

https://www.careercross.com

Quick-start Guide

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- 4 Easy Steps to prepare for your start
 - **Scout:** Scouting 4 useful functions

Please use this guide while looking at a screen



4 Easy Steps to prepare for your start

Step1

Email Accounts

Register your email address on CareerCross

- to receive an application
- to send out a scout mail

* A verification email with a URL for activation will be sent from CareerCross to a newly saved email address.

Step2

Profile

Enter a Company Profile such as Company Description, Name of President, Established date.

* Initial Setting has been completed. Please check and edit the saved information. ** "Forgot your password?": CareerCross Password

Reset Link is sent out to an email address you selected on the Profile section.

Step3

Job Postings

Please Start inputting a job description by clicking on the green "Post a new Job" button. *can edit anytime, for 24 hours

** Session timeout: as one of security functions, after a certain period of inactivity, the system will log a user out automatically. While editing, please save your data frequently.

Step 4

Feature Company

Your company PR page with images

login information and an instruction for your PR page will be sent to you. Please provide us with contents and pictures. CareerCross designer will do an initial setting for you. *YouTube video can be uploaded



⊘CareerCross[™] Employers



CareerCross Employers



Job Postings

И

1 Job Sales Point

A selling point of the job is highlighted in orange.



Job Category



3 Company Reference

For internal use only. Any information you entered in this section such as your job management code will not be displayed on the CareerCross site.

4 Contact Email

If you use "Out of office" auto-replies, the out-of-office messages will be delivered to job applicants. The name of department with a "hr@" or "jinji@" email address shall be used instead of a personal email address. * the First and Last name you entered in the Email Accounts page will be displayed as a

sender on the candidate page.

If cc:/bcc: will be used, please select the applicable email address.

5





Please select a base salary range from the pull-down menu. We recommend you to select an actual salary amount instead of "Negotiable, based on experience."

6a Restrict Candidates

You will only receive applications from candidates whose resume meets the required level of Japanese / English skills, Education, Visa Status by checking a "Restrict Candidates" box.

6b CareerCross exclusive

By checking the box, the "CareerCross exclusive" icon will be displayed.

Hiring Company Name

This section is used by a recruiter when a recruiter would reveal the name of hiring company. The direct hire company do not use this section.

8 Applications Settings

We suggest you to select the "Japanese + Receive full application details + $\ensuremath{\mathsf{HTML}}$ "

 \star Application Email Language is not the function to switch the language of resume in either English or Japanese.

9 Custom Job Application Reply

This message will be emailed to job seekers automatically when they apply for this job via the CareerCross website. e.g. "Thank you for your interest in our company and letter of application to work with us. We will now consider your career and professional experience and contact you..."

 $\ast\,$ Please select 'Yes' to "Save Custom Application Reply" to save the edited "Custom Job Application Reply" as a template.



To post a job, please select "All- job appears on both Japanese and English sites."

 $\ast\,$ a job will be only saved if "None – job does not appear on the site" is selected. (a job will not be posted on the site)

st a job can be created before the contract starting date.

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		crowd. Please Salect +
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		Permet in late 2000, C.C. Canceling Ca., Latic the parent company of Caneer-Cross, a bilingual web- laced neuroimmet reserves, serving the japon forceare backness community. Caneer-Cross is one of the leading and/se Job-Poords for bilingual candidates, serving the japon
		feesing diskal business community. We certaine the power of modern internet seches(logiss, simple interfaces and po-cetative maching no ensure top lived period. Our office is based conveniently close to jimbocho station and our staff area mix of japanese and
		Individuals are excessinged to particular in developing our services and backness stranges. CareerCrossR is a trading have of E.C. Cossulting Co., List, a group company of JAC Resultment Co., List, (21249).
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	Select Job Auto Response Template	Please Select +
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2

Keys to Success on Job Posting

Tools to hiring success : Application : 55% Scout Mail : 45%

Job 1	Fitle / Job Sales Point	Is it attractive and catchy to a candidate ?	
1 🔽	"Job Ti as only Title and Sale	Fitle" "Job Sales Point" are essential to be appealing les Point are displayed on the job search result page.	
	C.C.CONSULTING	INTEGRITY SIMPLICITY MUTUAL SUCCESS Global Leaders in Multi-Lingual Career and Talent Management.	
	Working with CareerCross team!	and Londing Dilingual Jak Dartal	
	Account Executive – Japa	Dan's Leading Bilingual Job Portal	
	Location Tokyo - 23 Wards, Ch	Chiyoda Job Type Permanent Full-time	
	Salary 4 million yen ~ 7 milli	Illion yen Updated July 2nd, 2019	
		Show Details	
When can	didates search jobs on CareerCross,	s, they do not spend time reading JDs one by one. First they skim throu	ıgh a

search result using a PC or a mobile device, and then open a job that especially interests them and read its details.

Therefore, It is important to make the job title eye catching as a "Job Sales Point" is highlighted in orange. We recommend to display a job title in both Japanese and English as below.

Example: 【Exciting multicultural environment !】 Account Executive/ アカウントエグゼクティブ: 4 - 7M

Post Jobs • Hide Jobs					
Post Jobs or Hide Jobs at your convenience					
Control Panel Profile +	Job Postings Applications 2	Post Jobs	Select visibility: All		
Post jobs 1 Delete @ Hide Nove to	Job Postings	You can post multiple jobs to CareerCross by selecting "Cancel" to close this window without updating anything. Visibility	the visibility options below and clicking "Post Jobs". Click		
Jobs 1 - 25 of 83 results 2 	" Post Jobs" to make Hide" to make jobs invis	e jobs visible, sible on the site	Cancel Refreshed I ² / _A Views Apps		
923268	Technical	Product Manager / テクニカルプロダクトマネージャー (CareerCr	ross) 2019-07-29 🛃 180 13		
1 Check on the b	oox next to the job you v	vould like to post			

Keys to Success on Job Posting

Job Category	/	Have you selected all Job categories?	
	Job Type *	Please Select	
	Job Category *	Please Select	•
		Please Select	•
		Please Select	•

categories, it will increase the chance your job to be displayed on the job search results.

	Job Conditions			
	Base Salary Range *	Minimum	•	- Maximum
5	Salary Bonuses Salary Commission	5 million yen 5.5 million yen 6 million yen 6.5 million yen 7 million yen		
	Hourly Rate	7.5 million yen 8 million yen		

Job Des	scription / Required Skills	Did you include Job related key words?
	In order to increase the chance of job postings, we recommend you enter a job description. (e.g. Projection (e.g. Projection)	hitting a keyword that a candidate used to search a job with your include many keywords related to your job postings while you ect Manager, PM, プロジェクトマネジャー etc.)

	My Page History + Job Search Company List				
ADD-ONS (paid service)	Job Search Jobs by Classification Jobs by Location Jobs by Train Line Speciality Searches				
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This is an optional service. Please contact our customer service at 03-5217-3901	Job Search Results				
If you have difficulty to set up or any questions.	Home - Job Sauch - Job by CaseRation - Localization, Interpreting & Translation Browze billingual Localization, Interpreting & Translation jobs in Japan the best place to find the job you're made for in your sectord Find the Less localization, interpreting & translation jobs including Interpreting, Localization Prodirevation and more				
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	第二日・「「「「」」」「「「」」」」「「」」」「「」」」」「「」」」」」「」」」」「」」」」				
A selected job as the feature job stays on the first page of upper section for one week	Location Tokyo - 23 Wards, Minsto-ku Job Type Contract Eng Salary Smillion yen ~ 6 million yen Updated Jahy 30th, 2019				
	Show Details				
	C.C.Consulting				
	Advertising Agency Term In-House Interpreter/Translator				



Scout Mail: Scouting • 4 useful functions

2 Resume Search Options

Standard Search:

Precise match, sorted by Last Login

Intelligent Search: Extended search, sorted by relevance The most related resume comes first

Control Panel	Profile 👻	Job Postings 👻	Applications 🜀 🗸	Resume Search 👻 S
Resume Se	arch			
Control Panel Resume	Search			
Keyword Sear	ch 🛛 Help		Ļ	Ļ
Keyword or Res	ume ID		STANDARD SEARCH	H INTELLIGENT SEARCH

"Resume Search" allows you to contact candidates whose resumes are searchable (Visible). Without waiting for them to apply for a job, you can approach them directly.

Let's send out a scout mail before competitors do!

 \pm 1/3 of CareerCross users set their resume to be visible



4 useful functions

	Contact candidates who viewed your jobs.						
Career	Cross Employers						
Control Panel	Profile • Job Postings •	Applications 2 👻	Resume Search 💌	Scout Mails 👻	TextAds 💌	Stats 💌	
Job Posting	Job Postings						
Post Jobs Delete	⊘ Hide Move to • ► Move	Company Descriptions	bs 🔹 Open account 🕶	Click on h	umbers at t	ne views	section.
Jobs 1 - 25 of 83 results							4 1 2
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	Job Postings	ightarrow Click on the nu	umber $ ightarrow$ possib	le to send Sco	out Mails		

Resume Agents					
Control Panel Profile - Job F	Postings - Applications 2 -	Resume Search 👻	Scout Mails 👻	TextAds 💌	Stats 💌
Control Panel for C.C. Consulting Co., Ltd Resume Search Auto Resume Search					
	5 C.C.CONS	Bookmark List Sa Method 1: F Resume Agents	Resume Search	> Resume Ag	gents
+ Save search result	Japanese Level				
+ Save as Resume Agent 7	✓ Fluent (282) ✓ Fluent (282) ✓ Fluent (282) ✓ Fluent (282)	o set it up on a res	sume search re	sults page	
Image: Non-State Non-State	English Level Business Level Fluent (1,012)				
A list of "newly registered" or "refreshed" resumes that matches your saved preferences will be delivered to you by email.					

Auto Resume Search	Templates			
Resume Search → Scout Mails → TextAds → Stats →	▼ Scout Mails ▼ TextAds ▼ Stats ▼			
Resume Search	Scout Mails			
Auto Resume Search	Scout Mail Templates			
Bookmark List	Manage Folders			
Saved Resume Searches				
Recume Anents One click away from Resume Search! Narrowing down the resume search categories is possible after this.	Create or edit a scout mail template, and send out a scout mail immediately			

CareerCross Scout Mails have a high reply rate.



Utilize 4 useful functions_ to help find perfect candidates!



Auto Resume Search : Automatically find candidates that match your jobs!

Views : You can see a list of candidates who showed interests and viewed your jobs!

Resume Agent : New registered candidates will be sent directly to your inbox!

Scout Mail Templates : Templates are ready for your immediate use!

Scout Mail reply rate

Half of hiring success comes from **Scout Mail**

Frustrated

Busy

No Time

Time

Consuming

Customer Service : 03-5217-3901