

How to Match Job from Resume

PORTERS Trial expires in 330 days Stacie Apps

Client Recruiter Job Person Resume Process Sales Activity

Resume List (8) Filter Add New Resume Bulk Action Customize View

Entry(1) Open(7) Close(0)

Meg Tanaka(10009)

Matching

- Detail
- Edit
- Copy
- Delete
- Document
- Edit Person
- Detail Person
- Send Email
- Email History
- Job search
- LinkedIn Search
- facebook Search
- Google Maps
- Add Activity

Person Meg Tanaka Phase Open

Birth 3F-8-5-34 Akasaka,Minato-ku,Tokyo Phase Date 2014/10/30 00:00:00

080-0000-0001 Phase Memo

Photo

son) bbbb@porters.jp

owner N/A Catherine Porters

Job search Duplicate

Person Taro Yamada Phase Open

Birth Sample Address (Person) Phase Date 2015/02/25 19:20:00

090-00 Phase Memo

Photo

E-mail (Person)

Resume Owner N/A

Matching

In Resume list view, click the action menu and select "Job Search".

- ※ There is a possibility that the screen image might change.
- ※ In this manual, the default menus displayed are the default settings.
To change the global menu display settings, please refer to the document "How to Customize the Global Menu".

The screenshot displays the PORTERS HR-Business Cloud interface, divided into two main panels: 'Job Search Criteria' on the left and 'Quick preview' on the right.

Job Search Criteria Panel:

- Sort Order:** Updated Date(Desc)
- Keyword:** Contains All (AND)
- Keyword Search Mode:** All (selected), Attachment, Data
- Process(End Flag Excluded):** Contains Any (OR)
- Pinned:**
- Job ID:** [Empty field]
- Client:** ID (selected), Text
- Recruiter:** ID (selected), Text
- Job Owner:** [Empty field]
- Phase:** Contains Any (OR)
- Phase Date:** -
- Permission:** Contains Any (OR)
- Job Category:** Contains Any (OR)

Quick preview Panel:

- Resume ID:** 10009
- Person:** Meg Tanaka
- Resume Owner:** Catherine Porters
- Registration Method:** Method 1
- Memo:** [Empty field]
- Phase:** Open
- Phase Date:** 2014/10/30 00:00
- Phase Memo:** [Empty field]
- Photo:** 0
- Telephone (Person):** 03-0000-0009
- E-mail (Person):** bbbb@porters.jp
- Mobile Number (Person):** 080-0000-0001
- Mobile E-mail (Person):** cccc@porters.jp
- Zip Code (Person):** 111-2222
- Address (Person):** 3F-8-5-34 Akasaka, Minato-ku, Tokyo
- Current Employment Status:** Between jobs
- Educational Details:** [Empty field]
- Professional History:** [Empty field]
- Current Annual Salary:** [Empty field]
- Experienced Job Category:** [Empty field]
- Experienced Industry Category:** Food Services
- Number Of Job Changes:** [Empty field]
- Gender:** Female
- Date of Birth:** [Empty field]
- Preferred Employment Type:** Contractor

Annotations:

- A green callout bubble points to the search criteria panel, stating: "In Quick View, Job search results are displayed in the left panel, and resume details are displayed in the right panel. While checking the resume contents, please set your desired job search conditions."
- Another green callout bubble points to the search criteria panel, stating: "Set your desired search conditions and click 'Search'."

Buttons at the bottom of the search criteria panel include "Search" and "Cancel".

PORTERS HR-Business Cloud

The record sublist in list view will open, and the search results will be displayed along with a notification pop-up.

*The same matching can be performed by selecting "Job Search" from the sublist

3 Job(s) were found

Matching	Job ID	Client Name	Position	Phase	Phase Date	Job Owner	Date Updated
<input type="checkbox"/>	10003	Sample Client 01	Sample Job 03	Close	2014/10/31 17:00	N/A Catherine Porters	2014/10/31 16:30
<input type="checkbox"/>	10001	Sample Client 01	Sample Job 01	Close	2014/10/31 17:00	N/A Catherine Porters	2014/10/31 13:23
<input type="checkbox"/>	10002	Sample Client 02	Sample Job 02	Close	2014/10/31 17:00	N/A Catherine Porters	2014/10/31 13:23

PORTERS HR-Business Cloud

The screenshot displays the PORTERS HR-Business Cloud interface. At the top, the user is logged in as Catherine Porters. The main navigation bar includes Client, Recruiter, Job, Person, Resume, Sales, Process, and Activity. The current view is the 'Resume List (7)', showing a search for 'Meg Tanaka(10008)'. A 'Quick preview' pane is open on the right, displaying details for Job ID 10001 and Resume ID 10009. The job details include Client (Sample Client 01), Recruiter (Sample Recruiter 01), Position (Sample Job 01), and Phase (Close). The resume details include Person (Meg Tanaka), Registration Method (Method 1), and Phase (Open). A photo of a dog is visible under the 'Photo' field. At the bottom of the quick preview pane, there are sections for 'Job Attachments', 'Job Process', 'Resume Attachments', and 'Resume Process', which are highlighted with a red box.

Resume List (7) Filter Add New Resume Bulk Action Customize View

Entry(1) Open(6) Close(0)

Meg Tanaka(10008)

Matching » Job Sent » Recommend » 1st Interview » 2nd Interview » Decision » Offer »

Date of Birth
Address (Person) 3F-8-5-34 Akasaka,Minato-ku,Tokyo
Mobile Number (Person) 080-0000-0001
E-mail (Person) bbbb@porters.jp
Result 3 Job(s) were found Catherine Porters

Sublist

Matching (3) Search Job Bulk Action


Job ID	Client Name	Position
10003	Sample Client 01	Sample Job 03
10001	Sample Client 01	Sample Job 01
10002	Sample Client 02	Sample Job 02

Quick preview

Job Details

Job ID 10001
Client Sample Client 01
Recruiter Sample Recruiter 01
Position Sample Job 01(JobId:10001)
Job Owner Catherine Porters
Phase Close
Phase Date 2014/10/31 17:00
Phase Memo
Department
Telephone (Recruiter) 00-0000-0000
Fax (Recruiter) 00-0000-0000
E-mail (Recruiter) sample@porters.jp
Mobile (Recruiter) 090-0000-0000
Mobile E-mail (Recruiter) sample@porters.jp
Zip Code (Recruiter) 000-0000
Address (Recruiter) Sample Address
Permission Publish (Real Name)
Job Summary Sample Job Summary
Job Category Server Architect/Design Engineer, Network Engineer (Operation / Maintenance), Network Engineer (Design), Application Development Engineer

Resume Details

Resume ID 10009
Person Meg Tanaka
Resume Owner Catherine Porters
Registration Method Method 1
Memo
Phase Open
Phase Date 2014/10/30 00:00
Phase Memo
Photo 
Resume Title Meg Tanaka(10009)
Telephone (Person) 03-0000-0009
Zip Code (Person) 111-2222
Address (Person) 3F-8-5-34 Akasaka,Minato-ku,Tokyo
Current Employment Status Between jobs
Educational background

Job Attachments Resume Attachments
Job Process Resume Process

When you wish to compare resume and job details click the "Quick View" button.
When there are multiple search results, click the quick view button of each, and the resume details can be changed in turn.

The quick view pane will open, and resume and job details can be checked.

Attachments and Process can also be checked in quick view.