CareerCross™

https://www.careercross.com

Quick-start Guide

- **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

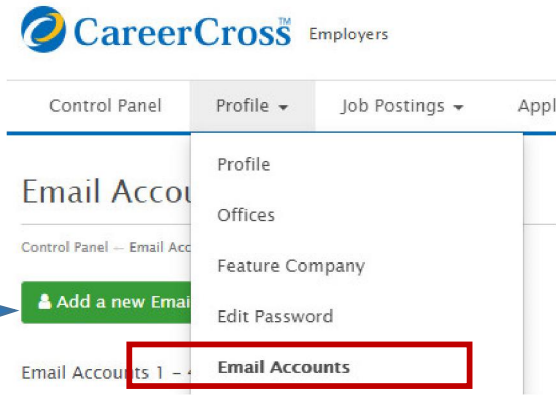
Step1

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.

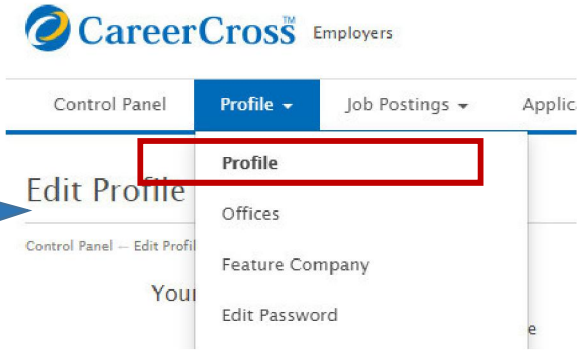


Step2

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

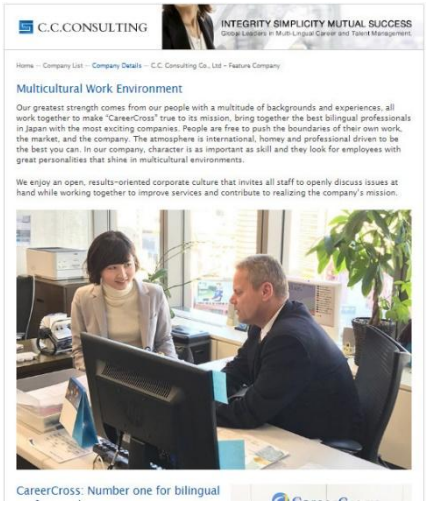
** Session timeout: as one of security functions, after a certain period of inactivity, the system will log a user out automatically. While editing, please save your data frequently.

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



Job Postings

1 Job Sales Point ☑

A selling point of the job is highlighted in orange.

2 Job Category ☑

Please select all job categories that link to the job search function for a candidate. Your job will appear more on the job search results if you select a wider range of categories

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 Base Salary Range ☑

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.

7 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 + HTML.”

＊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...”

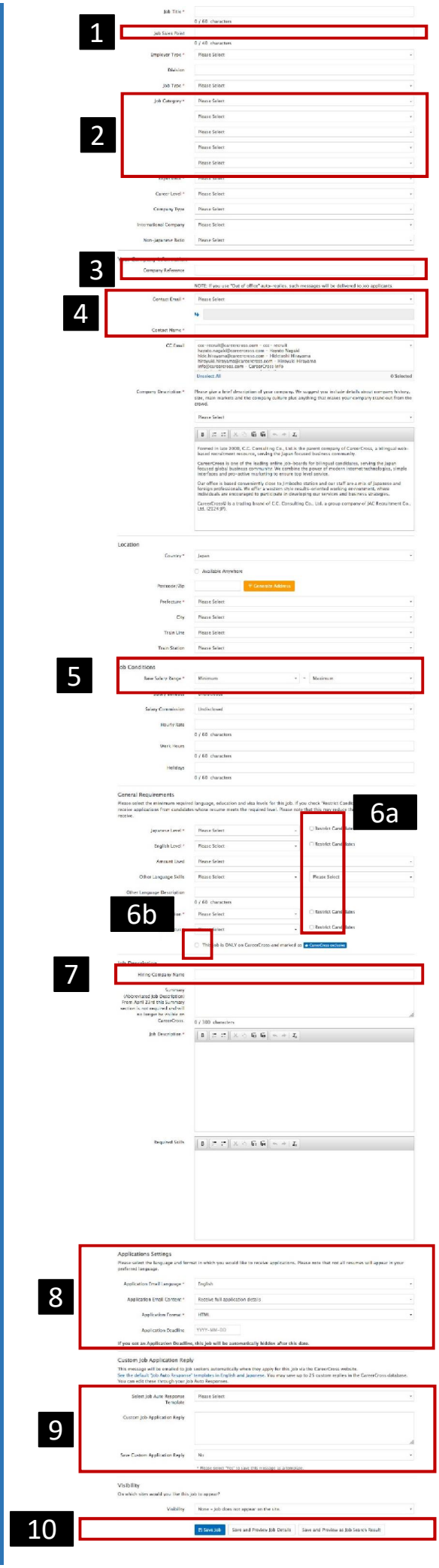
＊ Please select ‘Yes’ to “Save Custom Application Reply” to save the edited “Custom Job Application Reply” as a template.

10 Visibility

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

＊ 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)

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



Keys to Success on Job Posting

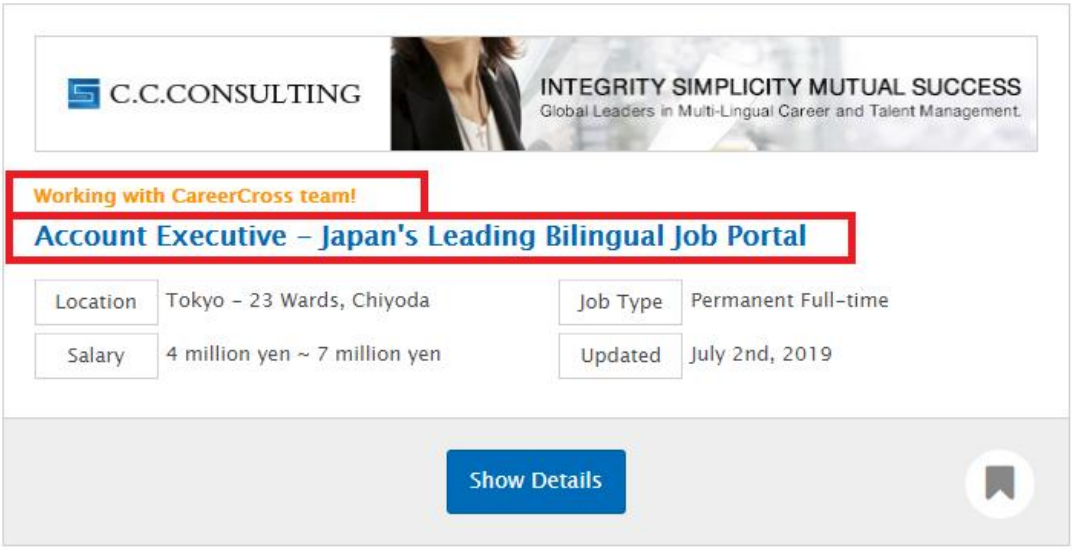
Increasing the # of views is an avenue to success

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

Job Title / Job Sales Point　Is it attractive and catchy to a candidate ?

1 ☑

“Job Title” “ Job Sales Point”
are essential to be appealing
as only Title and Sales Point are displayed on the job search result page.



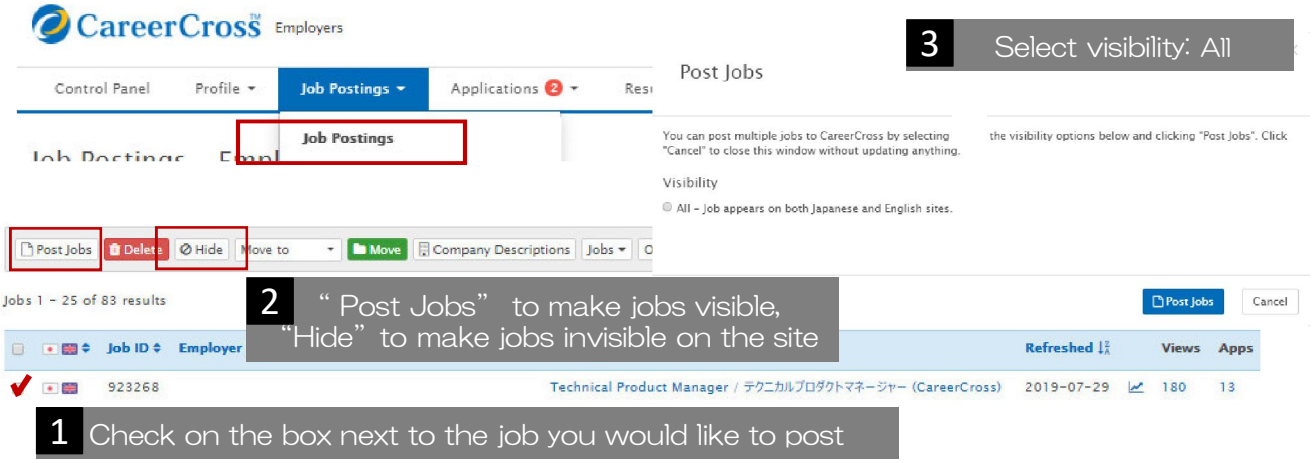
When candidates search jobs on CareerCross, they do not spend time reading JDs one by one. First they skim through a search result using a PC or a mobile device, and then open a job that especially interests them and read its details.

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



3 Select visibility: All

2 “ Post Jobs” to make jobs visible, “Hide” to make jobs invisible on the site

1 Check on the box next to the job you would like to post

Keys to Success on Job Posting

Increasing the # of views is an avenue to success

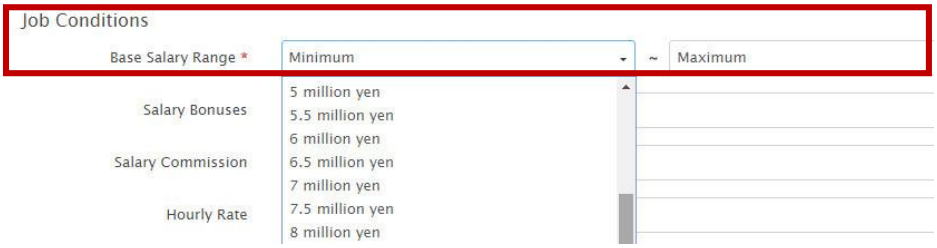
Job Category — Have you selected all Job categories?

2 ☑

Please make sure to select all Job Categories. When candidates narrow down their job search categories, it will increase the chance your job to be displayed on the job search results.

salary range — Did you set a salary range?

5 ☑



Please set a salary range by using pull down menu. Although there is "Negotiable, based on experience" as one of choices, we recommend you to display a salary range.

Job Description / Required Skills — Did you include Job related key words?

☑

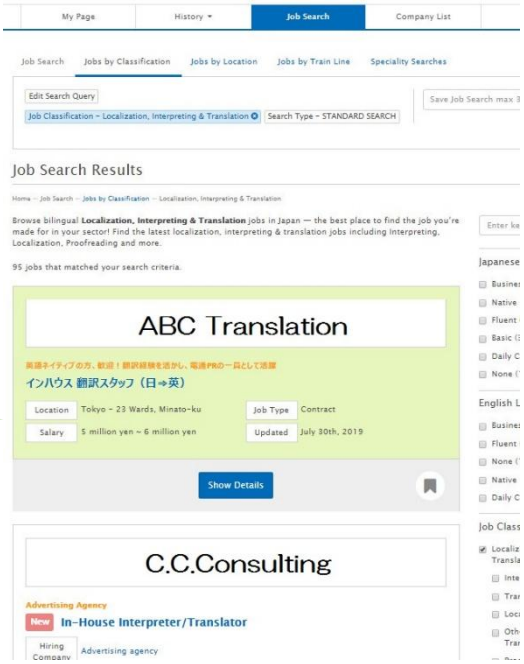
In order to increase the chance of hitting a keyword that a candidate used to search a job with your job postings, we recommend you include many keywords related to your job postings while you enter a job description. (e.g. Project Manager, PM, プロジェクトマネジャー etc.)

▼ ADD-ONS (paid service)

Feature Job (Optional service)

This is an optional service. Please contact our customer service at 03-5217-3901 if you have difficulty to set up or any questions.

A selected job as the feature job stays on the first page of upper section for one week

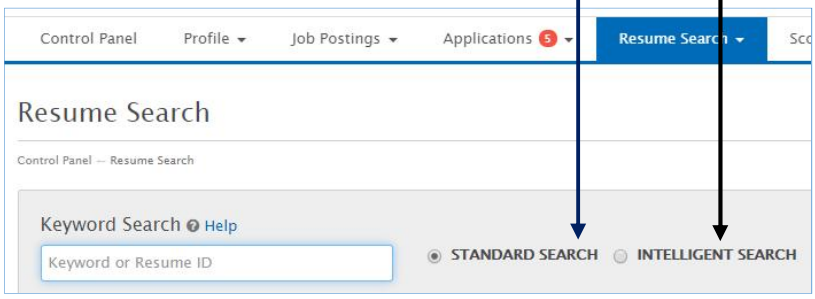


Scout Mail: Scouting・4 useful functions

2 Resume Search Options

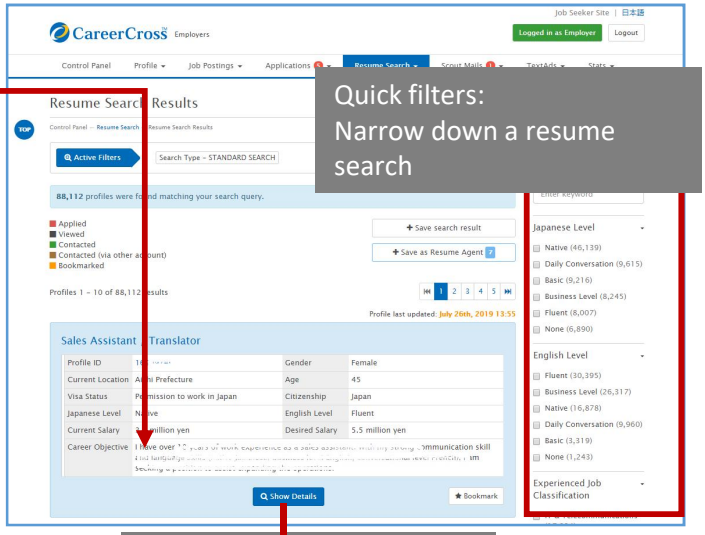
▶Standard Search:
Precise match, sorted by Last Login

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



"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!
＊1/3 of CareerCross users set their resume to be visible

検索画面

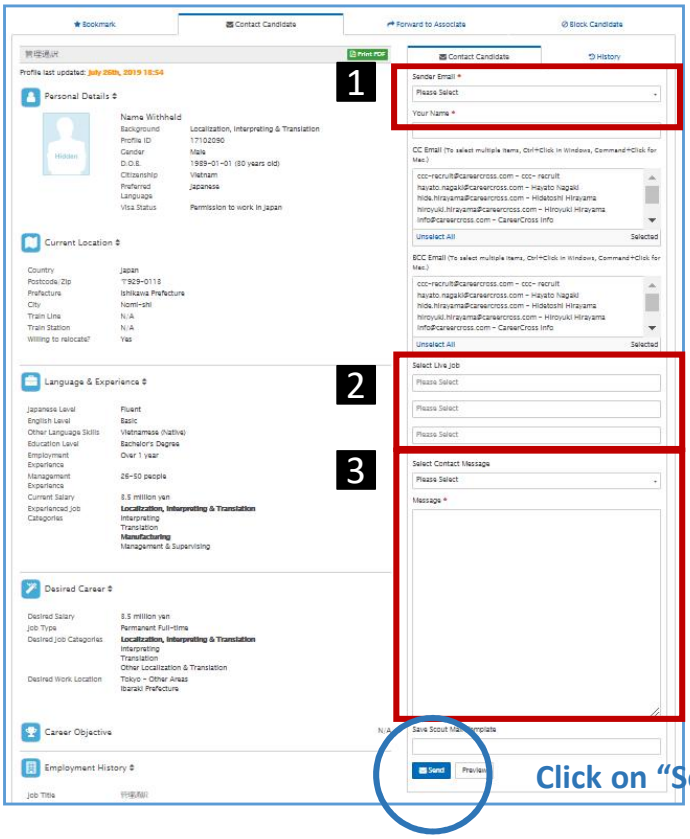


Career Objective:
Detail the type of position candidate seeks, and the attributes to bring to an employer.

Quick filters:
Narrow down a resume search

"Show Details" button

送信画面



1 Choose an email address

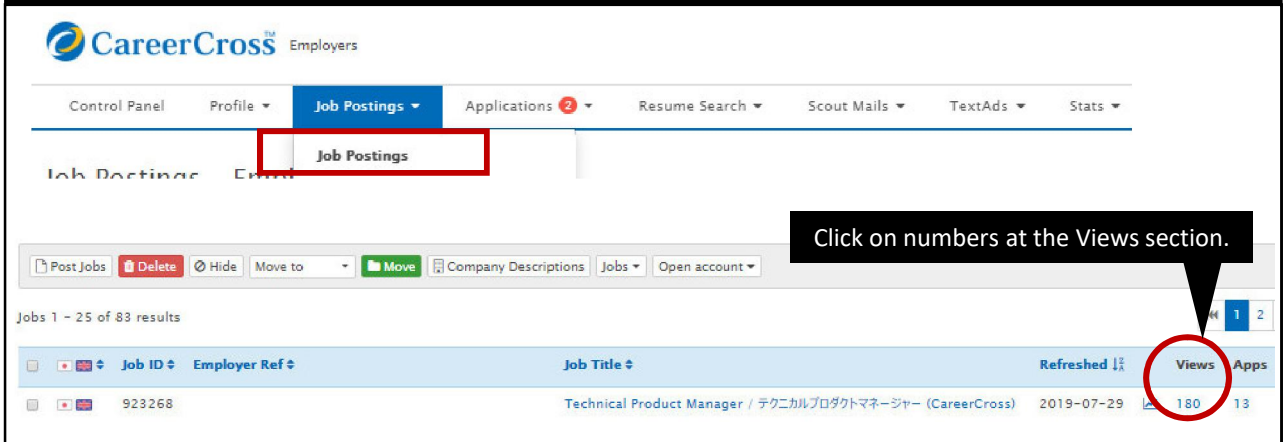
2 Link to a job posting on the CareerCross site is possible

3 Write a message or choose the template

Click on "Send" and it is done!

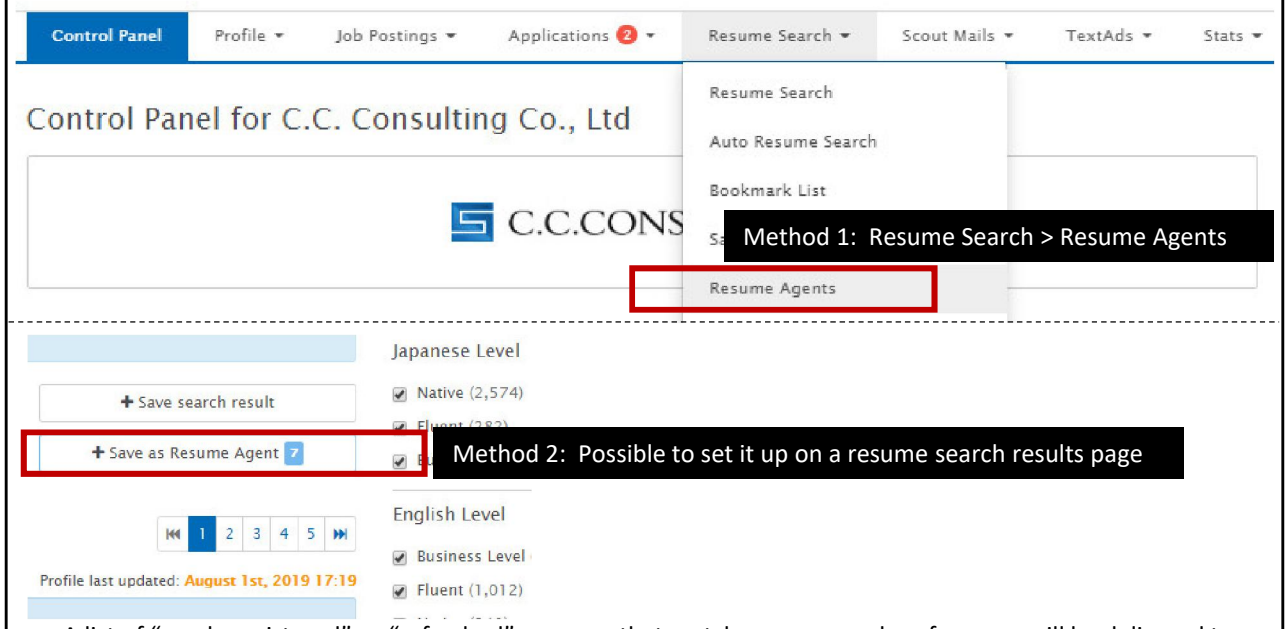
4 useful functions

Contact candidates who viewed your jobs.



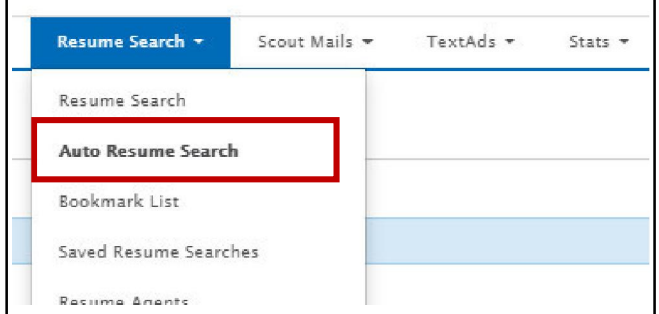
Job Postings → Click on the number → possible to send Scout Mails

Resume Agents



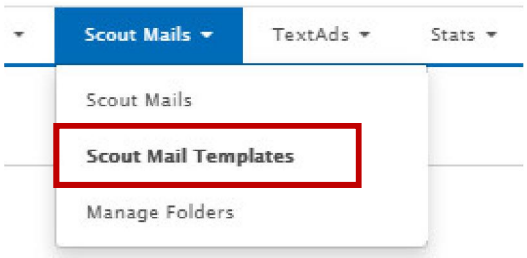
A list of “newly registered” or “refreshed” resumes that matches your saved preferences will be delivered to you by email.

Auto Resume Search



One click away from Resume Search! Narrowing down the resume search categories is possible after this.

Templates



Create or edit a scout mail template, and send out a scout mail immediately

CareerCross Scout Mails have a high reply rate.

Accelerate your candidates sourcing by searching our database!

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
15%

Half of hiring success comes from
Scout Mail

Customer Service： 03-5217-3901