

JOB CREDIT SYSTEM

Employer user guide



NEW JOB CREDIT SYSTEM

Employer user guide

Introducing the GaijinPot Jobs Wallet

To enhance the usability of our site for our clients, we are updating GaijinPot Job Credit System.

This will take the form of a “wallet” system in which clients will be allocated credits that can be used to (among other things):

- **Post jobs**
- **Add company profiles to job descriptions**
- **Add additional job mails**

On April 1, 2019, all existing job points will be converted to credits in the system, based on the value of your remaining points. For example, one A-Frame job posting will equal 200,000 credits in the system.*

- **1 credit = ¥1**
- **A credit is valid for 12 months from the date of purchase**

*The above example is based on the standard yen value of our existing products.

Benefits

These changes have been made to increase the flexibility and function of our system to give employers greater control over their job postings and to increase the effectiveness of advertising their jobs. Some of the main advantages of this new system include:

- **Simplicity:** If clients have enough credits, they can buy any job posting products.
- **Freedom:** Clients can decide how to freely spend their credits rather than being locked into using a specific product.
- **Flexibility:** Clients will be able to spend credits on new and different products whenever they become available (so there is no need to buy separate products). This more versatile system is better suited to accommodate a wide variety of clients' needs and demands.

Functions

With the implementation of the new GaijinPot Job Credit System, there are some important account function changes that we would like to bring to your attention.

Credit Purchasing

To help facilitate their ongoing and varying needs, clients will now be able to purchase “bulk” credits allowing them to post multiple jobs and additional job products as needed.

If a client wishes to post one position, all they have to do is start creating a job. At the end of the job listing creation process, clients will be given a selection of related products available to purchase. Payment can then be made directly with the credit system (Gaijinpot Wallet) once the products are chosen for use.

Journal (Credit Balance)

A new feature we are introducing to the GaijinPot Job Credit System will provide clients the ability to track purchases and job postings in the form of a “journal” listing their credit balance.

Click on “Credit Balance” in the top right corner of your employers page. This page will allow you to view

- **Quantity:** The number of credits purchased or used.
- **Action:** What the credits were used for.
- **Details:** More information, including who purchased the credits, which job was posted and other relevant information.
- **Date:** The date the action took place.
- **Expiration Date:** When the purchased credit will expire.

User Levels

Use “Account Settings” (accessed by clicking on your company name in the top right of the page) to access “Manage Users.” Here, user access levels can be set as outlined below:

- **Owner***: Complete control of the account. He or she can purchase, post jobs, allocate all “seats” (Manager, Member, Staff), delete “seats,” and view the credit ledger.
- **Manager***: He or she can purchase, post jobs, allocate “seats” (Member, Staff), delete “seats,” and view the credit ledger.
- **Member:** He or she can post jobs.
- **Staff:** He or she can view only.

*Only Owners and Managers have the ability to access the credit ledger.

Product List

All client accounts will include a list containing all of the products available for them to use.

Please consult with your account manager regarding using other products not currently designated to your account

Quick Guide

Step ①

Log In

Log in to your employers account as usual

Step ②

Account Home Screen

On your Account Home Screen you can:

Post a Job

Buy Credits

View Credit Balance

Post a Job/Buy Credits

Buying Credits when Posting a Job

Go through the usual steps posting a job

► Start ► Details ► Requirements ► Notification Settings ► Description ► Select Job Type

When Finished, check Job cost and available credits (bottom of the page)

If insufficient credits, click **Purchase Credits**

Now you can either purchase the exact amount of **CREDITS NECESSARY** for this job posting **or** choose one of the available **CREDIT PACKS**

Select Payment method and click **Next**

Review you purchase and click **Next** to proceed with your transaction

Fill in your details and confirm

Done!

Buy Credits

Bying Credits

Click the **Buy Credits** button (top right)

Choose one of the available **CREDIT PACKS**

Select Payment method and click **Next**

Review you purchase and click **Next** to proceed with your transaction

Fill in your details and confirm

Done!

View Credit Balance

View and buy Additional Credits

Click **Credit Balance 00,000** (top right corner)

Here you have an overview of the use and purchase history of your account

You can also **+ BUY ADDITIONAL CREDITS**

FAQ

Will my current jobs go offline?

The job expiration date for already posted jobs remains unchanged. All job postings will have the same 30-day duration.

How do I post or renew a job?

As of April 1, 2019, old points will automatically be converted to the new credits. At that time, the new credits can be used to post or renew jobs at the same price and with the same products.

Do I have to buy credits one by one?

Credits will be available in packs. These can be purchased online or those clients with long-term duration (bulk) packages can simply continue to work with their Account Manager.

Alternatively, clients can buy just enough credits to post a new job — this will be available at the end of the job posting creation process.

Why are you making this change now?

We wanted to update our system to provide greater functionality and better results for our clients. To this end, we are rebuilding our jobs system to allow more flexibility for you. We will be continuing to roll out updates and improvements throughout the year.

How can I make sure that my jobs automatically renew?

As credits are spent, you may be left with less credits than required to renew a job posting. In that situation, you will be notified by our system and we will also send you a notification email.

If you have any questions about the new GaijinPot Job Credit System, please feel free to contact your account manager or our support team by phone at 03-5561-7750 or via email at support@gaijinpot.com.

Thank you for your continued support.

The GaijinPot Team