METI Government of JAPAN

JAPAN JOB FAIR in ASIA

Web Management System
User's Manual [FY2023 Edition]

Contents

Contents

1. Registering an Account

1.1. Temporarily 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**

1.1. Temporarily Registering an Account

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

1.1. Temporarily Registering an Account

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

Please enter both online and offline events.

New Registration

By submitting, you agree to the Terms and understand that information will be used as described in our Privacy Policy.
Please fill out the application sheet in Japanese or English.

REQUIRED Given Name

An

Family Name

Nguyen

REQUIRED Full Name Mother Language

An Nguyen

REQUIRED E-mail

example@example.com

REQUIRED Password

REQUIRED Re-enter password

REQUIRED Job fair

- [ ] JAPAN JOB FAIR 2023 in Dhaka ONLINE
- [ ] JAPAN JOB FAIR 2023 in Dhaka OFFLINE
- [ ] JAPAN JOB FAIR 2023 in Bangkok ONLINE
- [ ] JAPAN JOB FAIR 2023 in Bangkok OFFLINE
- [ ] JAPAN JOB FAIR 2023 in Kuala Lumpur ONLINE
- [ ] JAPAN JOB FAIR 2023 in Kuala Lumpur OFFLINE

REQUIRED Information source

- [ ] University, School
- [ ] Facebook
- [ ] Japan Internship Program
- [ ] Acquiaintances, Friends
- [ ] Pasona
- [ ] Official Website
- [ ] Another Social Media
- [ ] Japan Foundation
- [ ] JETRO
- [ ] Other

Tel(country code)

+81

Tel

123-4567-8900

REQUIRED Cellular phone(country code)

+81

REQUIRED Cellular phone

123-4567-8900

1.1. Temporarily Registering an Account

5. 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.

1.1. Temporarily Registering an Account

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

Information source

Facebook

Pasona

Tel(country code)   Tel

+81   123456789

Cellular phone(country code)   Cellular phone

+81   123456789

I agree with the Privacy Policy.

Yes

Back   Register

1.1. Temporarily Registering an Account

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

Verify Your Email Address

Before proceeding, please check your email for a verification link. If you did not receive the email,

click here to request another.

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 in ASIA office.

Thank you for your registration for "JAPAN JOB FAIR in ASIA 2023".

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://hbw1004prcev.smartrelease.jp/email/verify/3/0050554c8f3bbf8efa4aec1777f5a34aefa05e94?expires=1687757287&signature=0e76208c89a60dedd1eab9c94ac6d417ac3c09f4b01b4454c88a9d30844e4fdd

＊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.

Once the above URL has been authenticated, you can log in to your account.

After one or more week has passed, the temporary registration data will be deleted, in that case please register again.

In addition, 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.

■Deadline

Please finalize this process within 7 days.

Regards,

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.

1.3. Logging in to Your My Page

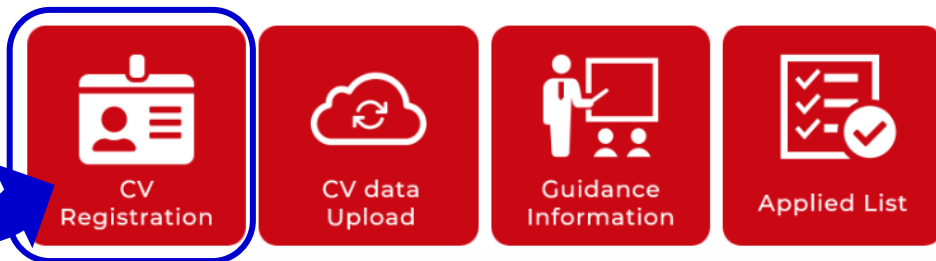2. After logging in, your My Page appears.

2. Setting Up Your Profile

2.1. Setting Up Your CV

1. Set up your profile. On the Menu of My Page, click the CV Registration button.
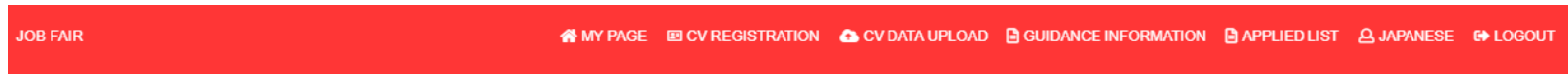
You will not be able to join the company unless you have completed all the items on your resume. You are more likely to be scouted by companies that search your resume registration.

2.1. Setting Up Your CV

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

You will not be able to join the company unless you have completed all the items on your resume. You are more likely to be scouted by companies that search your resume registration.

2.1. Setting Up Your CV

3. Input the items on the form. Note that items that have **NOT ENTERED** appended to them must be input.

4. Once you have input the items, click the **Modify the Information** button.

Clicking the Cancel button discards the input information and returns the screen to the category menu.

2.1. Setting Up Your CV

5.Registration is complete when all **NOT ENTERED** are cleared.

CV Registration

Personal Information

Educational Background

Employment History

Language Skills

Other Skills & Experience

Desired Condition

Questions

Job fair

⚠️ **The CV that you set up will be available to companies that you applied to attend their online career seminar.**

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.

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

Data	Registered Date	Operation
CV sample.xlsx	2023-06-19 15:44:47	📥 🗑

You can download the file to check its content.

You can delete the file.

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

2.2. Uploading Your CV Data

Primary Item	Tertiary Item	Before Entry	After Entry
Personal Information	Given Name/Family Name	×	○
	Date of birth	×	○
	Gender	×	○
	Nationality	×	○
	Mother Language	○	○
	Cellular phone(country code)	×	○
	E-mail	×	○
Educational Background	Current Status	○	○
	Name of University	○	○
	Faculty, Department and Major	○	○
	(Expected) Year and Month of Graduation	○	○
Employment History	Name of Company	×	○
	Type of Business	○	○
Language Skills	English Language Skill Level	○	○
	Japanese Language Skill Level	○	○
	JLPT	○	○
Other Skills & Experience	Other Language Skills	○	○
	Study abroad experience in Japan	○	○
CV upload	CV Date	×	○

This is a list of personal information disclosed to companies before and after the entry.

If you apply for an "entry" to the company, they will be able to obtain your contact information, so there is a possibility that they will contact you.

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	

⚠ **If you enter, the company can get your contact information, so there is a possibility that you can interact. However, we cannot guarantee an interview.**

3.2. Responding to a Scout Email

1. 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 "[4.3. Applying for Career Seminars](#)"

! **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.**

4. Checking the Recruitment Information of Participating Companies

4.1. Viewing the Company Overview

1. Click the Job Requirement link displayed in the Not Applied companies or Applied companies on the My Page homepage to display the company information screen
   Note: You can perform the same operation on the Applied List screen. (See "6.1. Checking the Applied List")

the company's page.

For more information on this button, go to the next page.

4.1. Viewing the Company Profile

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

Pasona Inc.

Company profile materials

Download file

You can download the documents used by the company at the online career seminar from here.

Message

heiio

⌄ Company profile

⌄ Job requirement 1

⚠️ It will not be displayed unless the company has entered the Job requirement.

4.1. Viewing the Company Profile

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

4.2. Viewing Job Requirements

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

Pasona Inc.

Company profile materials

Download file

Message

heiio

∨ Company profile

∨ Job requirement 1

If a company has registered multiple job requirements, several rows will be displayed.

4.2. Viewing Job Requirements

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

4.3. Applying for Online Career Seminars

1. Apply to attend an online career seminar. On your My Page under Not Applied Companies List, click the Entry button for the seminar that you want to attend.
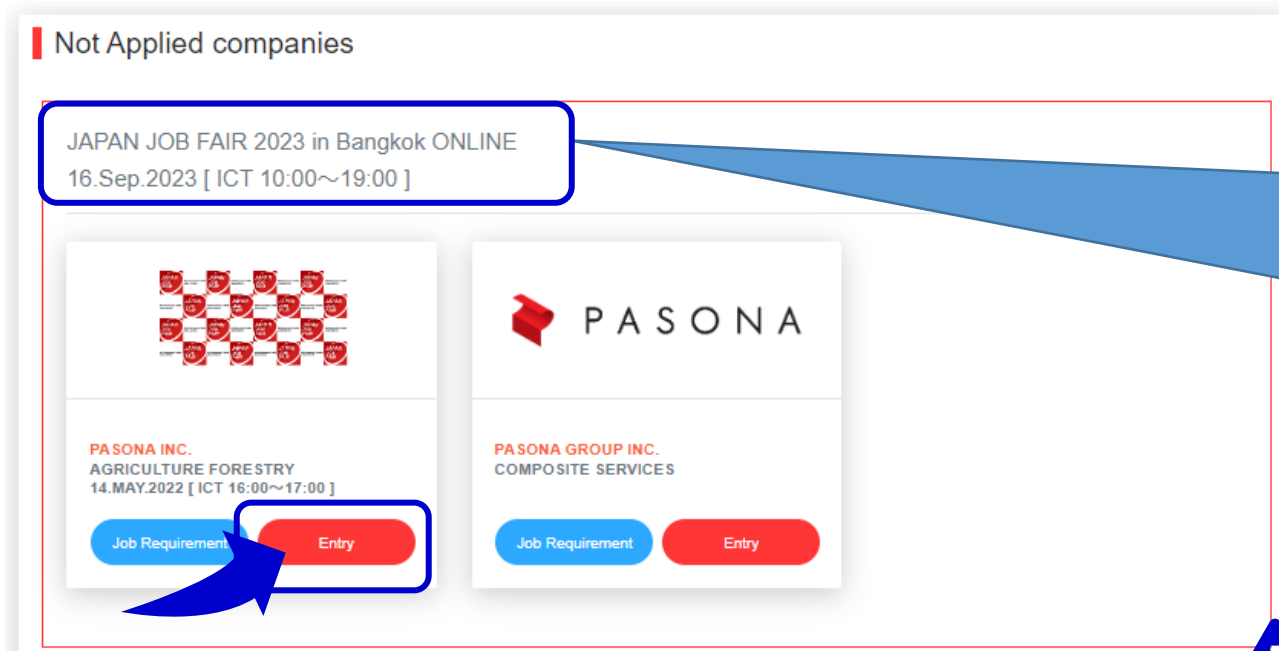
The times are displayed in the following time zones:
- ●MYT: Malaysia Time
- ●WIB: Indonesian Western Standard Time
- ●IST: Indian Standard Time
- ●BST : Bangladesh Standard Time
- ●VST : Vietnam Standard Time
- ●ICT : Indochina Time

Not Applied companies

JAPAN JOB FAIR 2023 in Bangkok ONLINE
16.Sep.2023 [ICT 10:00～19:00]

PASONA INC.
AGRICULTURE FORESTRY
14.MAY.2022 [ICT 16:00～17:00]
Job Requirement   Entry

PASONA GROUP INC.
COMPOSITE SERVICES
Job Requirement   Entry

⚠ **Even if the career seminar has been held, you can view a recording of the seminar by applying for the seminar.**

4.3. Applying for Online Career Seminars

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

5. Applying for Online Guidance

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.

Contents

6. How to Attend Online Guidance and Career Seminars that you Applied to

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.

6.1. Checking the Applied List

2. The Applied List screen will open. Clicking the Company's List tab will display the online career seminars that you have applied for by job fair.
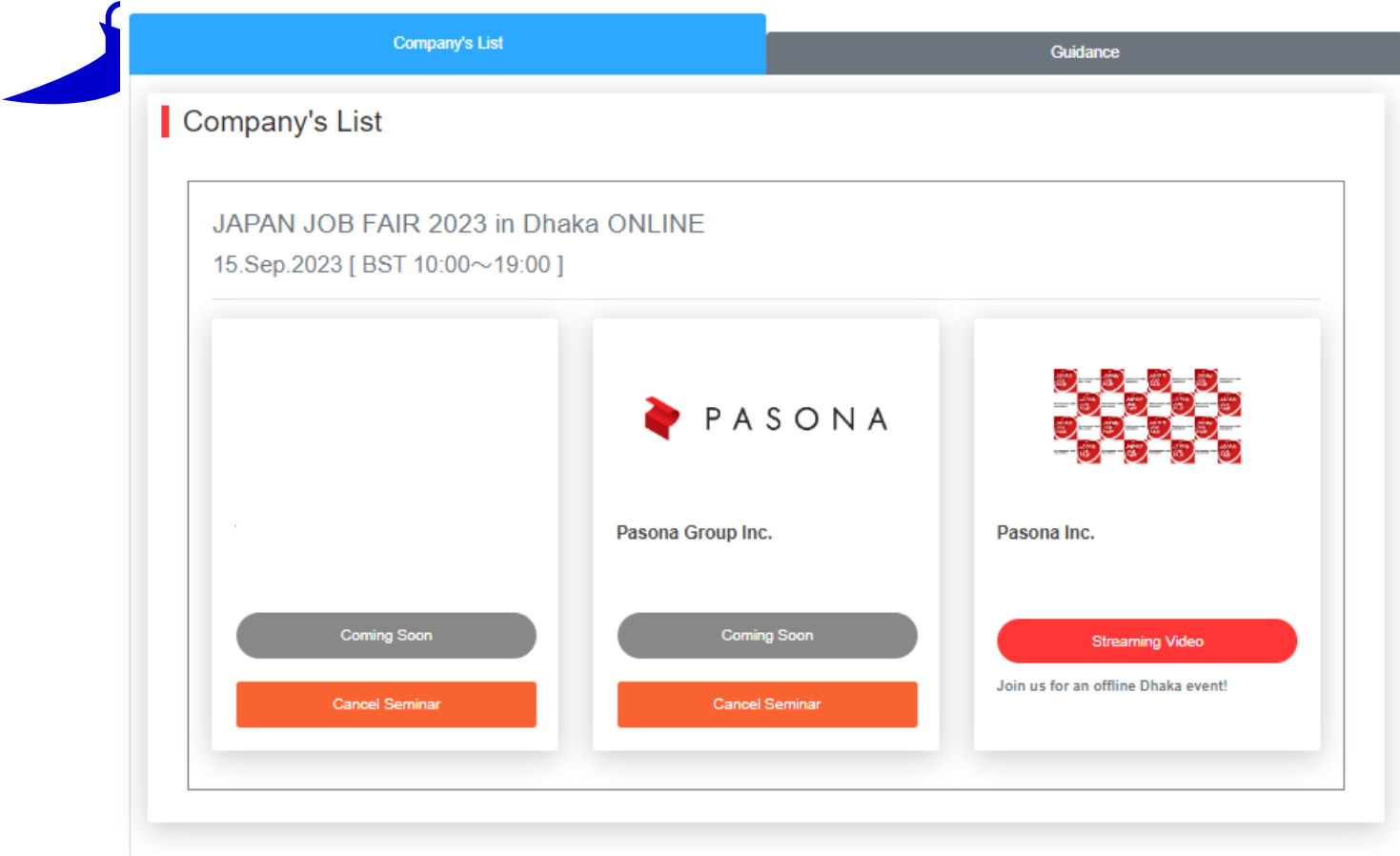
6.1. Checking the Applied List

3. Additionally, clicking the Guidance tab will display the guidance seminars that you have applied for by job fair.
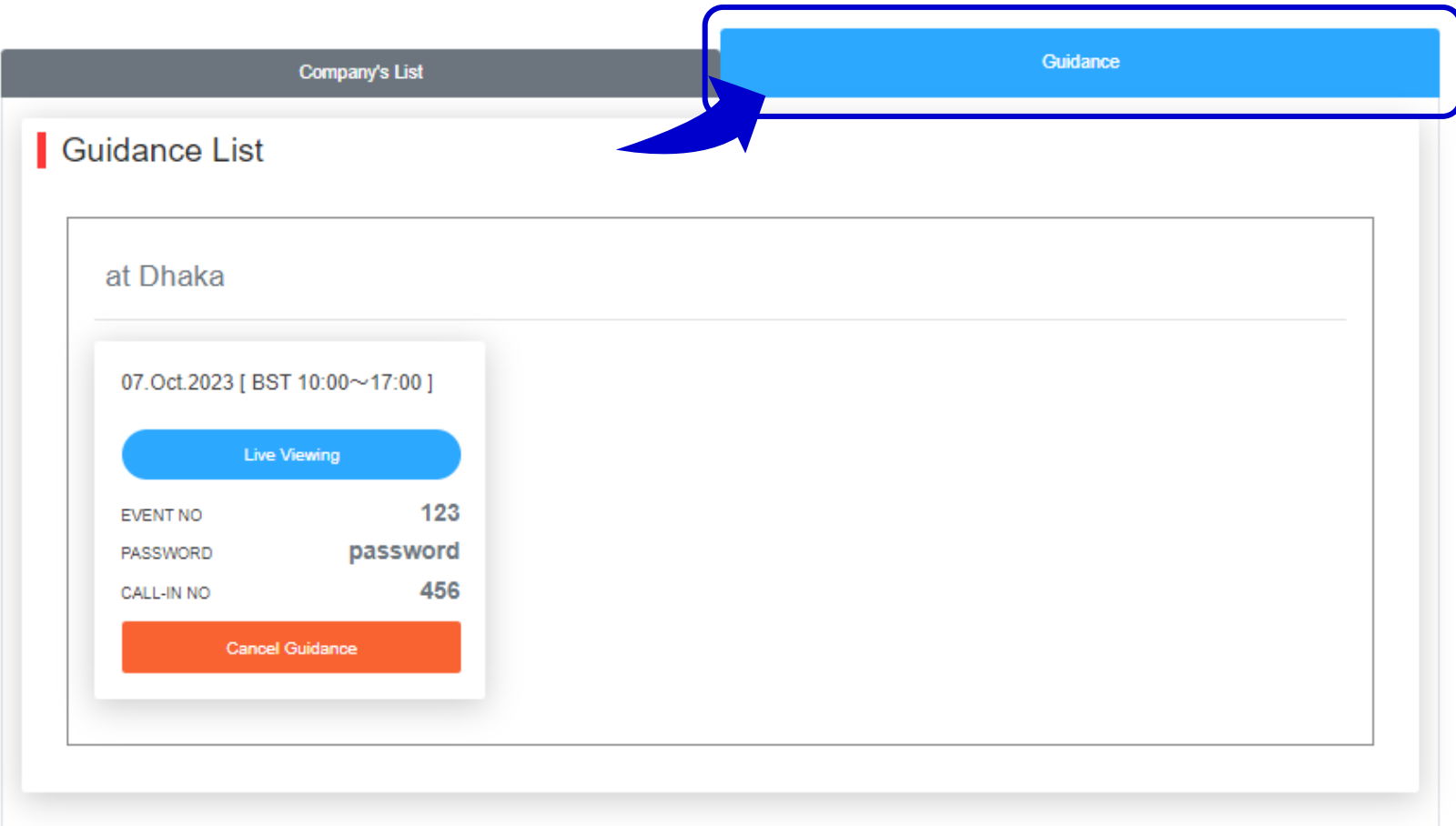
6.2. Downloading Company Profile Materials

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.

If you cannot view the live stream of the seminar due to issues beyond your control, you can listen to live audio of the seminar separately while looking at these documents.

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.

6.3. Joining Using the Live Viewing Button

2. After the Applied List screen appears, 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 Vewing" button.
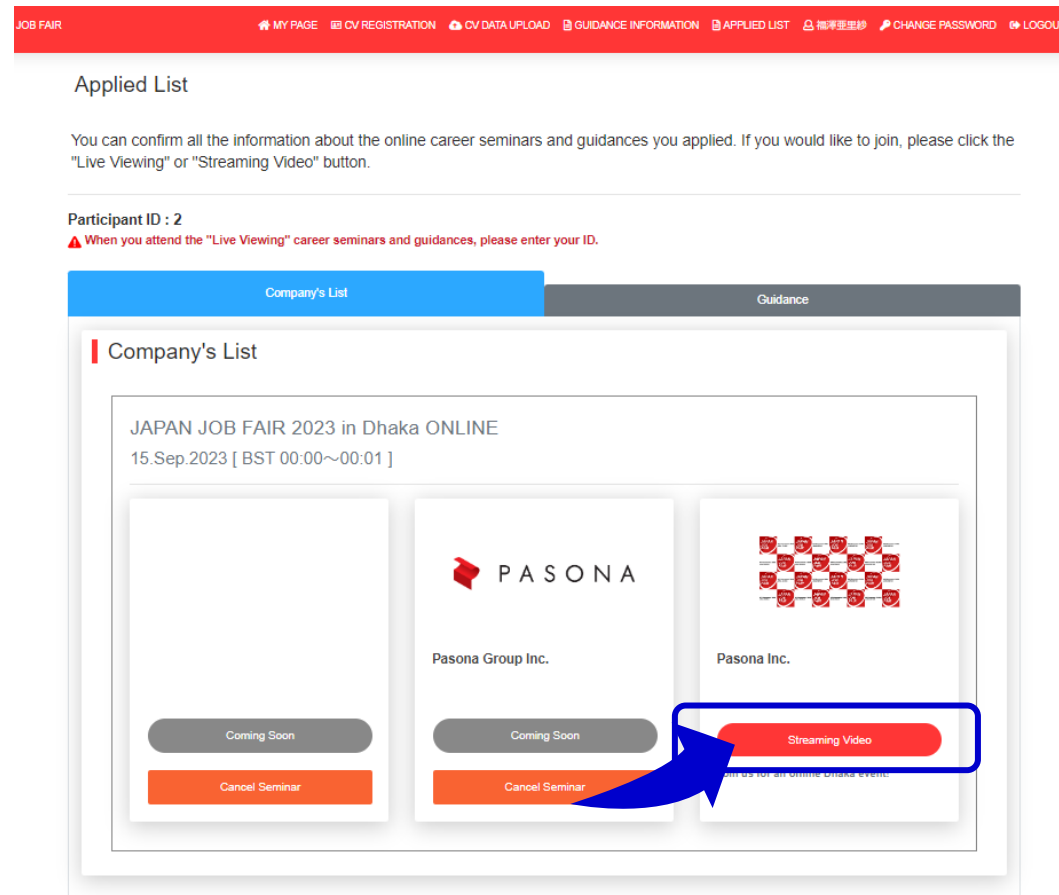
6.4. Viewing a Recording

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.

Contents

7. How to register with companies for offline events.

7. How to register with companies for offline events.

1. After participating in the online event, you will apply for the offline event.
2. Select offline events from **Not Applied companies on My Page.**
3. If offline is not displayed, click the red **"Click here to check the list of Job Fairs you have applied "**and register the offline event.
※See page 47 for another confirmation method.
4. <u>Print your ID and bring it with you when attending offline events. Check your entry.</u>

Please enter both online and offline events.

7. How to register with companies for offline events.

Reference　page 46 - 3.

If the offline event is not displayed on My Page, please add the offline event from your CV Registration button.

Contents

8. Resetting Your Password

8.1. Reissuing a Password

1. If you forget your password, you can reissue it. On the Login screen, click the Forget password? link.
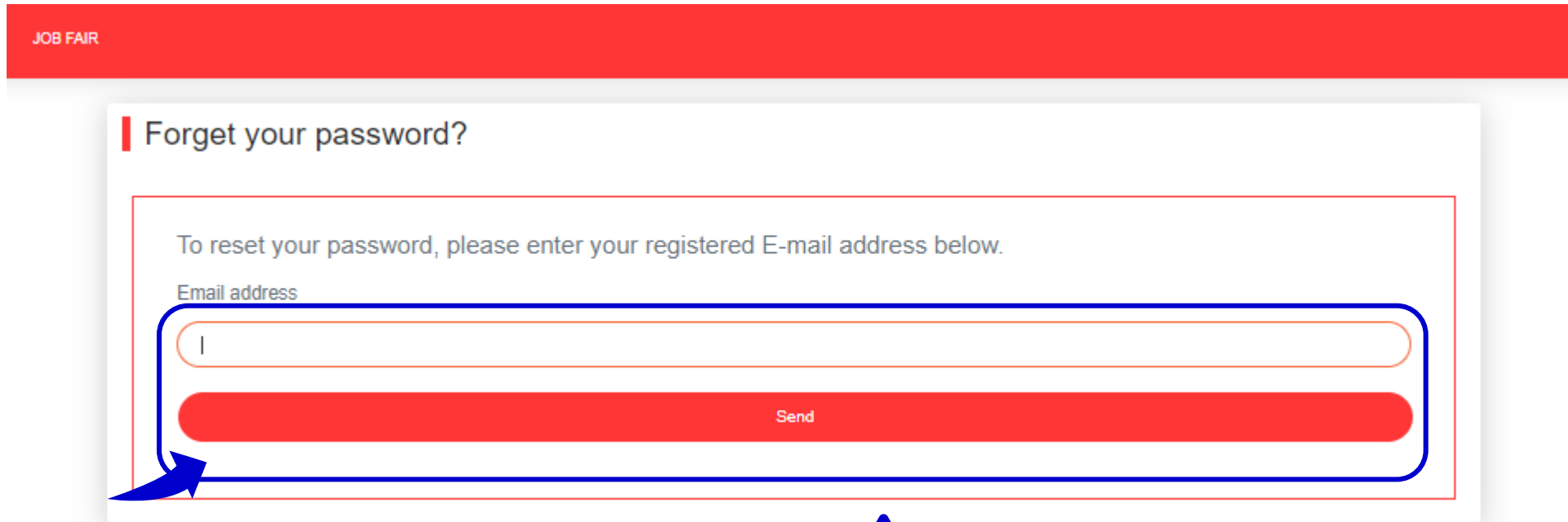
8.1. Reissuing a Password

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

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

8.1. Reissuing a Password

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

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

■Please access and follow the instruction below URL,
https://hbw1004prcev.smartrelease.jp/password/reset/6a94b95eda4c393ac4b40ba2027c8b8ec914f8c5c8d8a3488c2d060451c34f2a?email=afukuzawa%40pasona.co.jp

JAPAN JOB FAIR
mypage.japanjobfair.go.jp

＊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.

Once the above URL has been authenticated, you can log in to your account.
After one or more week has passed, temporary registration data will be deleted, in that case please register again.
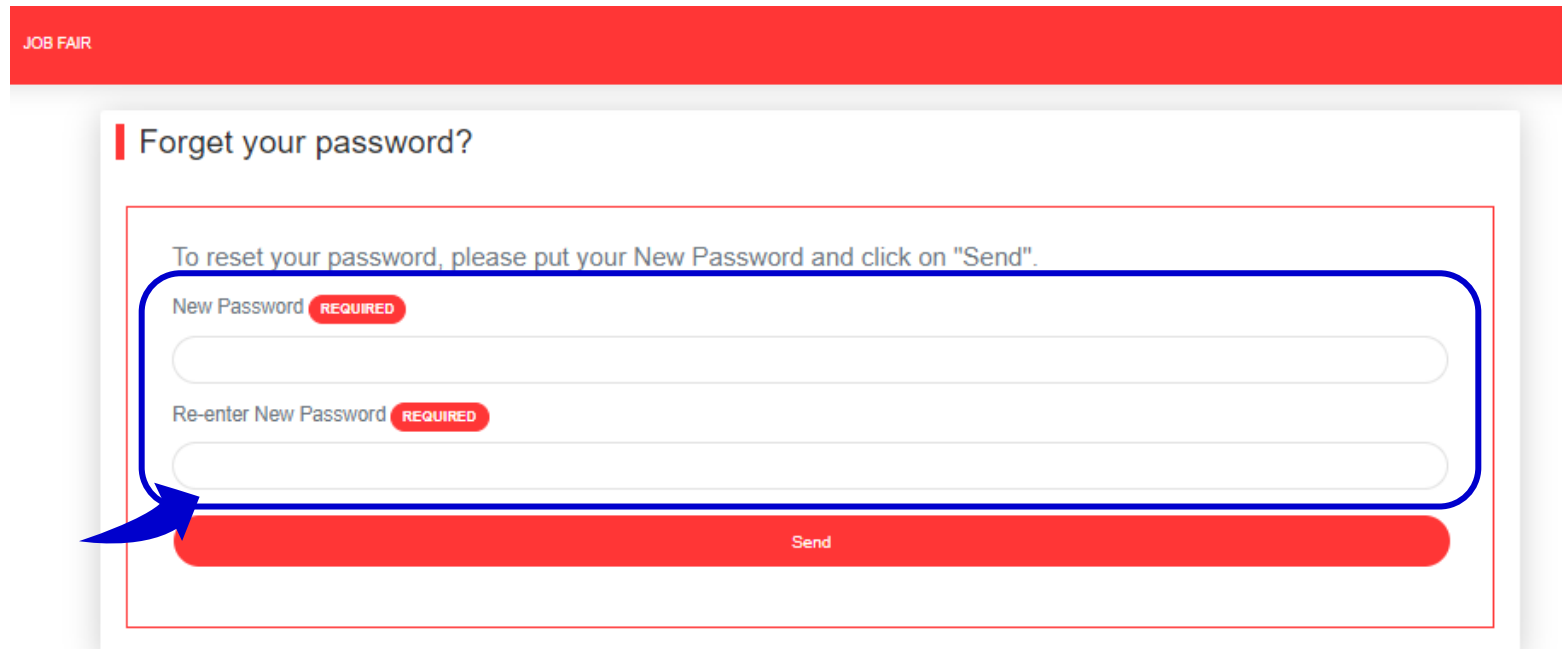
JOB FAIR

Forget your password?

An email with has been sent to the address you entered.
Please click on the link on the email and reset your password.

8.1. Reissuing a Password

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

8.1. Reissuing a Password

5. A password has been reissued once the screen below appears.
Click the Back to Login button to display the Login screen.
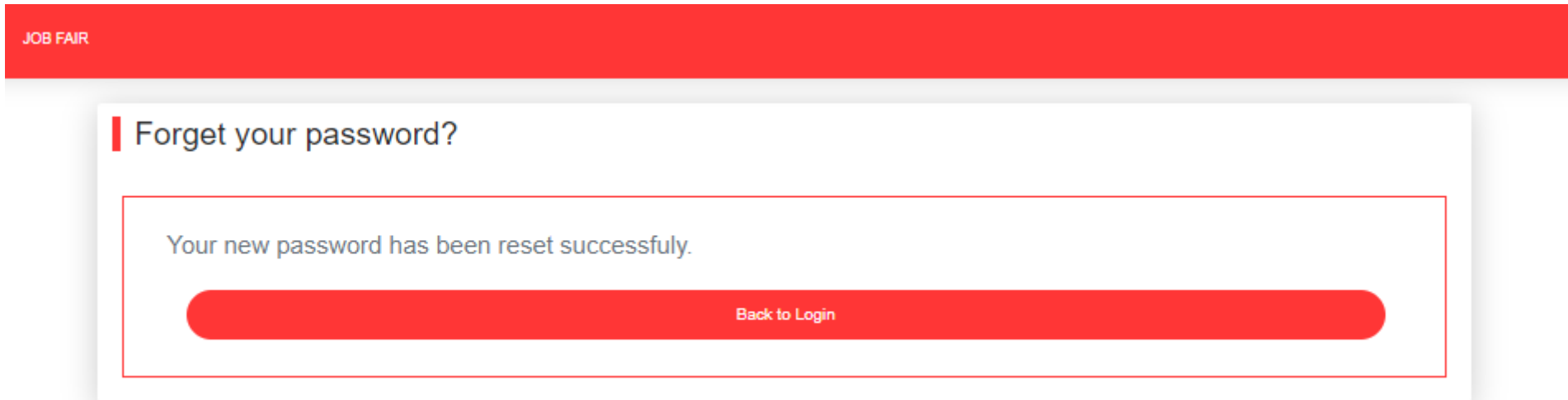
8.1. Reissuing a Password

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

Contents

9. How to check job fairs in your country

9. How to check job fairs in your country

1. How to check participating city events Please refer to [page46 7. How to register with companies for offline events.](#)
2. For example, there will be 4 events in Indonesia. for Indonesia, you can participate in up to 4 events.(Jakarta online/offline, Bandung online/offline)