

How to use “Bumon My Page” (summary)

CV screening

Input your evaluation of CV screening on the “Bumon My Page” when a candidate list appears in the CV screening section.

Interview arrangement

Input available interview date and time for the candidate on the “Bumon My Page” when a candidate list appears in the interview arrangement section.

Interview evaluation

Input your evaluation of interviews on the “Bumon My Page” when a candidate list appears in the interview evaluation section.

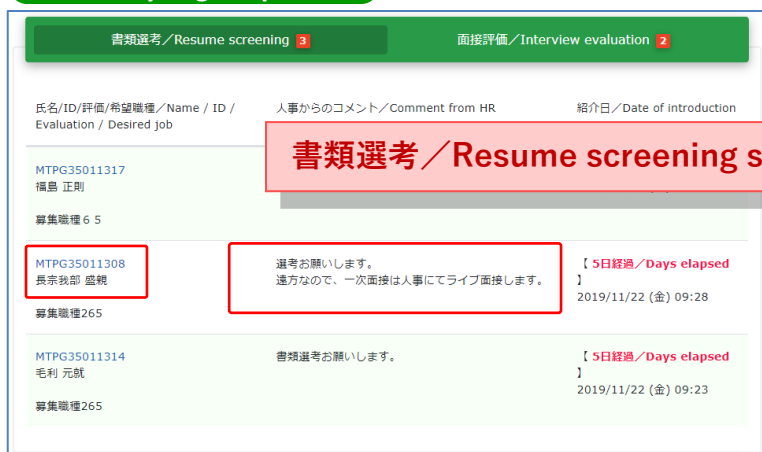
CV Screening

Access to the URL



Input your user name and password, then click on the “OK” button.

Bumon My Page Top screen



Distinguish between upper- and lowercase letters for your user name (U) and password (P).



Read messages in the “comment” field before screening.

See the Resume screening section.

Click on candidate ID numbers for proceeding to CV screening.

CV screening screen

部門書類選考／Resume screening section



Advice

Select a checkbox and input your comments, then click on the Register “view” button below.

Select the “Pending” checkbox for deferring your evaluation.

Once you select either [Pass] or [Fail] checkbox, you cannot change your evaluation through this system. Please be careful to select the checkboxes. When you select the [Pending] checkbox, you are able to select another checkbox later.

Check the information you input on the next screen, then click the Register button.

Check the information you input on the next screen, then click the「Register」button.

Completion of CV screening

Click the icon to display the screen as shown on the right.



Resume

attachment

Resume screening evaluation results

Interview evaluation results

Interview Arrangement

Access to the URL



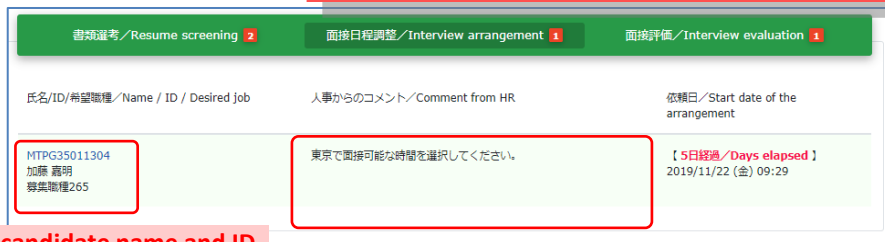
A login screen with a green header labeled 'ログイン' (Login). It contains two input fields: 'ログインID' (Login ID) and 'パスワード' (Password), each with a corresponding icon (a person and a lock). Below the fields is a green 'ログイン' (Login) button.



Input your user name and password,
then click on the “OK” button.

Bumon My Page Top screen

面接日程調整／interview arrangement section



A screenshot of the '面接日程調整／Interview arrangement' section. It features a green header with three tabs: '書類選考／Resume screening', '面接日程調整／Interview arrangement', and '面接評価／Interview evaluation'. Below the header is a table with three columns: '氏名/ID/希望職種／Name / ID / Desired job', '人事からのコメント／Comment from HR', and '依頼日／Start date of the arrangement'. The first row contains the candidate information: 'MTPG35011304', '加藤 嘉明', and '募集職種265'. The second column contains a message: '東京で面接可能な時間を選択してください。' (Please select a time for the interview in Tokyo). The third column shows the date and time: '【 5日経過／Days elapsed 】 2019/11/22 (金) 09:29'.

candidate name and ID



See the interview arrangement section.
Click on candidate ID numbers for setting interviews.



Attention!

Distinguish between upper-
and lowercase letters for
your user name (U) and
password(P).



Advice

Read messages in the
“comment from HR” field
before setting interviews.

Interview arrangement screen

Check available interview date and time for the candidate.

面接日程調整 - 希望日回答 / Interview arrangement

カトウ 嘉明 (22歳 / Age)

ステータス / Status

1次面接 (日程待ち) - 調整中

希望職種 / Desired Job

加藤 嘉明 26歳

人事からのコメント / Comment from HR

面接で面接可能な時間を選択してください。

日程調整表

	11/24 (日)	25 (月)	26 (火)	27 (水)	28 (木)	29 (金)	30 (土)
9:00~10:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:00~11:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:00~12:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:00~13:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13:00~14:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14:00~15:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15:00~16:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:00~17:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17:00~18:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18:00~19:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

☐ 全ての日程にチェックをつける

人事へのコメント

人事へのコメント
できれば、火曜で設定いただけると助かります。

登録

※check available date and time

check all dates and times

Confirm button



See an interview arrangement sheet and select available date and time.
Input your comment to HR, if there are any, then click on the
[登録] "Register" button below.

Arrangement confirmation screen

確認

登録してもよろしいですか?

登録 キャンセル



Attention!

Once you input your available
schedule for interviews, you
are not allowed to change the
schedule on the screen.



Check the information you input, then click the 「登録」
"registration" button.

Registration of available interview schedule has completed

Interview Evaluation

Access to the URL



ログイン

ログインID

パスワード

ログイン



Input your user name and password, then click on the “OK” button.

Bumon My Page Top screen



書類選考/Resume screening 2

面接評価/Interview evaluation 2

氏名/ID/評価/希望職種/ Name / ID / Evaluation / Desired job	面接日 / 面接場所 / Date of interview / Place for interview	面接官 Interviewer
MTPG35011293 小早川 秀秋 総合職	1次面接/1st interview 2019/11/27 (水) 10:00	[土木1部] 一般利 用者 A
MTPG35011291 景徹 玄蘇 募集職種 6 5	1次面接/1st interview 2019/11/15 (金) 13:00	[土木1部] 一般利 用者 A

面接評価/Interview evaluation section



Log in to the “Bumon My Page” again, and go to the interview evaluation section.

Click on candidate ID numbers for proceeding to input your evaluation.

Have interviews with candidates



Attention!

Distinguish between upper- and lowercase letters for your user name (U) and password(P).



Advice

Interview date and place will appear on the screen. Check your interview schedule and place.



Advice

After interview with candidates, input your evaluation on the screen as soon as possible.

Interview evaluation screen

面接評価／interview evaluation section

コバヤカワ ヒデアキ
小早川 秀秋 (22歳 / Age)

ステータス / Status
1次面接(日程待ち)→設定中

希望職種 / Desired Job
総合職



面接評価 / Interview evaluation

カナは全角、英数字は半角で入力してください。また、「*」は必須項目です。 / Enter Kana in double byte and alphanumeric in single byte. * are required fields.

評価 / Evaluation * ☐ 合格 / Pass ☐ 不合格 / Fail ☐ 保留 / Pending

コメント / Comment *

評価ファイル / Evaluation attachment

評価ファイル 1 / Evaluation attachment 1

ここにファイルをドラッグアンドドロップするかクリックします / Drag and drop a file here or click

評価ファイル 2 / Evaluation attachment 2

ここにファイルをドラッグアンドドロップするかクリックします / Drag and drop a file here or click

評価ファイル 3 / Evaluation attachment 3

ここにファイルをドラッグアンドドロップするかクリックします / Drag and drop a file here or click

登録 / Register



Check the information you input on the next screen, then click the register button.

面接評価 / Interview evaluation

確認 / Confirm

登録してもよろしいですか？ / Are you sure you want to register?

登録 / Register

コメント / Comment *

Pass

評価ファイル / Evaluation attachment

評価ファイル 1 / Evaluation attachment 1

ここにファイルをドラッグアンドドロップするかクリックします / Drag and drop a file here or click

評価ファイル 2 / Evaluation attachment 2

ここにファイルをドラッグアンドドロップするかクリックします / Drag and drop a file here or click

評価ファイル 3 / Evaluation attachment 3

ここにファイルをドラッグアンドドロップするかクリックします / Drag and drop a file here or click

登録 / Register



Check the information you input on the next screen, then click the Register button.

Interview evaluation has completed



Select a checkbox and input your comments, then click on the Register button.

Select the Pending checkbox for deferring your evaluation.

Once you select either [Pass] or [Fail] checkbox, you cannot change your evaluation through this system. Please be careful to select the checkboxes.

When you select the [Pending] checkbox, you are able to select another checkbox later.

Your messages in the comment field will be sent to HR members. Feel free to input specific reasons for your evaluation.