing EVENT NO 1234567890 password password call-IN NO	Guidance List	
07.Nov.2020[MYT 09:00~09:15] Live Viewing EVENT NO 1234567890 PASSWORD password	07.Nov.2020[MYT 09:00~09:15] Live Viewing EVENT NO 1234567890 PASSWORD password CALL-IN NO	JOB FAIR at Malaysia	
Live Viewing EVENT NO 1234567890 PASSWORD password	Live Viewing EVENT NO 1234567890 PASSWORD password CALL-IN NO	Recruiting Seminar	
EVENT NO 1234567890 PASSWORD password	EVENT NO 1234567890 PASSWORD password CALL-IN NO	07.Nov.2020[MYT 09:00~09:15]	
1234567890 PASSWORD password	1234567890 PASSWORD password CALL-IN NO	Live Viewing	
PASSWORD password	PASSWORD password CALL-IN NO	EVENT NO	
password	password CALL-IN NO	1234567890	
	CALL-IN NO	PASSWORD	
CALL-IN NO		password	
	+81-3-5050-1391(Japan toll1)	CALL-IN NO	

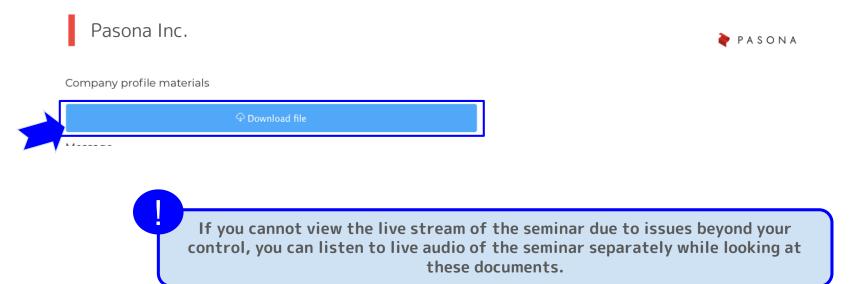
6.2. Downloading Company Profile Materials

1. You can download and view the company profile materials that will be used on the day of the online career seminar. Under **Online Career Seminar List**, click the company logo or company name link.

Participant ID :						
AWhen you attend	the "Live Viewing" online career	seminars and	d guidances, plea	ase enter yo	our ID.	
	Online Career Seminar				Guidance	
Online C	areer Seminar List					
JOB FA	IR at Malaysia					
	🌪 ΡΑSΟΝΑ					
Pason	a Inc.					
07.No	v.2020[MYT 10:00~10:30]					
	Live Viewing					
EVENT N						
123456 PASSWO						

6.2. Downloading Company Profile Materials

 The company information screen will appear in the same way as described in <u>"4.1. Viewing the Company Overview"</u>. Clicking the **DownLoad File** button enables you to download the company profile materials.



6.3. Joining Using the Live Viewing Button

1. This section describes how to join the online career seminar on the day using the **Live Viewing** button. Display the **Applied List screen**.



There is a wealth of information to participate in the online career seminars and guidances you have applied. Click here to join.

6.3. Joining Using the Live Viewing Button

2. After the Applied List screen appears, write down (a) Participant ID, (b) EVENT NO, and (c) PASSWORD below as that information is necessary to view the live stream.

Applied List	Online Career Seminar	
You can confirm all the information about the online career seminars and guidances you applied. If you would like to join, please click the "Live Viewing" or "Streaming Video" button.	Online Career Seminar List	_
Participant ID: (a)	JOB FAIR at Malaysia	
When you attend the "Live Viewing" online career seminars and guidances, please enter your ID.	PASONA	(b) EVENT NO
		1234567890
	Pasona Inc. 	(c) PASSWORD
	Live Viewing	password
	1234567890 password	'
	password call-in no +81-3-5050-1391(Japan toll1)	

6.3. Joining Using the Live Viewing Button

3. Click the Live Viewing button for the online career seminar that you want to join.

Online Career Seminar	Guidance	
Online Career Seminar List		
JOB FAIR at Malaysia		
🌪 PASONA		
Pasona Inc. 07.Nov.2020[MYT 10:00~10:30] Live Viewing	The times are displayed i MYT: Malaysia Time WIB: Indonesian Western OIST: Indian Standard Time	
1234567890 PASSWORD password CALL-IN NO +81-3-5050-1391(Japan tol[1))		

4. The Cisco Webex screen will open.

For details about how to operate Webex, see the following manual:

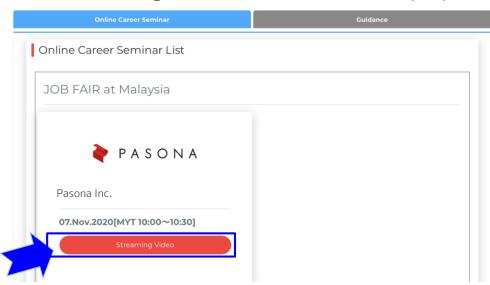
Cisco Webex User's Guide : <u>https://japanjobfair.go.jp/wp-content/uploads/cisco-user-manual.pdf</u>

47

経済産業省 海外ジョブフェア事業 Japan Job Fair

6.4. Viewing a Recording

1. The online career seminars will be recorded and released at a later date. When the video is released, the **Streaming Video** button will be displayed.



2. Clicking the **Streaming Video** button enables you to view the video of the recorded seminar.

7. Resetting Your Password

1. If you forget your password, you can reissue it. On the **Login screen**, click the **Forget password?** link.

Login・New Registration / ログイン・新規登録

New Registration / 新規登録	Login / ログイン
Job Seeker Registration JAPAN JOB FAIR My Page 新規登録はこちらから	Email address / メールアドレス Password / パスワード Save user ID and Password / 次回から自動ログイン
New Registration 新規登録	Log in ログイン > Forget password? / パスワードを忘れた方はこちら

2. Input the email address to receive the email to reset the password and click the **Send** button.

Forget your	password? / <mark>パスワード</mark> 再設定
	r password, please enter your registered E-mail address below. 再発行します。ログインメールアドレスを入力してください。
Email address	5/メールアドレス
	Send

3. The reissue password request is complete once the screen below appears.

Forget your password? / パスワード再設定

An email with has been sent to the address you entered. Please click on the link on the email and reset your password. パスワード再発行要求を送信しました。 お送りしたURLより新しいパスワードを設定してください。

You will receive an email at the input address to reissue the password. Reissue a password using the received email.

4. Reissue a password by clicking the link in the body of the received email.

This is the JAPAN JOB FAIR office. Your password has been reset successfully.

Please access and follow the instruction below URL, https://mypage.japanjobfair.go.jp/signup/recovery/xxxxx

* In case, if the URL above is divided into two lines, please copy the whole URL and paste it into your browser's address bar and complete authentication.

(Omitted)

5. The **Forget your password? screen** will appear. Input a new password and click the **Send** button.

Forget your p	password? / パスワード再設定	
Ŭ	password, please put your New Password and click on "Send". 「設定するには、新パスワードを入力して送信ボタンをクリックしてください。	
New password	/新パスワード REQUIRED	
Re-enter New	password / 新パスワード再入力 REQUIRED	
	Send 送信	
		·

6. A password has been reissued once the screen below appears. Click the **Back to Login** button to display the **Login screen**.

F	Forget your password? / パスワード再設定	
	Your new password has been reset successfully. パスワードの再設定が完了しました。	
	Back to Login ログイン画面に戻る	

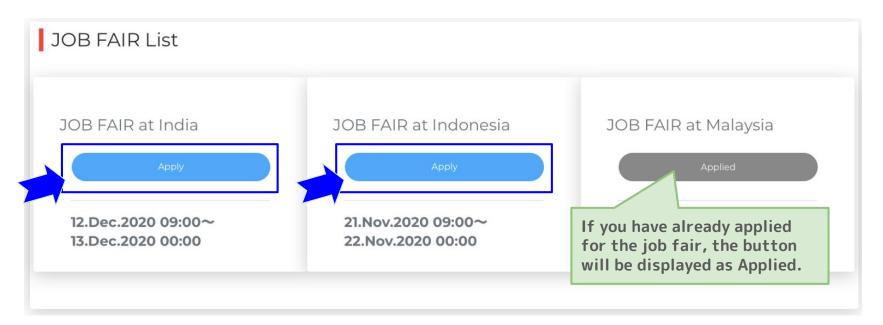
7. Check that you can log in with the registered email address and new password on the **Login screen**.

Login / ログイン New Registration / 新規登録 Email address / メールアドレス Job Seeker Registration JAPAN JOB FAIR My Page 新規登録はこちらから Password / パスワード Save user ID and Password / 次回から自動ログイン New Registration 新規登録 ログイン > Forget password? / パスワードを忘れた方はこちら

Login・New Registration / ログイン・新規登録

8. Applying for Other Job Fairs

 You can apply for job fairs in addition to the one you have already applied for. Under JOB FAIR List on your My Page homepage, click the Apply button for the job fair that you want to apply for.



2. Check the application details, and if you are satisfied, click the **Reserve your spot!** button.

Job FairJOB FAIR at IndiaTime/Date12.Dec.2020~13.Dec.202009:00 ~

経済産業省 海外ジョブフェア事業 Japan Job Fair

3. Application is complete once the below screen appears.

our reser	vation for the job f	air has been c	ompleted.	
	You	r event application	has been completed.	
	Job Fair		JOB FAIR at India	
	Time/Date		12.Dec.2020~13.Dec.2020 09:00 ~	
		Back t	ο Τορ	
		Buckt		

4. Under JOB FAIR List on your My Page, the button will change to Applied.

Note: To apply for an online career seminar, see "<u>4.3. Applying for Career Seminars</u>" and to apply for guidance seminars, see "<u>5.1. Applying for Guidance Seminars</u>".

