

# The Japan Times Jobfinder user guide

## 1) Jobfinder membership registration

Click on the “Free Registration” button on the front page of The Japan Times Jobfinder.



The screenshot shows a login and registration form. It includes input fields for 'user ID' and 'password'. Below these are two buttons: 'free registration' (grey) and 'login' (blue). There is a checkbox labeled 'Remember my login' and a link 'Forgotten your password?'.

[Jobfinder home](#) > Free registration

### Free registration

Thank you for visiting The Japan Times Jobfinder. Please review our terms of service and conditions of membership before registering. You will be asked to agree to these upon registering.

#### Registration procedure:

- 1) Read the terms of service and conditions of membership and click the agree button.
- 2) Input your e-mail address and then proceed to the next step.
- 3) Fill in the form regarding personal information, education, work experience, special skills, qualifications, and desired conditions.

You will always be able to update your profile once you have registered.

#### Terms of service and conditions of membership

##### Article 1 (Scope of Application and Declaration)

These Terms and Conditions shall apply between The Japan Times Ltd. (hereinafter referred to as either “we”, “us” or “our”) and the users of, and those who have registered to use, the online job advertisement and information services called “The Japan Times Job Finder” (hereinafter referred to as “Job Finder”) provided by us. We hereby agree to provide the services in accordance with these Terms and Conditions, and the Member (to be defined in Article 2) hereby agrees to comply with the provisions of these Terms and Conditions. In addition, these Terms and Conditions for the services shall be applicable only in Japan, and shall be governed by and construed in accordance with the laws of Japan.

##### Article 2 (Member)

A member of Job Finder (hereinafter referred to as the “Member”) shall be a natural person who has reviewed and consented to these Terms and Conditions and any other rules and provisions prescribed by us including the handling of personal information and privacy policy, and who has registered with Job Finder in accordance with the instructions of Job Finder. We may refuse to register any applicant who is deemed inappropriate as a Member, and the applicant shall not raise any objection thereto.

Agreement of the terms of service and conditions of membership	<input type="radio"/> Agree <input checked="" type="radio"/> Disagree
E-mail	<input type="text"/>
Password	<input type="text"/>
Confirmation of password	<input type="text"/>

Proceed to the next step

After you have read the terms of service and conditions of membership, click the “agree” button and input your e-mail address and password.

## Application

### Personal information, education

\* Required field

Please fill in the "personal information" fields.

Fields marked with an asterisk are required.

Please remember your password.

We recommend that you register in English; however, Japanese is also acceptable.

Member ID	*****
E-mail	*****@****.com
Password	●●●●●● *
Confirmation of password	●●●●●● *
Name (Japanese)	Surname <input type="text"/> First name <input type="text"/>
Name (Romaji)	Surname <input type="text"/> First name <input type="text"/> *
Date of birth	year <input type="text"/> day <input type="text"/> month <input type="text"/> *

Please proceed by filling in the fields in the following categories. (Fields marked with a red asterisk are required.)

- 1) Personal information, education
- 2) Work experience
- 3) Special skills, qualifications
- 4) Desired conditions, self-promotion
- 5) Preview

Desired job type	<input type="button" value="add"/> <input checked="" type="checkbox"/> Exec *
Desired industry	<input type="button" value="add"/> <input checked="" type="checkbox"/> Recr <input checked="" type="checkbox"/> Adve
Desired location	<input type="button" value="add"/>

**About the "add" button:** After clicking the "add" button, a new window will appear from which you can select job type, job experience, etc. It is important that you make these selections as accurately as possible as your job applications and recruitment offers will be based on these selections.

## Registration

### Registration completion

Registration was completed.

After finishing registration, please confirm that you have received an e-mail from Jobfinder informing that your registration is complete. If you do not find it in your inbox, please check your spam/junk mail. If you still have not received it, please contact us.

Welcome

\*\*\*\* \*\*\*\*

User dashboard

## 2) After you become a registered member

The screenshot shows the Jobfinder website interface. At the top left is the logo for 'The Japan Times Jobfinder' with the tagline 'Your new career begins here.' To the right of the logo are links for 'Employer login' and 'The Japan Times'. Below the logo is a navigation bar with 'home' and 'search' buttons. The main content area is divided into two columns. The left column contains a 'Keyword search' input field with a 'search' button, followed by a 'Job Types' section listing various job categories and their counts (e.g., Executive/ Management (2), Sales/ Technical Sales (4)). Below this is an 'Employer Type' section with buttons for 'Direct hire', 'Recruiting company', and 'Staffing agency'. At the bottom of the left column is a 'Hot Jobs' section with a 'HOT' badge. The right column contains a 'Welcome' section with a redacted name, a 'User dashboard' section, and a 'Contact management' section with links for 'Message list' and 'Bookmark list'. Below that is an 'Information management' section with links for 'Personal information, education', 'Work experience', 'Special skills, qualifications', 'Desired conditions, self-promotion', and 'Preview'. At the bottom of the right column are links for 'Conditions of membership', 'Cancel membership', and 'Logout'.

Once you log in, your registered name will appear at the top right corner of the site.

As a member, you have access to:

#### A) Contact management

- Message list  
Send applications to companies, send questions or inquiries, and receive messages.
- Bookmark list  
Bookmark any job opportunities you wish to keep.

#### B) Information management

Make changes to your registered information.

#### C) Recruitment service (scheduled to begin October 2008)

Sign up anonymously to be recruited by placement agencies.

## A) Contact management

Each job opportunity on the site will have an “apply for this job” and “bookmark” button next to it. The “apply for this job” button will open an application form.

To apply for this position, please visit the following link, and fill the form.  
You must be registered to apply for this job. Registration is free.

[apply for this job ▶](#)

[bookmark ▶](#)

### A1) Apply for job and Message list

[Jobfinder home](#) > [Application](#) > Application message

#### Application message

##### Application procedure

Please click the "Edit your profile" button when information (essential information, academic background, work experience, and self promotion, etc.) necessary for the application needs to be confirmed or edited. Please fill in the application message to the company, click the "Confirm" button, and check the message before sending.

##### Employment information

**Company name** \*\*\*\*\*

**Job type** \*\*\*\*\*

Please check all information before you click the “Send” button to submit your application.

When a company sends a reply to your application, you will receive an e-mail alert at your registered e-mail address. Please check the contents of this mail before you log in and reply to the company.

##### Profile and message

**Profile**

[See your profile](#)

**Message**

I apply for this job

[Back to edit page](#)

[Send](#)

The Message list is for sending applications and receiving replies from companies.

[Jobfinder home](#) > Message list

### Message list

[ [All sent/received messages](#) | [Only sent messages](#) | [Only received messages](#) ]

Subject	From/To	Date
 [Applicant]Re: XXX	XXX	2008/09/09

:unread messages   :read messages   :sent messages   :replied messages

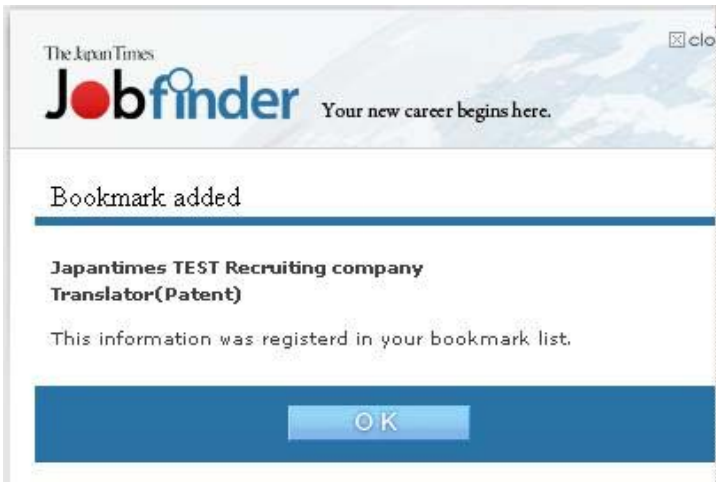
## A2) Bookmark list

Each job opportunity on the site will have an “apply for this job” and “bookmark” button next to it. The “apply for this job” button will open an application form, and the “bookmark” button will register the job in your bookmark list.

To apply for this position, please visit the following link, and fill the form.  
You must be registered to apply for this job. Registration is free.

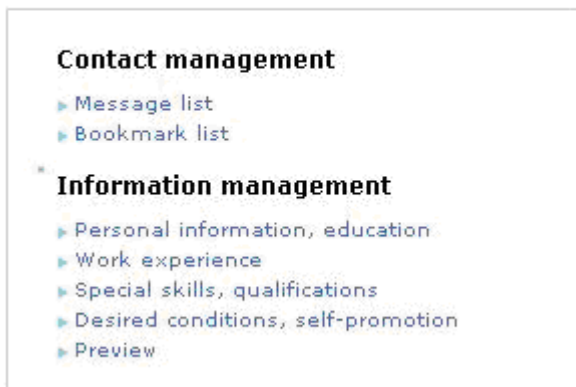
[apply for this job ▶](#)

[bookmark ▶](#)



## B) Information management

You may make changes to your registered personal information from the Information Management menu. Clicking “Preview” will display your currently registered personal information.



At the bottom of every category page is a menu bar for editing your registered information.

**Return without saving:** Takes you back to the previous page without saving the changes made.

**Save:** Saves any changes.

**Save & proceed to next step:** Saves any changes and takes you to the next registration category.

**Save & close:** Saves any changes and closes the page.

[Return without saving](#)

[Save](#)

[Save & proceed to next step](#)

[Save & close](#)