Hiring

1. Application
   - Be sure to apply by the deadline (usually weekends and Fridays).

2. Create a job advertisement
   - We ask that you check the posting content.

3. Check post content
   - An ID and password for the applicant management system, which is needed to respond to applicants, will be issued on the posting start date (sent by email).

4. Posting starts
   - Please respond promptly to applicants through the applicant management system.

5. Applicant communications and interviews
   - An ID and password for the applicant management system, which is needed to respond to applicants, will be issued on the posting start date (sent by email).

6. Hiring
   - An ID and password for the applicant management system, which is needed to respond to applicants, will be issued on the posting start date (sent by email).

Rikunabi NEXT Applicant Management System / [URL] https://saiyo.rikunabi.com/

Once your job is posted online, the dedicated applicant management system allows you to manage applicants.

- Assessment and progress management of applicants
- Download applicant data
- Sending and receiving of messages
  - The function for supporting prompt and accurate applicant responses has been enhanced
    - "Incoming Message" email
    - Application received message
    - Automatic sending of interview reminder emails


Saiyo Seiko Navi is a support site for employers published by Recruit Career. It includes information on the features and pricing of Rikunabi NEXT, and on occasion includes information on special promotions. If you are looking for talent to hire, please pay it a visit.

We are obligated by law to prohibit age restrictions in relation to the recruitment and hiring of staff.

- No. 1: In the event of recruitment involving senior citizens or new graduates, with the abolition of retirement age restrictions, employers are responsible for ensuring that applicants are not unfairly discriminated against. To ensure that the required skills, abilities, and aptitudes are present, employers are requested to endeavor to provide applicants with as much information as possible on the content of the position, as well as the expected ability level. When the applicant’s age is less than half the number of years between the job position and the age at which retirement is anticipated, the employer must indicate the reason without delay in writing or by email (oral communication is not permitted).

- No. 2: In the event of age restrictions being permitted under the provisions of the Employment Measures Act. Age restrictions are permitted only in the following cases prescribed in the Ordinance for the Enforcement of the Employment Measures Act. Age restrictions are not permitted in the following cases.
  - In the event of recruiting and hiring only those eligible under a policy promoting the employment of persons aged 60 or over, or of a specific age group (No. 3-a)
  - In the event of recruiting and hiring young people, etc., such as new graduates, under a labor agreement containing no fixed term, with the viewpoint of having them pursue a long-term career at the company (limited to where no experience is required, and where eligible for employment on a trial basis) (No. 3-b)
  - In the event of recruiting and hiring only those eligible under a policy promoting the employment of persons aged 60 or over, or of a specific age group (No. 3-c)
  - In the event of recruiting and hiring only those eligible under a policy promoting the employment of persons aged 60 or over, or of a specific age group (No. 3-d)

- No. 3: In the event of recruiting and hiring only those eligible under a policy promoting the employment of persons aged 60 or over, or of a specific age group. For the positions where the employment of persons aged 60 or over is prohibited, on occasion this includes a note on special promotions. If you are looking for talent to hire, please pay it a visit.

- No. 4: In the event of recruiting and hiring only those eligible under a policy promoting the employment of persons aged 60 or over, or of a specific age group. For the positions where the employment of persons aged 60 or over is prohibited, on occasion this includes a note on special promotions. If you are looking for talent to hire, please pay it a visit.

- No. 5: In the event of recruiting and hiring under a labor contract where, in the event of being asked the reason for an age restriction by an applicant, confirming under what grounds this is permitted is requested. In the event of placing age restrictions when recruiting and hiring, when posting an advertisement or using a service, one of our representatives will ask you to indicate the reason without delay in writing or by email (oral communication is not permitted).
For companies looking to hire new staff, the most important thing is "finding candidates".

Almost 80% of people who have changed careers have used Rikunabi NEXT.

Japan’s largest database of candidates

**Candidates currently using Rikunabi NEXT**

Great chance of finding your ideal candidate!

**Corporate Users**

Companies in a wide range of industries use the service

<table>
<thead>
<tr>
<th>Industry</th>
<th>Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real estate and construction</td>
<td>17%</td>
</tr>
<tr>
<td>Services (Tourism, food, hospitality, etc.)</td>
<td>15%</td>
</tr>
<tr>
<td>Manufacturing (Materials, pharmaceuticals, etc.)</td>
<td>10%</td>
</tr>
<tr>
<td>Distribution and retail</td>
<td>10%</td>
</tr>
<tr>
<td>Media</td>
<td>10%</td>
</tr>
<tr>
<td>IT and communications</td>
<td>9%</td>
</tr>
<tr>
<td>Manufacturing (Electrical, electronic, mechanical)</td>
<td>8%</td>
</tr>
<tr>
<td>Trade (General trading companies, materials, pharmaceuticals, etc.)</td>
<td>6%</td>
</tr>
<tr>
<td>Specialist consultants</td>
<td>5%</td>
</tr>
<tr>
<td>Others</td>
<td>5%</td>
</tr>
<tr>
<td>Trade (Electrical, electronic, mechanical)</td>
<td>3%</td>
</tr>
<tr>
<td>Finance and insurance</td>
<td>2%</td>
</tr>
</tbody>
</table>

Companies with 100 or fewer employees make up approximately 60% of the total.

<table>
<thead>
<tr>
<th>Number of Employees</th>
<th>Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 or fewer</td>
<td>15%</td>
</tr>
<tr>
<td>11 - 50</td>
<td>34%</td>
</tr>
<tr>
<td>51 - 100</td>
<td>13%</td>
</tr>
<tr>
<td>101 - 500</td>
<td>23%</td>
</tr>
<tr>
<td>501 - 1,000</td>
<td>6%</td>
</tr>
<tr>
<td>1,000 - 5,000</td>
<td>7%</td>
</tr>
<tr>
<td>5,001 or over</td>
<td>2%</td>
</tr>
</tbody>
</table>

The largest career-change website in Japan

(Updates) Wednesdays and Fridays

About 126,000 people like the Rikunabi NEXT official Facebook account (As of December 2016)

More and more new members are joining through promotions that make it possible to approach both actual applicants and candidates!

Make yourself visible to candidates

Over 20,000 new membership registrations each week (Average of October to December 2016)

Aiming to make the best matches between candidates and companies

The Rikunabi NEXT database has accumulated a vast amount of attribute data and behavioral history on candidates. By accumulating and analyzing information on "what kind of person is interested in what kind of company", we have worked on improving our service so that just one or many candidates and companies can meet each other.

*Online Survey for Regular/Contracted Employees in Japan between Age 20 and 59 Who Have Changed Careers within One Year (January 2016)" published by Macromill
**Five different formats available for and layouts**

<table>
<thead>
<tr>
<th>Plan Name</th>
<th>Overview Screen</th>
<th>Job Description Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>N5L (Published for 4 weeks)</td>
<td>N5</td>
<td>N3L / N3</td>
</tr>
<tr>
<td>N4L / N4</td>
<td></td>
<td>N2L / N2</td>
</tr>
<tr>
<td>N3L / N3</td>
<td></td>
<td>N1L / N1</td>
</tr>
</tbody>
</table>

**About the new flag**

A new flag is attached to posts for a period of 1 week from its posting date (Wednesday or Friday).

**Rikunabi NEXT Participation Rules**

One plan (job posting) is necessary for each job and employment type. (If recruiting for multiple job types, you will need a job posting for each job type.)

**About the display order**

1. By size from large to small (regardless of whether 4 weeks or 2 weeks)
2. By listing date or revision date (regardless of whether 4 weeks or 2 weeks)
3. In the case of positions issued on Wednesday / Friday

**Points**

*The average plan is N3 Randomly displayed daily!!*

**Actual image of the display order**

*As of the end of November 2016*

**About the display order**

1. By size from large to small (regardless of whether 4 weeks or 2 weeks)
2. By listing date or revision date (regardless of whether 4 weeks or 2 weeks)
3. In the case of a sales position

**Segment Match**

If you set hiring requirements for the posting, a recommendation for the posting will be displayed on the member page of customers who meet the requirements.

**Push Notification**

To encourage applications from customers who have *liked* / viewed the job posting and meet the hiring requirements, an automatic notification "Apply Now!" is displayed daily in their "Watch list", etc. (Target settings can be made)

**DM for interested parties**

You can check anonymous resumes and send DM to customers who have saved the job posting to their "Watch list".

**FAQ**

How should I choose which plan to make?

For example...

- Choose the large plan (N5) to attract more candidates!
- We only want to appeal to a limited target...
- For example...
- As we are not very well known, we are worried that not many job seekers will be interested in us...

**List of differences between each plan**

<table>
<thead>
<tr>
<th>Plan Name</th>
<th>Overview Screen</th>
<th>Job Description Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>N5L</td>
<td>3 people</td>
<td>3 photos</td>
</tr>
<tr>
<td>N4L / N4</td>
<td>2 people</td>
<td>3 photos</td>
</tr>
<tr>
<td>N3L / N3</td>
<td>1 person</td>
<td>3 photos</td>
</tr>
</tbody>
</table>

**Top line of Cases**

Free

**Points**

The Free option for delivering job postings in all plans to targets has been enhanced!

**The Free option for delivering job postings in all plans to targets has been enhanced!**

**Raising**

We only want to appeal to a limited target...

**Display Order**

Before you apply

*The screen shown is a work in progress. The actual screen may be different.*

**FAQ**

How should I choose which plan to make?

For example...

- Choose the large plan (N5) to attract more candidates!
- We only want to appeal to a limited target...
**Option Plans**

Promote the job on the front page

**Homepage text information (With PR screen)**

Text is displayed at the bottom of the front page as "This week’s featured jobs"

- **Homepage**
  - Introductory text
  - "Job TOPICS"

- **Set PR screen**
  - PR screen
  - Link to Custom Screen
  - Link to Entry Form for Briefing

**Text Information in Message List**

Text is displayed at the top of a logged-in member’s account message list screen as "Job TOPICS"

- **Message List**
  - Text
  - Link to Custom Screen

**Custom Screen / Entry Form for Briefing**

Additional screen for PR showing the appeal of your company, with freedom in terms of layout

- **Custom Screen**
  - PR for showing the appeal of your company
  - A hierarchical structure is needed
  - You can use Flash, JPEG, GIF, or JavaScript

- **Entry Form for Briefing**
  - Conduct briefing acceptance and management smoothly

**Option Plans**

**N5+**

You can maximize exposure to target job seekers by adding an N5 post

- **Priority display on jobs list (New postings only)**
  - Display order within N5 is random

- **Increase exposure through various emails and recommendations**
  - N5+ entries require an N5 post and N5+ request
  - N5+ can be used in any week of an N5 posting

**Best Pricing Plan**

Annual Tickets / Multi-Job-Type Long-Term Plan

- **Annual Tickets**
  - The number of tickets per year can be used in multiple job postings

- **Multi-Job-Type Long-Term Plan**
  - When purchasing basic rights, you can place job postings over 12 weeks (N5L - N1)
  - DM are available at a discounted price to customers using tickets (up to 500 per target: JPY 200,000)
  - Customer using tickets (up to 500 per target: JPY 200,000)
  - A savings of JPY 270,000!

**Terms of Use**

- Limited to 10 companies
- 1 text per company.

**Invoice**

- Total amount invoiced as a lump sum.
- Refer to the rate table page for details.
**DM Plans**

**Job Announcement Mail / Target DM**

DM for delivering job postings to targets that meet the hiring requirements

**DM Plans**

**Notification / DM for Interested Parties**

Approach “people who are highly interested in your company” who have “liked”/viewed the job posting

---

**Step 1: Detection**

- **DM (Open offer)**
  - Target
  - Wording
  - Usage Situations
  - Distribution Timing

**Examples of wording template types**

- Automatically creates wording based on the content of the job posting

**Flow to Distribution**

- Set up recipients and messages
  - Job Announcement Mail
  - Target DM
- Create wording

**Notes**

- You cannot announce job openings other than those stated on the job description screen in a DM.

---

**Step 2: Raising interest**

- **Wording created from job posting**
  - You can enter content of your choosing up to a maximum length of 800 characters

**Usage Situations**

- Wednesday or Friday

**Flow to Distribution**

- Final confirmation of recipients and wording

**Notes**

- You may link to up to 5 job description screens per mail.
  - The target DM screen attachment cannot be attached.

---

**Step 3: Inspire candidates**

**Motivate**

- Encourage applications from people who have “liked”/viewed the job posting

**Notes**

- If you want to use persuasive wording for targets that meet the hiring requirements, a notification is automatically displayed in your “Watch list”, etc.

**Push Notification**

- Automatically creates wording

**Usage Situations**

- People who have “liked” the job posting

**Notes**

- Although the person receiving transmissions cannot be changed or added to the message, the wording can be changed.
- DMs other than the target DM cannot be used for transmissions.

---

**Step 4: Inspire candidates**

**Inspire candidates**

- Encourage applications from people who have “liked” the job posting

**Usage Situations**

- People who are highly interested

---

**The following products are also available with a target DM.**

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Product Content</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target DM screen attachment</td>
<td>A screen that can be attached to a target DM (can also be attached to regular reply messages). Each company may use multiple versions.</td>
<td>Flash, JPEG, GIF, and JavaScript may be used (Streaming, Shockwave, and CGI, etc., are not available). Hierarchical structure may not be held.</td>
</tr>
<tr>
<td>Target DM re-approach</td>
<td>Of the members that sent a target DM, those who have not responded by filling an application or briefing request, or sending an inquiry, can be re-approached. Each company may use multiple versions.</td>
<td>Although the person receiving transmissions cannot be changed or added to the message, the wording can be changed. DMs other than the target DM cannot be used for re-approaches. Be-approaches can only be sent on weeks 2 of job posting, where a target DM was sent on week 1, and are limited to persons who have not responded.</td>
</tr>
<tr>
<td>Target DM target pack</td>
<td>Special pricing is offered when Target DMs are purchased in units of 2 Targets, 5 Targets, and 20 Targets. Each company may use multiple versions.</td>
<td>When the job posting ends, rights to the target pack will be lost. However, this excludes cases where basic rights for a multi-job-type long-term plan remain in effect. Even during the basic rights period of a multi-job-type long-term plan, a target pack cannot be purchased if there is no job posting.</td>
</tr>
</tbody>
</table>
**Basic Plans**

**Plan A**
A plan with special pricing for cases where you will only recruit at work locations in either "Kansai" or "Tohoku".

**Plan Name**
- N2L
- N2
- N1

**Period**
- 4 weeks

**Price**
- N2L: JPY 1.65 million
- N2: JPY 1 million
- N1: JPY 350,000

**Additional Re-approaches**
- 1 screen / 2 Weeks: JPY 800,000
- 2 screens / 2 Weeks: JPY 1.25 million
- 3 screens / 2 Weeks: JPY 1.92 million

**Target DM screen attachment**
- 1 screen / 2 Weeks: JPY 800,000
- 2 screens / 2 Weeks: JPY 1.25 million
- 3 screens / 2 Weeks: JPY 1.92 million

**Ticket Pack**
- 200 x 5 targets: JPY 960,000

**Notes**
- Additional screen cost is also charged.
- In this plan, if you recruit 200 or more targets, the plan becomes the "Ticket Pack" plan.
- In this plan, if you recruit 200 or more targets, the plan becomes the "Ticket Pack" plan.

---

**Basic Plans**

**Plan B**
A plan with special pricing for cases where you will only recruit at work locations in either "Hokkaido", "Hokkaido", "Hokkaido", "Shikoku", or "Kyushu and Okinawa".

**Plan Name**
- N5L
- N5
- N4
- N3
- N2L
- N2
- N1

**Period**
- 4 weeks

**Price**
- N5L: JPY 3.06 million
- N5: JPY 2.19 million
- N4: JPY 1.32 million
- N3: JPY 0.8 million
- N2L: JPY 0.47 million
- N2: JPY 0.41 million
- N1: JPY 0.17 million

**Additional Re-approaches**
- 1 screen / 2 Weeks: JPY 800,000
- 2 screens / 2 Weeks: JPY 1.25 million
- 3 screens / 2 Weeks: JPY 1.92 million

**Target DM screen attachment**
- 1 screen / 2 Weeks: JPY 800,000
- 2 screens / 2 Weeks: JPY 1.25 million
- 3 screens / 2 Weeks: JPY 1.92 million

**Ticket Pack**
- 200 x 5 targets: JPY 960,000

---

**DM Plan / File an application in reference to Basic plan.**

**DM Name**
- N1
- N2
- N3
- N4
- N5
- N5L

**Number (1 target)**
- 50
- 100
- 150
- 200
- 300
- 400
- 500

**Price**
- JPY 60,000
- JPY 120,000
- JPY 140,000
- JPY 160,000
- JPY 180,000
- JPY 280,000
- JPY 380,000

**Job Announcement Mail**
- 200
- 300
- 400
- 500

**Price**
- JPY 280,000
- JPY 380,000
- JPY 480,000
- JPY 680,000

**Ticket DM**
- 200 x 2 targets
- 200 x 5 targets

**Price**
- JPY 280,000
- JPY 960,000

---

**The Option plan / File an application in reference to Basic plan.**

**Plan Name**
- N1
- N2
- N3
- N4
- N5
- N5L

**Period**
- 1 week
- 2 weeks

**Price**
- JPY 300,000
- JPY 600,000

**Custom Screen**
- 2 weeks
- 5 weeks
- 10 weeks

**Price**
- JPY 800,000
- JPY 1.25 million
- JPY 1.65 million

---

**The Option plan / File an application in reference to Basic plan.**

**Ticket DM**
- 200 x 2 targets
- 200 x 5 targets

**Price**
- JPY 280,000
- JPY 960,000

---

**Points plan / application not required! All customers that purchase eligible products are awarded points which can be used towards payment of their next publication fee.**

**Post**
- Monthly posting following 2nd Wednesday
- Use towards your next publication fee

**Points accumulated**
- (5%) of the purchase price

**Eligible products**
- "Bunshun NEXT Projects", "Annual Tickets", "Ticket DM", "Multi-Job Type Long-Term Plan", "Amendment Costs", etc.

**Notes**
- For points when filing your application: Be sure to check these notes.

---

**Recruit Carer**, in order to provide correct job posting information to candidates, makes efforts to improve quality, such as the creation of postings in line with its production rules, and the confirmation of content and requests of amendments to postings created by managers. We ask for your understanding and cooperation regarding such efforts.