

# 1. JOB POSTING APPLYING ~ INTRODUCING / HIRING

Please be careful when you use Hello Work to recruit employees

- You can apply for a job posting at the closet Hello Work to your company.
- Please send someone, who can explain detailed job conditions, such as a human resource staff.
- The company owner that recruits employees has to be the same as the company owner that hires them.
- We cannot accept the following job postings:
  - \* A job where the wage forms do not have a guaranteed price, such as a full commission system.
  - \* A job that the employees do at home, and the employment relationship cannot be confirmed.
  - \* A job where the employees are transferred to subsidiaries, etc.; the company owner that recruits employees is not the same as the company owner that hires them.
  - \* A job that does not have an employment relationship or illegal job.

If the contents of the job posting are unlawful, we cannot accept that job posting.  
Also, if you write false conditions, etc., it can be an infringement of the law, so please be careful.

## 1. Applying for Job Posting

Please fill out a Company Registration Sheet and a Job Posting Application (There are 2 kinds, for full time and part time jobs), and submit them. If you do not speak Japanese, please contact Nagoya Gaikokujin Job Center.

\* As for the Company Registration Sheet, after your first submission, you do not need to write it again if you did not modify anything.

## 2. Registration for General Employment Information System

Please fill out a Job Posting Open Card. Those who look for a job can see the information of your company and job posting at the computer (Job Posting Information-Searching System) at Hello Work, print it out and take it home freely. Therefore, it is important to make an attractive Job Posting Open Card.

## 3. Job Posting Open to the Public

Your job posting will be opened to public at the following places:

- Hello Work offices  
All of the Hello Works in Aichi pref. as well as any Hello Works outside Aichi you wish.  
Also, we can open your job posting only at Nagoya Gaikokujin Job Center upon your request.
- Hello Work Internet Service  
Please choose if you want to open your office name or not, and write it in the [open request] box of the Job Posting Application.
- Job information magazine published by Hello Work
- Related organizations or facilities .

## 4. Labor Counseling and Introducing Job Applicants

If anyone wants to apply for a job at your company, we will call the personnel section of your company, talk about the interview date, etc., and issue the job applicant an Introducing Card.

- \* If the job applicant does not have an Introducing Card issued by Hello Work, it will not be an introduced-job and your company cannot get a subsidy that requires an introducing from Hello Work.
- \* We cannot issue an Introducing Card after the interview.
- \* If the job applicant contacts your company directly, please tell him/her to receive an Introducing Card from Hello Work

## 5. Interview / Selection

At the interview, please receive the Introducing Card from the job applicant.

- \* Please select job applicants depending on their ability or aptitude. You must not do anything like labor discrimination by inquiring into their background.

## **2. NECESSARY DOCUMENTS TO APPLY FOR A JOB POSTING**

\*As for hiring new graduates and migratory workers, the procedure is different than below.  
Please ask the Hello Work staff.

- **Company Registration Sheet**

(If you do not speak Japanese, please visit Nagoya Gaikokujin Job Center.)

This is the sheet that you register the basic information of your company.

Once you register, you will not need to submit it again unless its contents change.

- **Job Posting Application**

This is the sheet to fill in the employment conditions. There are 2 kinds, “full time” and “part time”.

Please make a separate sheet for each occupation type (office clerk, sales, machinist etc.) or work place.

- **Company Map Registration Sheet (Not mandatory)**

This is the sheet to register the map of the selection (job interview) or work place in advance in case it is different than where your company is. (1 sheet per 1 company)

### **3. PLEASE CONFIRM YOUR COMPANY DATA**

Please look over the following items in advance to fill out the necessary papers.

#### ● **Company Number**

It is the company number for employment insurance, which is used to follow the procedures of employment insurance. However, please ask the Hello Work staff if your company's headquarters take care of employment insurance or collectively if your company does not join employment insurance.

#### ● **Number of Employees**

##### **[The Applicable Work Place]**

The number of employees at the work place that you wish to create a job posting for, and also the number of female employees. If the job posting is for part time, you need to fill in the number of part time employees.

##### **[The Whole Company]**

The number of all employees at headquarters and other branches.

#### ● **Insurance, etc.**

You need to confirm the situation of employment insurance, injury insurance, health insurance, employee's pension, asset savings, corporate pension, retirement allowance, retirement allowance mutual aid, etc. for the permanent employees as well as for the employees that your company recruits at this time.

If your company does not join the labor insurance or corporate pension, etc. when it needs to, we might not open your job postings to the public, so please be careful.

#### ● **Retirement and Reemployment System**

You need to fill in the situation of retirement and reemployment for the permanent employees as well as its conditions for the employees your company recruits at this time.

We require you to do any of the followings: ① hike in retirement age, ② application of employment continuation system or ③ abolition of retirement rule under your company's working rule or labor agreement, according to Law for the Stabilization of Employment of the Aged which is for the sake of the promotion of employment continuation for elders over 65 years old, if your company does not meet that law's criteria.

#### ● **Map of Company, Selection (Job Interview) and Actual Work Place**

You can register maps (up to 2) of your company, etc.

If you use either map you registered, you do not need to sketch the map on the job posting(s).

##### **[Map of Company]**

You must register it on the Company Registration Sheet.

##### **[Map of Selection/Work Place]**

You can register it on the Company Map Registration Sheet.

## 4. HOW TO FILL OUT A COMPANY REGISTRATION SHEET

\*Please use a non-colored pencil or automatic pencil.

### ① **Company Name**

If it is not the headquarters, please write the name of the branch office. (Please write the address of your headquarters in the space next to your branch's zip code.) If it is your own private company, please write the name of the owner with a one-letter space after the name of the company.

### ② **Closest Station**

Please write the company's closest station and the time it takes to get there on foot from that station. If there is no close station or bus stop, please write the name of a building (school, hospital, etc.) that can be a landmark.

### ③ **Map**

Please sketch a map to the company from the closest station, bus stop or landmark building.

You will not need to sketch it every time you hire people in the future. Please sketch it as clear as you can.

### ④ **Corporate Pension**

If your company joins a corporate pension, please choose and write the number mentioned below.

You can specify information separately on each job posting when your company actually hires employees.

1. Employees' Pension fund
2. Defined Contribution Pension Plan
3. Defined Benefits Pension Plan
4. Tax Approved Pension System

### ⑤ **Retirement Allowance System**

If your company has a retirement allowance system, please choose [yes]. If so and it requires a certain length of employment to qualify, please write the number of years. You can specify information separately on each job posting when your company actually hires employees.

### ⑥ **Reemployment**

If your company has a system that rehires a person who has retired, please choose [yes].

### ⑦ **Extension of Employment**

If your company has a system to extend the employment period of the employee that is about to retire, please choose [yes]. If your company has a specific age limit of extension, please write that age, too.

### ⑧ **Description of Business**

Please write the commodities that your company produces and the kind of main products/services that your company deals in.

### ⑨ **Characteristics of the Company**

Please write what your company wants to let job applicants know about, such as business policy, recent performance, health and welfare benefits facilities and future potential.

### ⑩ **Homepage, E-mail Address**

Please write the e-mail address that job applicants can contact your company at.

## 5. HOW TO FILL OUT JOB (full time) POSTING APPLICATION

\*Please use a non-colored pencil or automatic pencil, and one paper for each working place or duty.

### ① **Commuting by Car**

If the work place has a parking lot that allows employees to commute by car, please mark the box.

### ② **Insurance and Retirement**

Please choose an applicable item if this job posting has a different condition than your “company registration sheet”.

If it is the same, please mark the [the same as the company registration sheet] box.

### ③ **Selection(Job Interview)/work Place - Content of Map**

Is the map, you are sketching for this job posting, for the place of the selection (interview or test) or the work place?

Please choose either one. If the selection place is the same as the work place, mark both boxes.

### ④ **Selection(Job Interview)/work Place - Using Map**

Please choose the map that you are using for the selection/work place. If you choose [not use], write down the zip code, address, map and walking time from the closest station, etc.. [Address map] reflects the map at your “company registration card,” and [registered map] reflects your “company map registration card.”

### ⑤ **Work Hours**

Please write the work hours like 08:30 ~ 17:00. If it is a shift system, please choose [shift] and write the shift hours. If it is flextime, please choose [flex], and write the basic hours at ①, the flexible hours at ② and the core hours at ③. If it is an irregular hour system, please mark [irregular] and write the number of an applicable unit of period.

### ⑥ **Day(s) Off**

Please choose applicable items about the day(s) off of week and 5-day work week system. As for the day(s) off of week, mark only the day(s) off for every week. (e.g. If the 2<sup>nd</sup> & 4<sup>th</sup> Sat. are off, write so in [ ], do not mark [Sat].

### ⑦ **Request for Opening to Public (Hello Work Internet Service)**

Please choose the way to provide job information on the Internet.

### ⑧ **Age of Employees**

If the employer has an age limit, please write the age and choose an applicable reason.

### ⑨ **Employment Period**

[Regular]: The employee does not have a contract period.

[Temporary (over 4 months)]: The employee has a contract period that is longer than 4 months.

[Temporary (less than 4 months)]: The employee has a contract period that is less than 4 months.

### ⑩ **Employment Form**

Please write the number (below) of the employment form.

1. Permanent Employee
2. Other than Permanent Employee (Please write the name of the form.)
3. Dispatched Employee (Registration Type)
4. Dispatched Employee (Full Time Employee for the Dispatching Company)

### ⑪ **Work Place**

Please write the address and branch name of the work place if it is different than the company place on your “company registration sheet”. Please write the walking time from the closest station, etc. as well. If it is the same as the company, mark [same as company].

### ⑫ **Form of Wages**

Please mark the applicable item about the payment form. If it is a commission system, write only fixed wages part.

\*Flat Monthly Salary : Wages are monthly prescribed. There are no deductions for absences.

\*Day-based Pay : Wages are paid monthly but there are deductions depending on the number of absent day(s).

### ⑬ **Commuting Allowance**

If the commuting expenses are paid with no limit, please mark [no limit]. If there is a limit, mark [limit] and write the price limit. If the commuting allowance is same for everyone, mark [flat] and write the price.

## 6. HOW TO FILL OUT JOB (part time) POSTING APPLICATION

\*Please use a non-colored pencil or automatic pencil, and one paper for each working place or duty.

### PART TIME JOB :

Working hours per day or week are shorter than full time job. You cannot submit it as a part time job posting only because the wage form is hourly and even if the employees are called "Part" or "Junior Employee" at your company.

#### ① Insurance and Retirement

Please mark applicable items about the insurance and retirement.

#### ② Commuting by Car

If the work place has a parking lot that allows employees to commute by car, please mark the box.

#### ③ Selection(Job Interview)/work Place - Content of Map

Is the map, you are sketching for this job posting, for the place of the selection (interview or test) or the working place? Please choose either one. If the selection place is the same as the working place, mark both boxes.

#### ④ Selection(Job Interview)/working Place - Using Map

Please choose the map that you are using for the selection/working place. If you choose [not use], write down the zip code, address, map and walking time from the closest station, etc.. [Address map] reflects the map at your "company registration card," and [registered map] reflects your "company map registration card."

#### ⑤ Work Hours

If there is more than one schedule, please write those (up to 3). If employees can choose one schedule and also work for the specified hours in that schedule, please write the schedules at ①~③, and write the work hours at [or].

#### ⑥ Day(s) Off

Please choose applicable items about the day(s) off of week and 5-day work week system. As for the day(s) off of week, mark only the day(s) off for every week.

#### ⑦ Request for Opening to Public (Hello Work Internet Service)

Please choose the way to provide job information on the Internet.

#### ⑧ Age of Employees

If the employer has an age limit, write the age and choose an applicable reason.

#### ⑨ Employment Period

[Regular]: The employee does not have a contract period.

[Temporary (over 4 months)]: The employee has a contract period that is longer than 4 months.

[Temporary (less than 4 months)]: The employee has a contract period that is less than 4 months.

#### ⑩ Employment Form

Please write the number (below) of the employment form.

1. Part Time Employee
2. Part Time Employee (Registration Type)
3. Part Time Employee (Permanent Employee for the Dispatching Company)

#### ⑪ Work Place

Please write the address and branch name of the work place if it is different than the company place on your "company registration sheet". Please write the walking time from the closest station, etc. as well. If it is the same as the company, mark [same as company].

#### ⑫ Form of Wages

Please mark the applicable item about the payment form. If it is a commission system, write only fixed wages part.

#### ⑬ Commuting Allowance

If the commuting expenses are paid with no limit, please mark [no limit]. If there is a limit, mark [limit] and write the price limit. If the commuting allowance is same for everyone, mark [flat] and write the price.

## 7. LET'S MAKE AN ATTRACTIVE JOB POSTING

To get sufficient employees, it is important to make an attractive job posting.

Let's look over your job posting from the standpoint of the job applicants.

### ① Characteristics of the Company

The first impression of your company will look very different, by elaborating and clarifying.

Make sure the contents are not too old. Please PR your company as effectively as you can with information about welfare, company spirit or clients, etc.

### ② Insurance, etc.

It is natural that a company without insurance is not popular, and we can not accept a job posting of such a company. Please ask about it at the window if your company has not finished the procedure to have insurance.

### ③ Commuting by Car

If your company does not allow the employees to commute by car, let's PR public transportation access convenience or an easy way to commute in the "Remarks" box.

### ④ Map

Though we will show the place to the job applicant on commercial maps when we actually introduce the job, make sure the map you sketch is clear.

### ⑤ Job Type

The job title is not something that is only understood in your company or industry, is it? Please make the job title clear and easy to understand for applicants who do not have that experience.

### ⑥ Age of employee

If the employer has an age limit, please consider hiking it when there are not enough applicants. It will broaden the range of the choices.

### ⑦ Employment Form

Many of applicants would like job postings for permanent and stayble employment.

If the form of employment is not permanent, yet your company has a system that employees can become a permanent employee, we suggest you make it clear that you could become a permanent employee.

Also, even if it is a contract employee, please write that it can be renewed if that is the case.

### ⑧ Days off

Let's make sure to write irregular day(s) off if your company has any other than regular day(s) off.

Please write about end-year, new years or summer holidays.

### ⑨ Wages

It is the most important point for applicants. Those who have high skill naturally wish for high wages.

You must not set the salary too high, however, you could reconsider the wages for those who have a lot of experiences.

### ⑩ Contents of Job

It is the applicant's choice to decide if they apply for the job or not.

Elaborating and clarifying will take away the fear from the applicants who do not have any experience, and will give the applicants who has the experiences confidence.

### 【 Examples of job contents 】

#### Architect Engineer

Designing and planning architecture ordered.  
Administration process, etc. at construction sites.

#### System Engineer

.Analysis of system, designing, developing  
software. OS: Windows, Language: C++, java

#### CAD Operator

Designing, planning, architecture ordered.  
Administration of quality, proces, time, members  
and safety at construction sites.

Designing, planning, architecture ordered.  
Administration of quality, proces, time, members  
and safetv at construction sites.

Designing, planning, architecture ordered.  
Administration of quality, proces, time, members  
and safetv at construction sites.

Designing, planning, architecture ordered.  
Administration of quality, proces, time, members  
and safetv at construction sites.

## 8. MANAGEMENT OF JOB POSTINGS

### ● The Term of Validity

The validity term of a job posting is at the end of 2 full months after the month we accept your job posting. After that term, that job posting will automatically be invalid. (e.g. Jog posting-accepted on April 15 → Valid until June 30.)

\* We can also make the term shorter depending on your request.

### ● Modification of Contents

In case you need to modify the contents of your job posting, please visit us with a “Job Posting Reception Slip”. We could accept small modifications on the phone.

\* The term of validity of the job posting will not be different even if you modify the contents.

### ● Cancellation

When your company no longer need to hire employees, please contact us immediately.

### ● Renewal / Resubmission

If you re-apply for the same job posting as you have applied for before, you can use the application form that we keep. Please visit us with a “Job Posting Reception Slip”.

\* If the contents of the job posting are the same as the previous one, you can apply for resubmission on the phone.

\* Please contact the closest Hello Work to your company to confirm that job posting is still on record.