

# **USER MANUAL FOR HYMATCH APP**

April 14, 2025

Hyperion co.,ltd

# Contents

---

|   |           |
|---|-----------|
| <b>1. SERVICE INTRODUCTION</b> .....                                  | <b>4</b>  |
| 1.1 What is Hymatch? .....  | 4         |
| 1.2 How to use Hymatch? .....   | 5         |
| 1.3 Features of Hymatch .....   | 5         |
| <b>2. INSTALL AND LOG IN TO THE APP</b> .....                         | <b>6</b>  |
| 2.1 Download and install the application .....                        | 6         |
| 2.2 How to log in to Hymatch .....                                    | 8         |
| • Log in with email .....   | 9         |
| • Log in with Apple ID .....  | 11        |
| • Log in with Facebook account .....                                  | 12        |
| <b>3. HOW TO USE THE APP</b> .....                                    | <b>13</b> |
| 3.1 How to create a profile .....                                     | 13        |
| 3.2 Switching languages .....   | 15        |
| 3.3 Explanation of each feature in the app .....                      | 16        |
| • Job Sorting and Filtering Feature .....                             | 16        |
| • Help .....  | 18        |
| • Left Screen Menu .....  | 19        |
| • Watch list .....  | 20        |
| • Trash bin .....   | 22        |
| • Jobs you are applying for .....                                     | 24        |
| • Offer list .....  | 25        |
| • Choose application method .....                                     | 26        |
| <b>4. HOW TO USE THE APP</b> .....                                    | <b>27</b> |
| 4.1 How to find a job .....   | 27        |
| • Restore skipped jobs .....  | 30        |
| • Filter feature .....  | 30        |
| 4.2 Explanation of each piece of information in the job posting ..... | 31        |

**4.3 How to Apply for Job Openings..... 35**

- Direct Application ..... 35
- Apply from the Watchlist Screen ..... 36
- Post-Application Confirmation ..... 39

**4.4 Job Details ..... 40**

**4.5 Interview Scheduling and Important Notes..... 41**

**5. OFFER (RECRUITMENT) ..... 51**

**5.1 What is an Offer?..... 51**

**5.2 How to Confirm an Offer? ..... 52**

**5.3 Actions After Receiving an Offer ..... 53**

**6. PROCESS AFTER PASSING THE INTERVIEW AND FINALIZING THE JOB ..... 56**

# 1. Service introduction

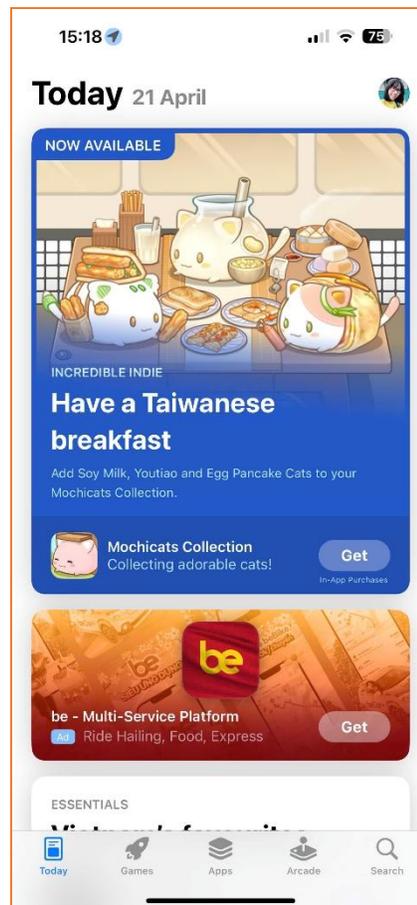
## 1.1 What is Hymatch?

Hymatch is a platform that supports connecting companies facing recruitment challenges with foreign workers living in Japan. Rather than functioning as an employment agency or brokerage service, Hymatch offers a dedicated application that enables job seekers to actively search for employment opportunities and connect directly with hiring companies. The app is completely free and designed with a simple, easy-to-use interface. This allows users to easily find suitable jobs, communicate directly with employers, schedule interviews, and handle related matters without language barriers.



## 1.2 How to use Hymatch?

As of April 2025, Hymatch is only available on the iPhone platform. To install the app, go to the App Store and search for "Hymatch" to download it.



## 1.3 Features of Hymatch

- **Completely Free:** All foreign workers can use Hymatch for free. From job searching to arranging interviews – all services are provided at no cost.
- **Intelligent Multilingual Support:** With the language settings feature, you can easily communicate with employers and recruitment companies without worrying about language barriers.
- **Direct Information from Businesses:** When you register for a Hymatch account, you will receive recruitment information updated directly from companies – no intermediaries involved.
- **Flexible Login and Authentication:** Hymatch supports multiple login methods and user authentication, allowing you to use the app conveniently and securely.
- **User-Friendly Interface:** The app is designed to be intuitive and simple, making it easy for users to search for and access suitable job opportunities.

## 2. Install and log in to the app

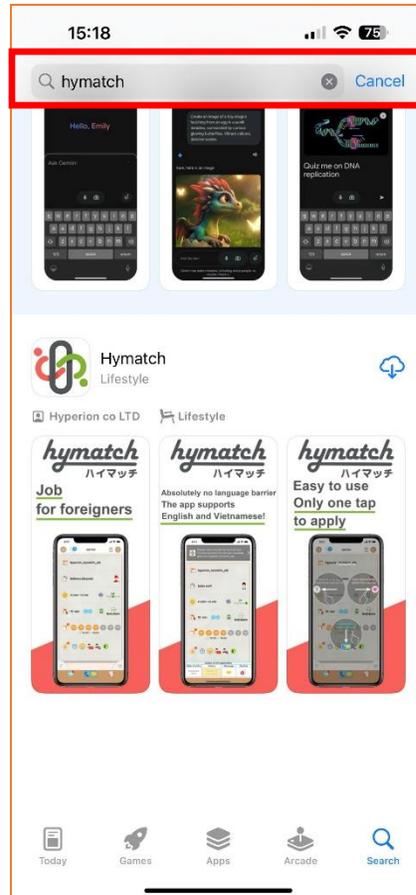
### 2.1 Download and install the application

Currently, the Hymatch app is only available on the App Store and is exclusively for iPhone users. The Android version is under development and will be released soon.

1. Open the App Store app on your iPhone.  
Tap on the "Search" menu.



2. In the search bar, type "Hymatch."



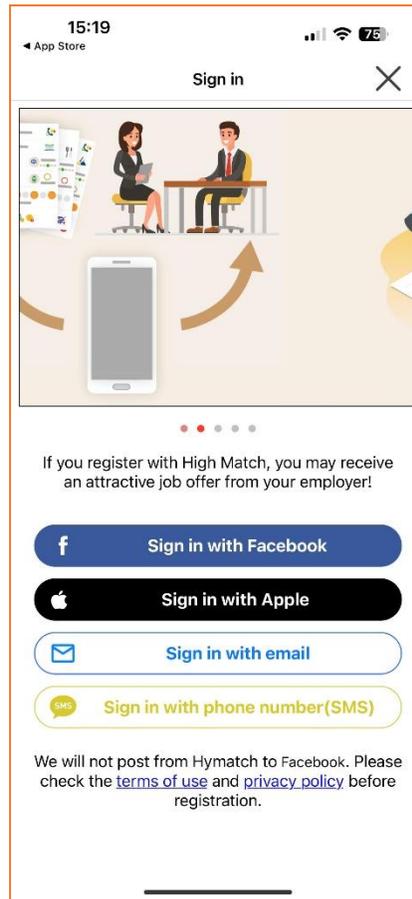
3. Tap the "Download" button.

The app will be automatically downloaded.

After the download is complete, the app will be displayed on the home screen of your phone.

## 2.2 How to log in to Hymatch

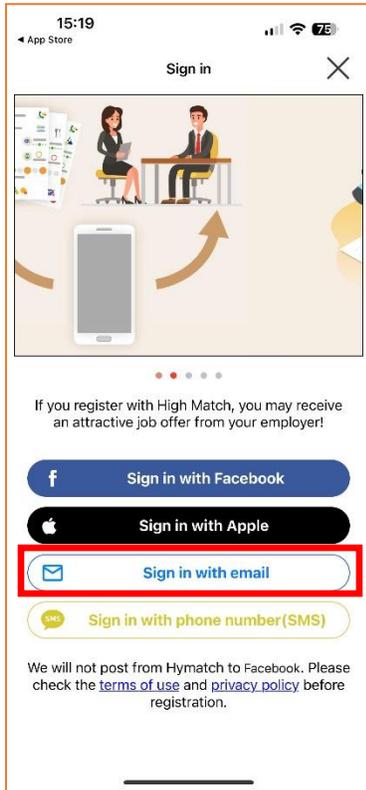
Hymatch supports various flexible login methods to make it easier for users to access the app. Currently, you can log in using your Facebook ID, Apple ID, or email address. We are continuing to expand login options to enhance the user experience. The phone number login feature is expected to be launched in April, and login via LINE ID is also in development. To log in, simply select and tap on the icon corresponding to the service you wish to use.



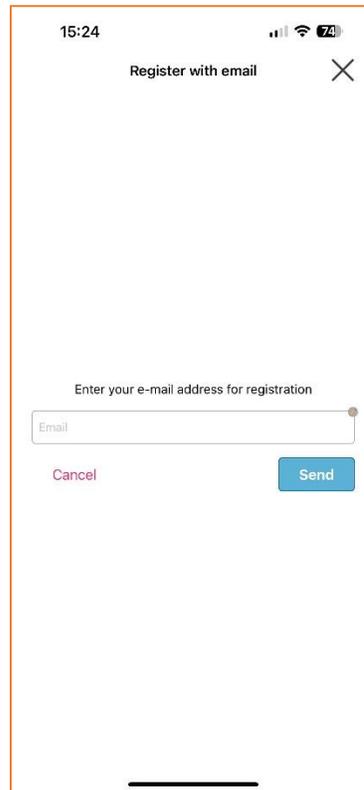
- **Log in with email**

Follow the steps below to log in with email:

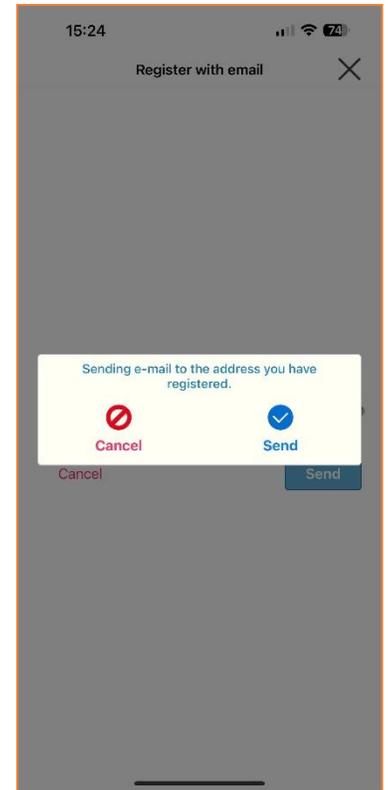
- Enter your email address.
- Hymatch will send a verification email to the email address you registered.
- Click the link in the email to complete the login and account registration.



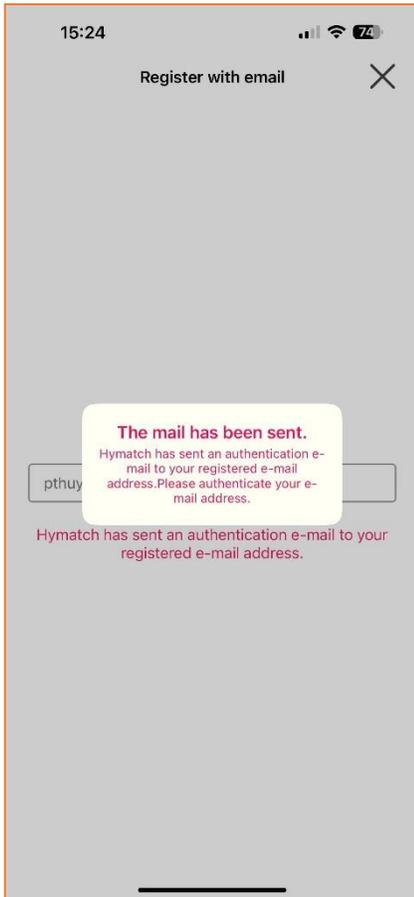
1 Choose icon  
[Sign in with email]



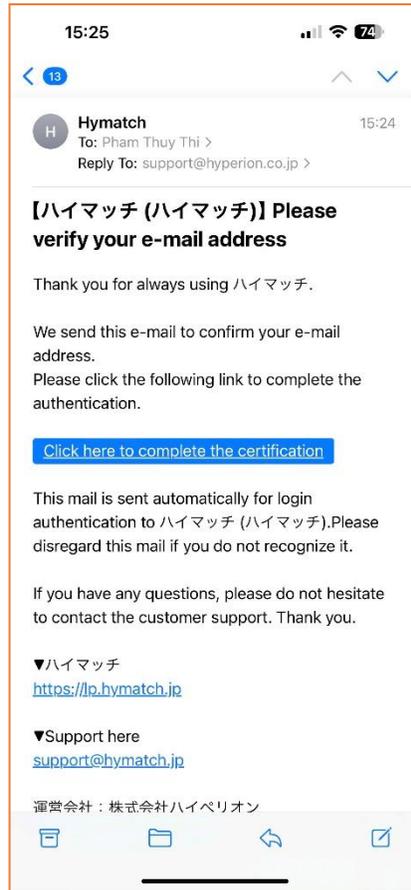
2 Enter your email address.



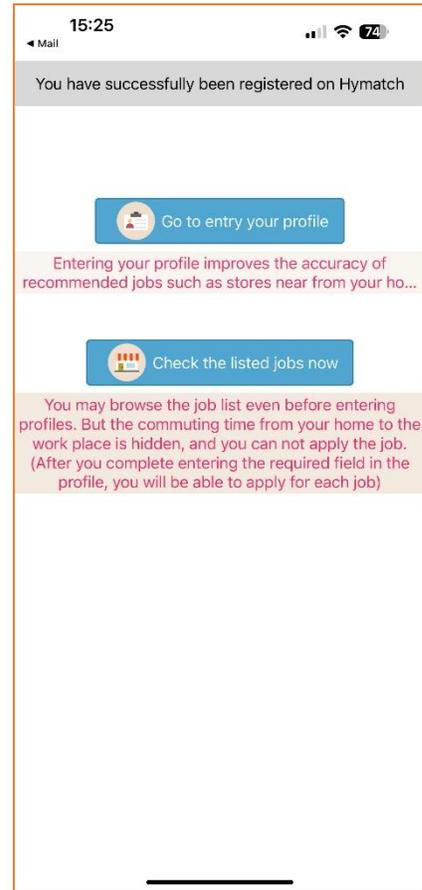
3 Select the 'Send' button.



4 Notification of email confirmation



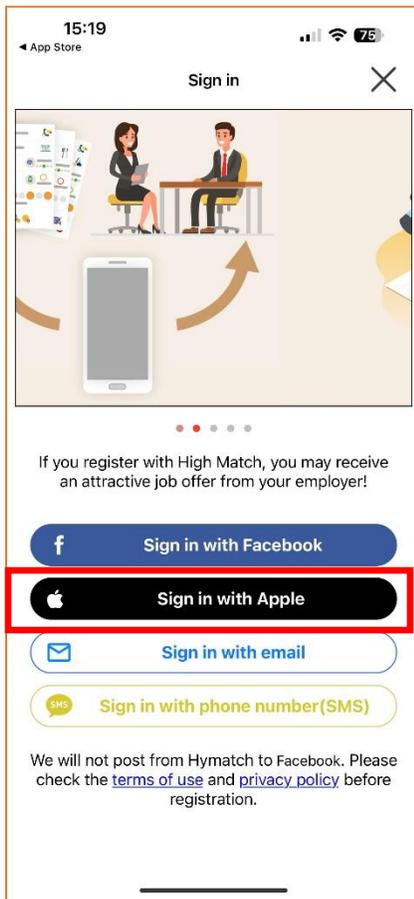
5 Click on the highlighted link in the registered email



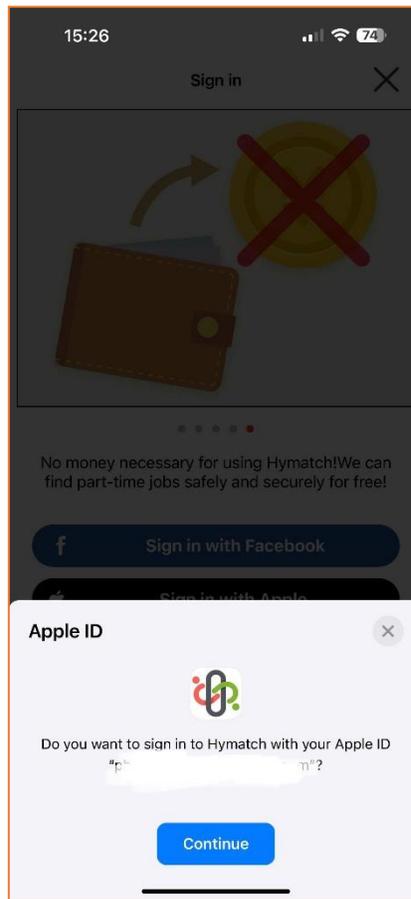
6 The account has been successfully registered

- **Log in with Apple ID**

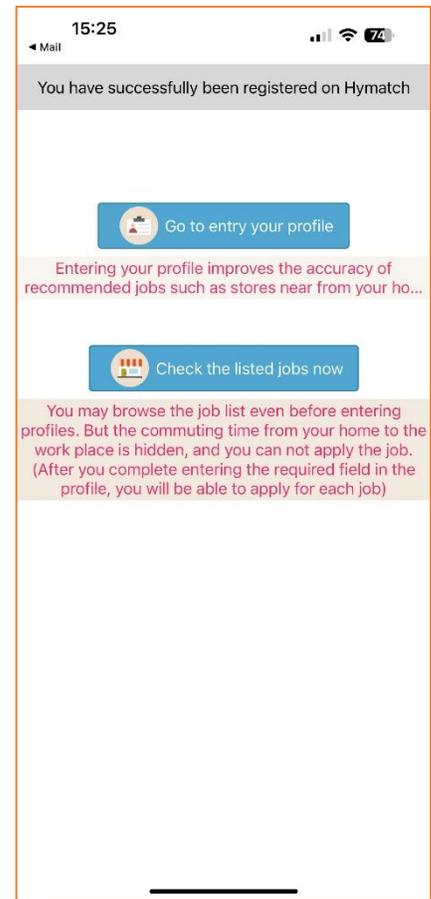
The steps to log in with Apple ID are as follows:



1 Choose icon [Sign in with Apple]



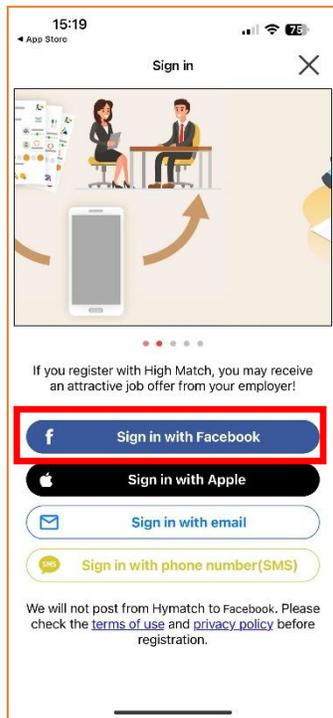
2 Tap the 'Continue' button.



3 The account has been successfully registered.

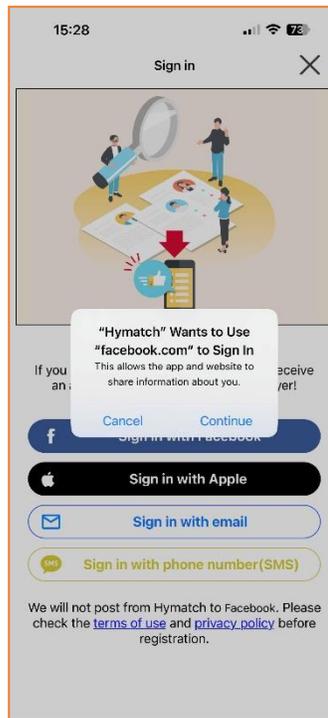
- **Log in with Facebook account**

The steps to log in with Facebook account are as follows:

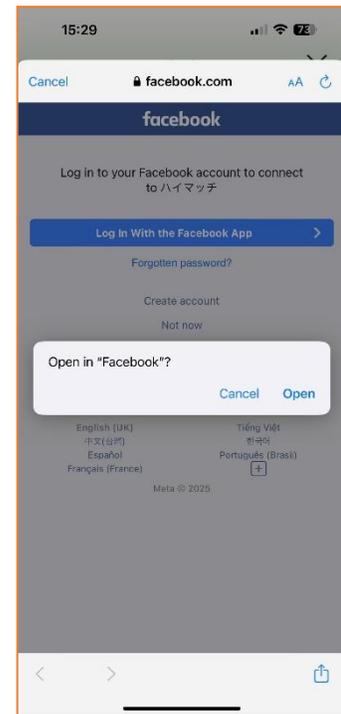


1 Choose icon

[Sign in with Facebook]



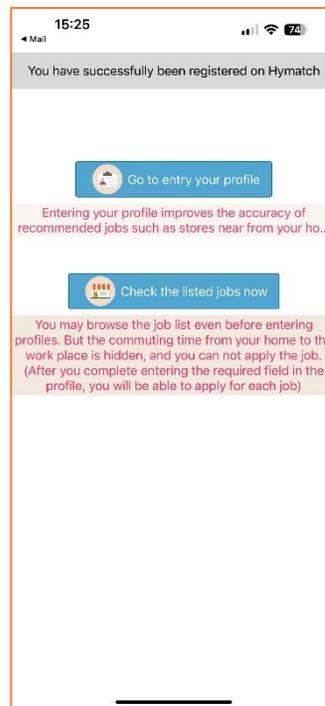
2 Tap the 'Continue' button.



3 Tap the 'Open' button.



4 The app will link to your Facebook account.



5 Account registration with Facebook was successful.

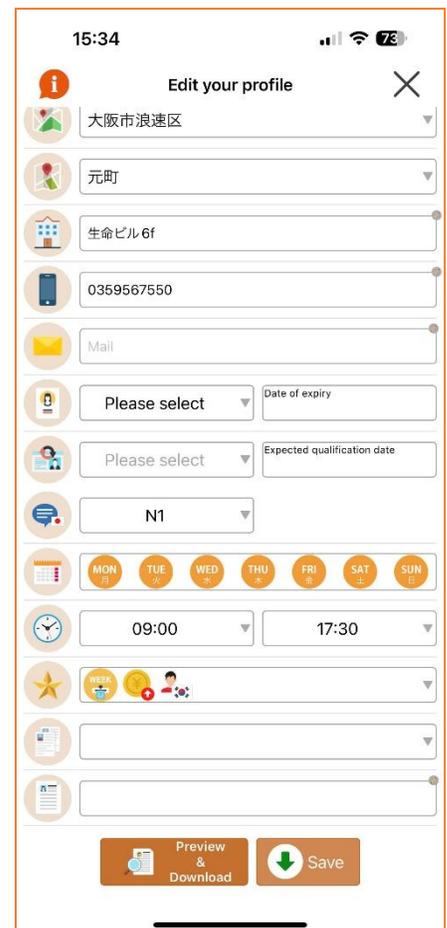
## 3. How to use the app

### 3.1 How to create a profile

Click the menu button at the top left of the screen, then select 'Edit your Profile.'

The following fields are mandatory:

- Full name
- Age
- Nationality
- Gender
- Nearest station (near home, near school)
- Home address: Enter the postal code and click the 'Auto-complete' button on the right; the address will be updated.
- Residence card: Select the type of residence card and enter the expiration date. Then upload the front and back images of your residence card.
- Japanese proficiency level



Additionally, there is some optional information that employers may consider:

- Portrait photo
- Phone number: Although it's not mandatory, many jobs require applications via phone number.
- Email address: If you use your email address to log in to the app, this information will be automatically entered.  
※Please provide as much information as possible, as companies will use this information to decide whether to proceed with the interview.  
The 'Preview & Download' feature allows you to view your CV, making the interview process smoother.  
※To download your CV, you need to complete all fields and upload your portrait photo.

15:34 Profile 202504211534 Done

履歴書 (hymatch版) 2025年 04月 21日現在

|                      |           |            |    |                 |
|----------------------|-----------|------------|----|-----------------|
| フリガナ                 |           |            |    |                 |
| 氏名                   | Thanh Tam |            |    |                 |
| 生年                   | 2000      | 年          | 月  | 日               |
| 国籍                   | 日本        | 日本国パスポート番号 | N1 | 所持している<br>住民票住所 |
| 取得予定の<br>外国語         | 英語(英検 合格) |            |    |                 |
| フリガナ                 |           |            |    |                 |
| 電話番号 (〒 530 - 0016 ) |           |            |    |                 |
| 所属する企業               | 株式会社 〇〇〇〇 |            |    |                 |
| 所属する部署               | 営業部       |            |    |                 |
| 所属する職種               | 営業        |            |    |                 |
| メールアドレス              |           |            |    | 電話番号 0355567530 |

職歴

|      |  |
|------|--|
| 職種   |  |
| 勤務先  |  |
| 勤務期間 |  |
| 勤務内容 |  |

学歴

|      |  |
|------|--|
| 学校名  |  |
| 卒業年次 |  |
| 専攻   |  |

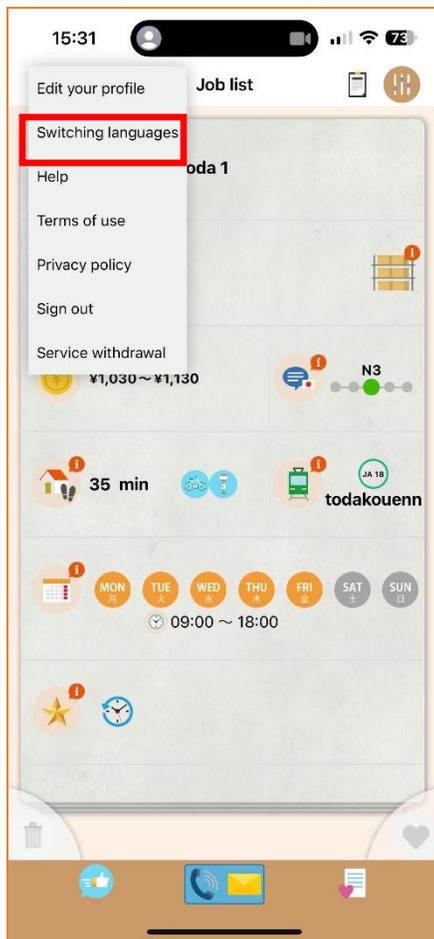
職歴 / 学歴 (履歴書の履歴欄)

09:00 ~ 17:30

年 月 職歴 / 学歴 (自由書式欄)

## 3.2 Switching languages

To change the language in the app, select the 'Switching languages' button in the menu at the top left. Currently, the app supports Japanese, English, and Vietnamese.



When switching to one of the languages, all content displayed in the app will change to the language you have set.

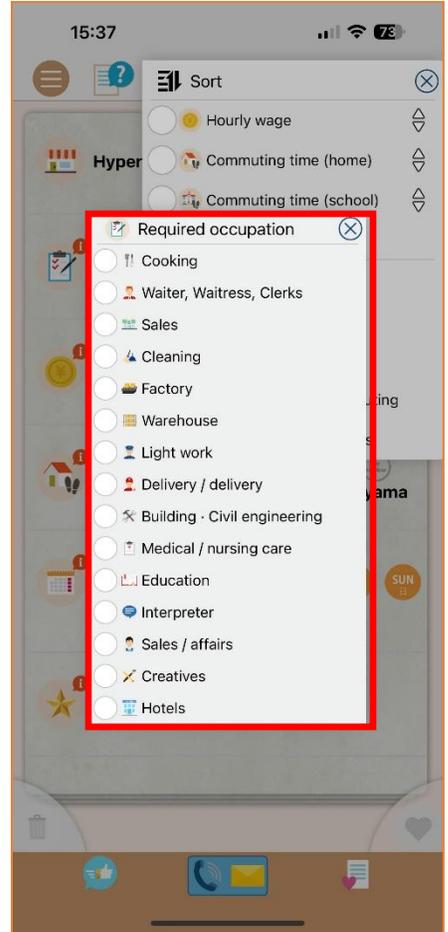
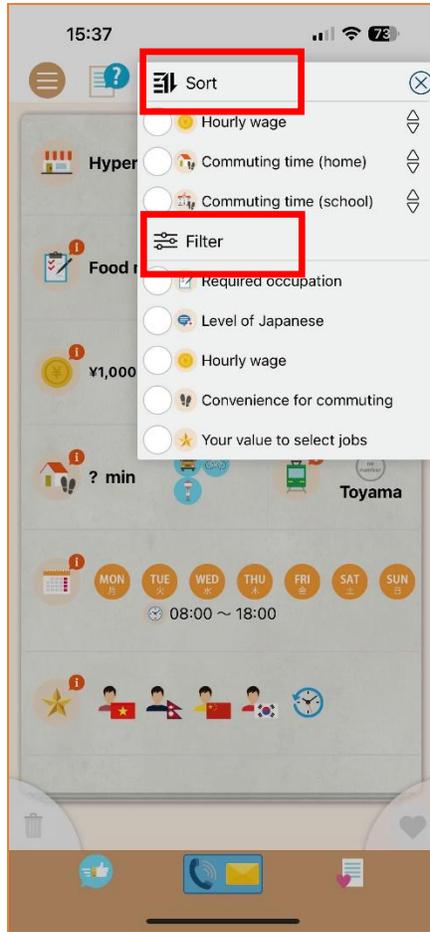
We plan to support other languages in the future.

### 3.3 Explanation of each feature in the app

- **Job Sorting and Filtering Feature**

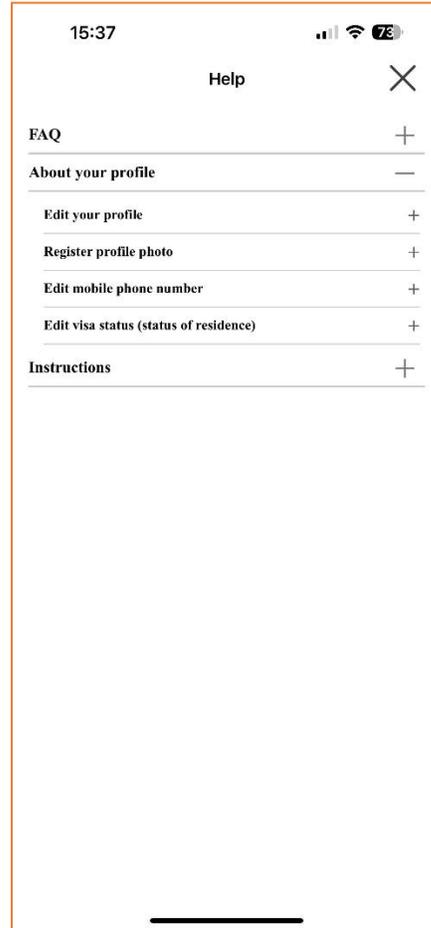
You can search by hourly wage in ascending or descending order, or switch to the type of job you are interested in. You can set preferences such as Japanese proficiency level, hourly wage range, convenient transportation, and what's important to you in the workplace. The specific information is as follows:

- Sort by
  - Salary
  - Commute time (from home)
  - Commute time (from school)
- Lọc Filter by
  - Desired job
  - Japanese proficiency level
  - Hourly wage
  - Convenient for commuting
  - Important factors in the job



- **Help**

The help feature is the '?' icon at the top left of the screen. This feature explains the services and provides guidance on how to use the app.



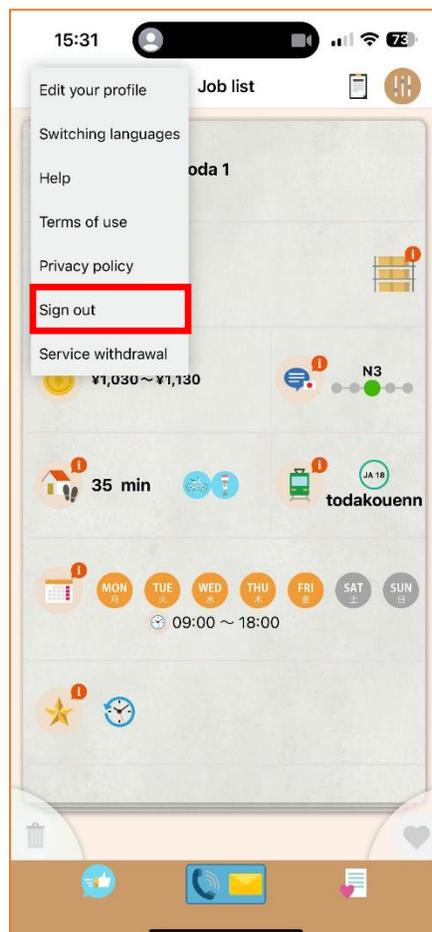
- **Left Screen Menu**

The features in the left screen menu include:

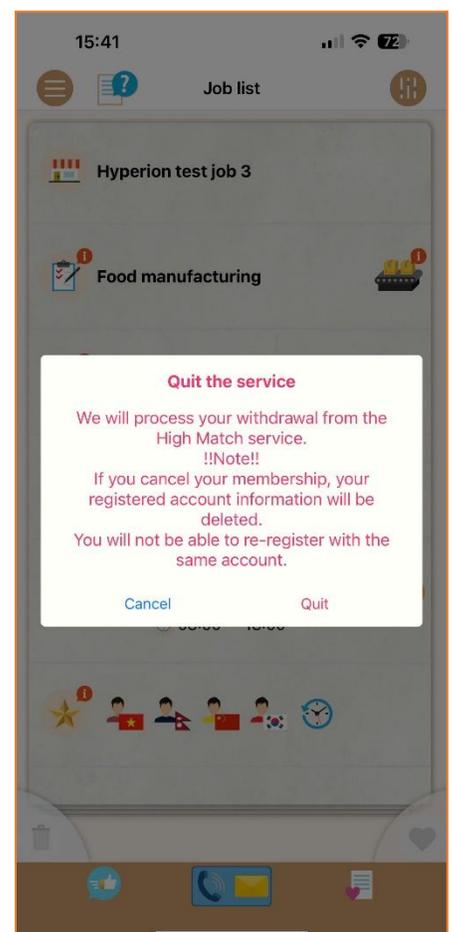
- Edit your profile
- Switching language
- Help
- Terms of use
- Privacy policy
- Sign out: Tapping this button will log you out of the app. To log in again, you will need to verify your information from the beginning.
- Service withdrawal: Your account information will be deleted.



Function menu on the left side of the screen



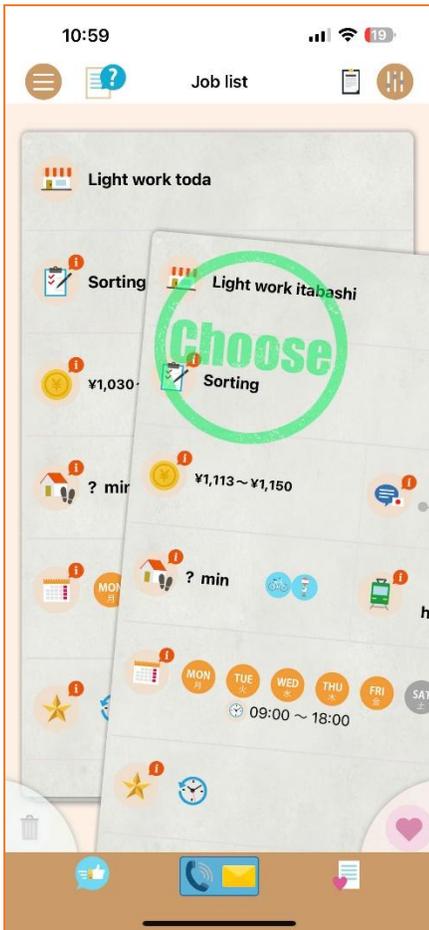
List of features



Delete account

- **Watch list**

Here, you can view the projects you have marked. When you swipe right on the job listing screen, that job will be added to your follow list.

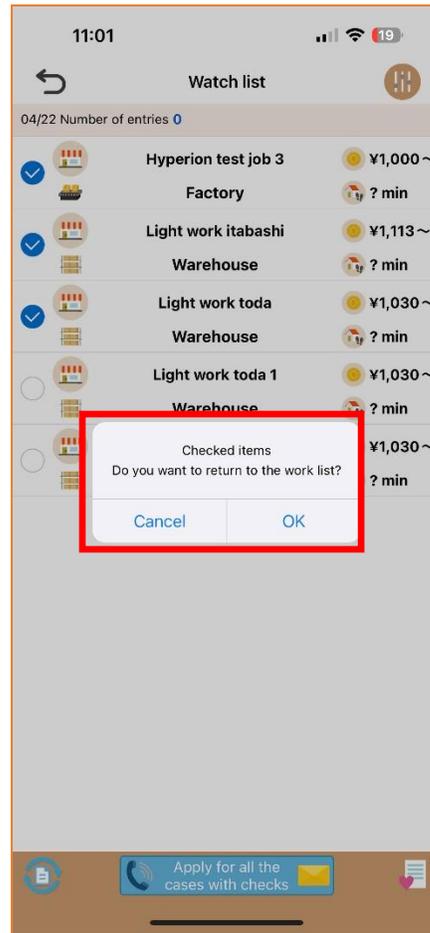


Swipe the screen to the right to select.

The selected job has been added to the list.

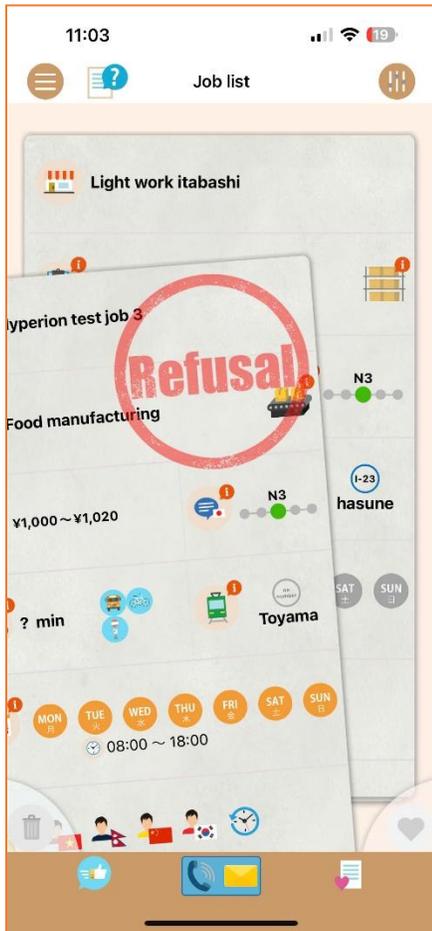
Watch list screen

Additionally, in the menu at the bottom right corner, if you check the box on the left and press the 'Back' button on the left, the marked jobs will be returned to the job list screen.

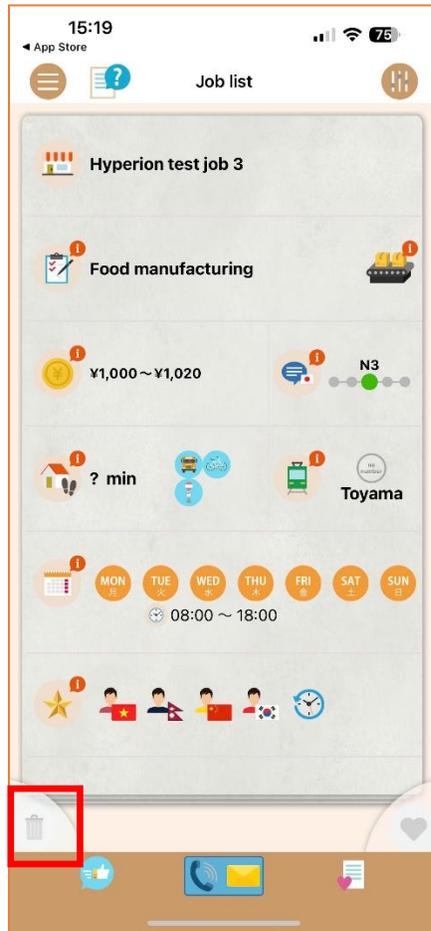


- **Trash bin**

This is where the jobs you have rejected are stored. If you swipe left on the job listing screen, the corresponding job will be added to the trash.



Swipe to the left on the screen.

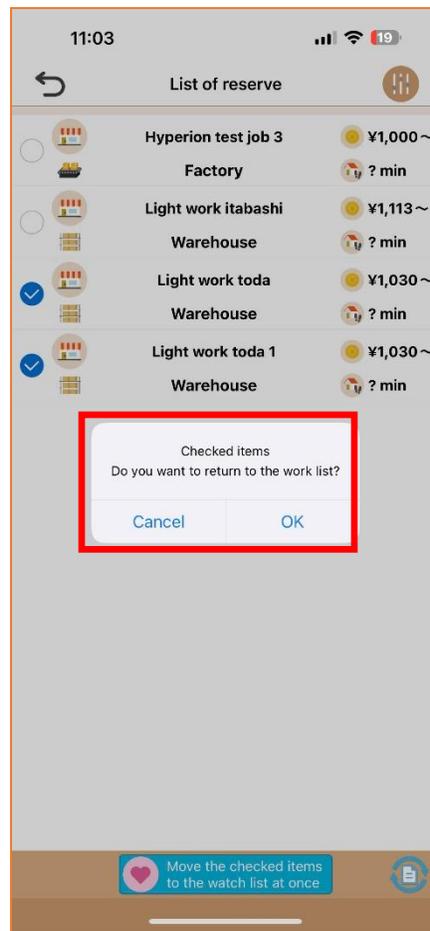


The selected job will be moved to the trash.



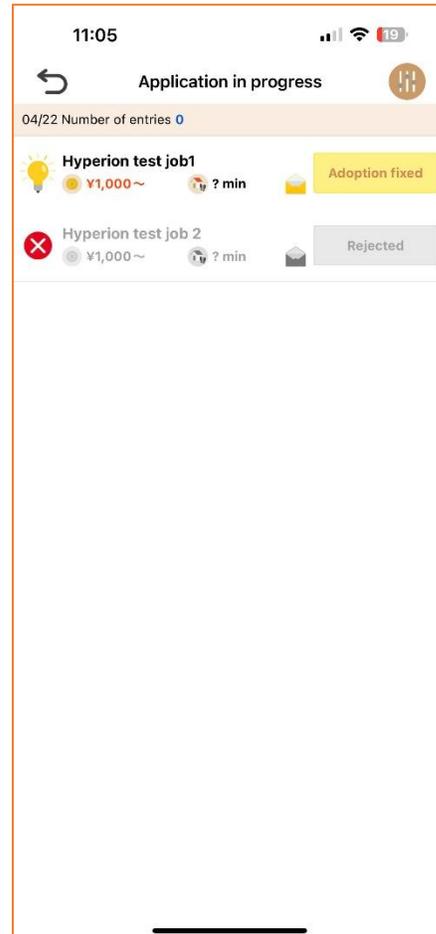
The list screen of jobs that have been skipped.

Additionally, when you check the circular buttons at the beginning of the jobs you want to select, tap the 'Back' button at the bottom right corner of the screen => the selected jobs will be returned to the job list screen.



- **Jobs you are applying for**

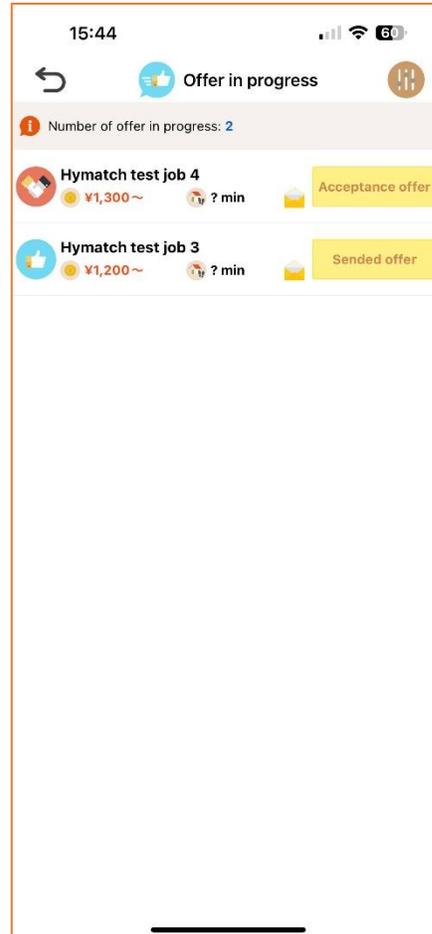
Tap the heart button at the bottom right corner to be redirected to the jobs you are applying for. The status of each interaction with your job application will be saved. Your status will change depending on the job you applied for, so you can check it here after applying.



Button to go to the screen of jobs  
you are applying for

- **Offer list**

When you tap the thumbs-up button at the bottom left corner, you will be redirected to the list of offers from companies. Here, you can check the status of the jobs you are currently applying for.



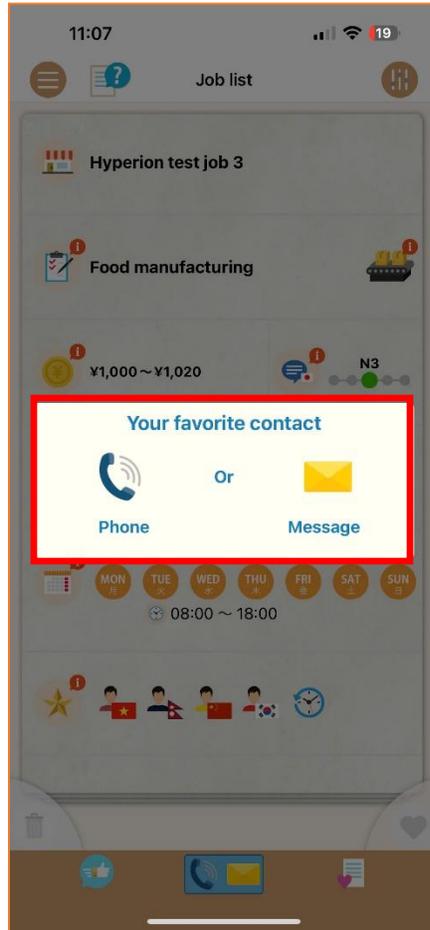
Button to go to the screen of jobs  
that are being offered

- **Choose application method**

Depending on the requirements of each job, there will be the following two application methods.



Select this button to apply.



Choose the application method

## 4. How to use the app

### 4.1 How to find a job

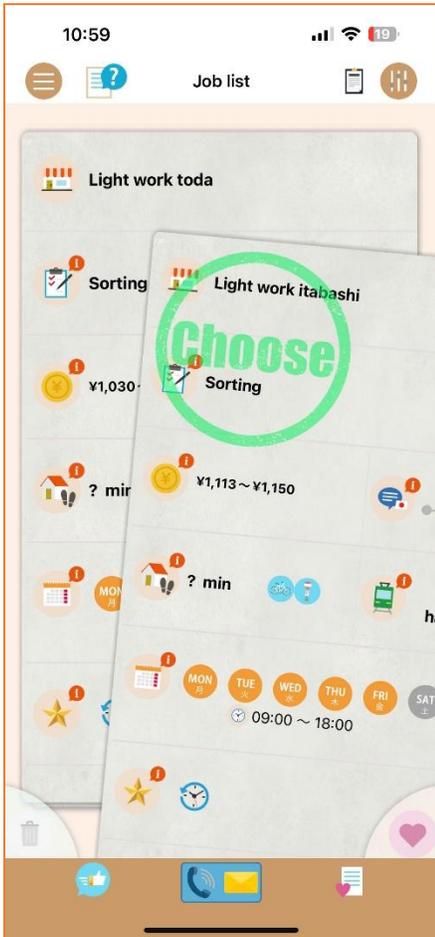
The job will be displayed as below in the job list screen.



- How to add a displayed job to the watchlist

When you swipe the screen to the right, the next job will be displayed.

By swiping right, the corresponding job will be added to your watch list (The job list screen for tracking).



Add the job to the watch list

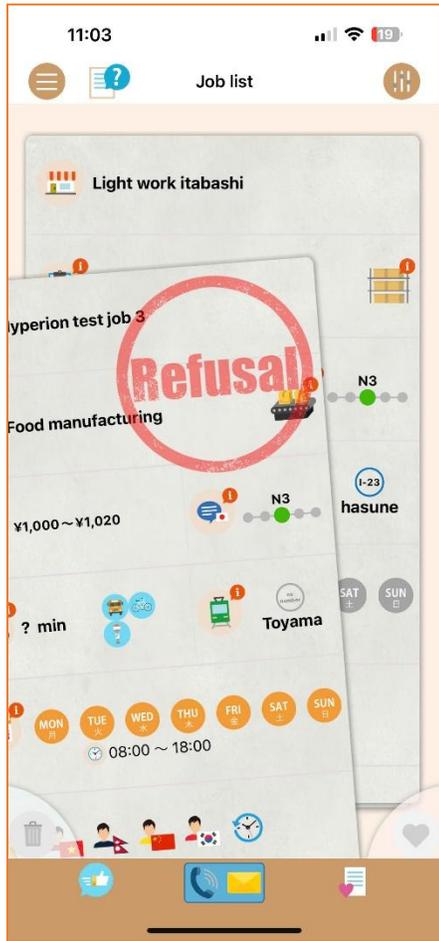


Button to go to the watch list screen

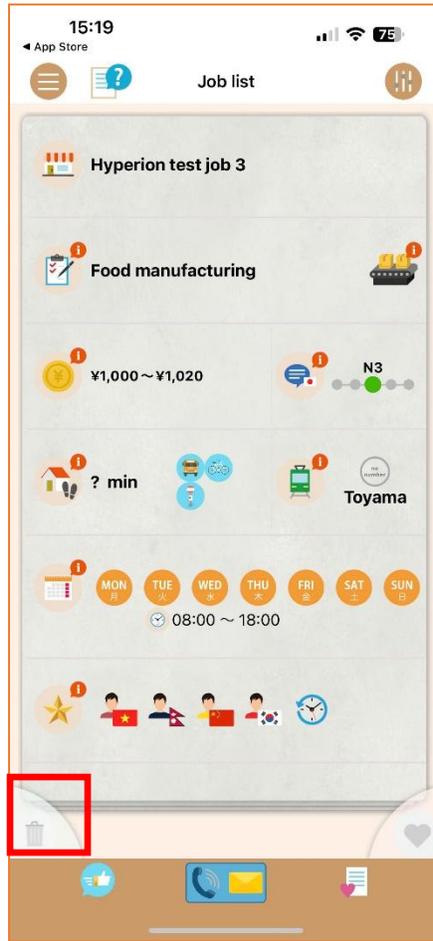


Watch list screen

- How to skip the displayed job  
 When you want to reject the displayed job, simply swipe the screen to the left.  
 By doing this, the displayed job will be moved to the trash.



Swipe to the left



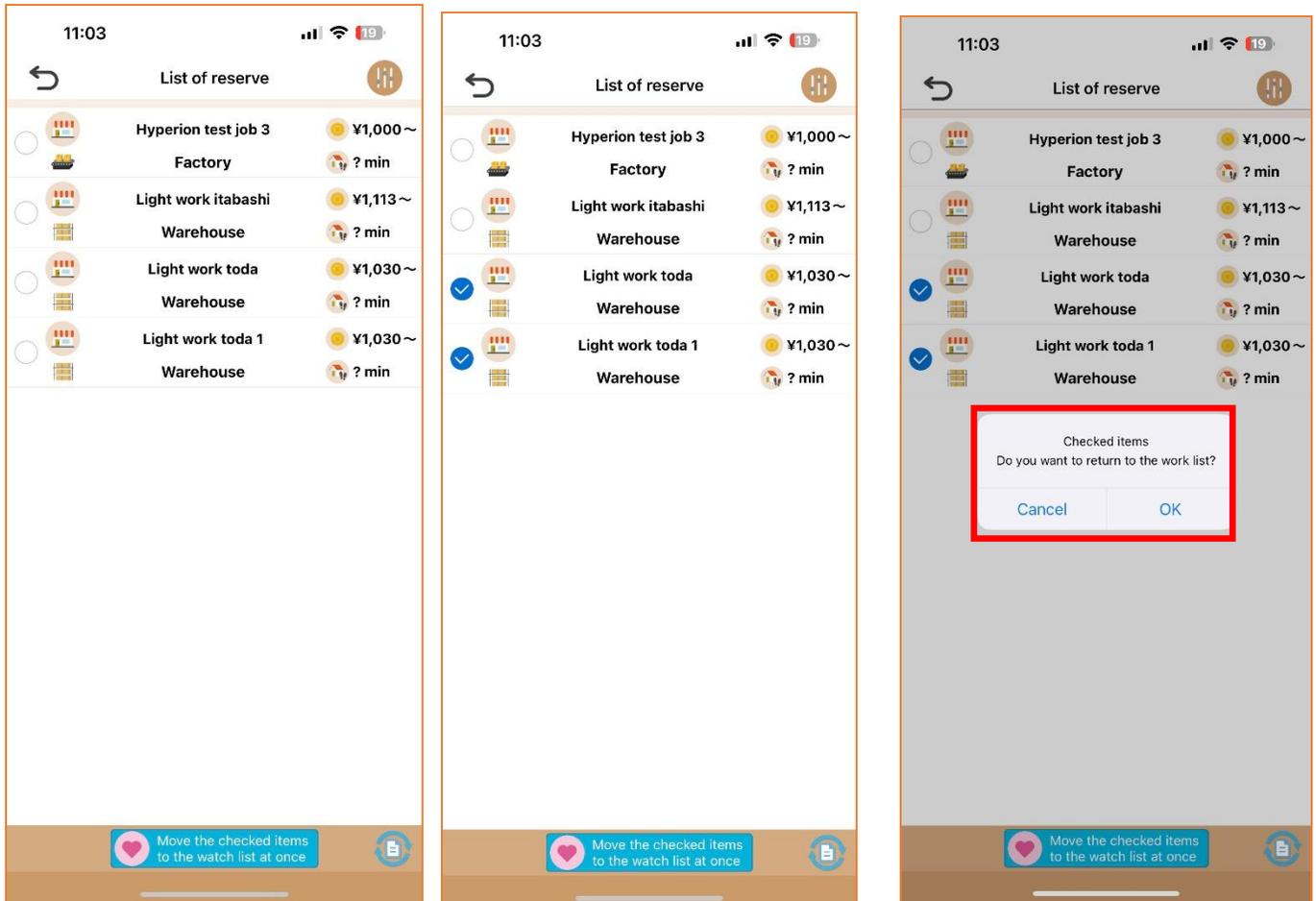
Button to go to the list of rejected jobs



The list screen of skipped jobs

- Restore skipped jobs

On the skipped jobs list screen, simply select the jobs you want to restore by checking the circular buttons on the left, then tap the 'Back' button at the bottom right corner.



- Filter feature

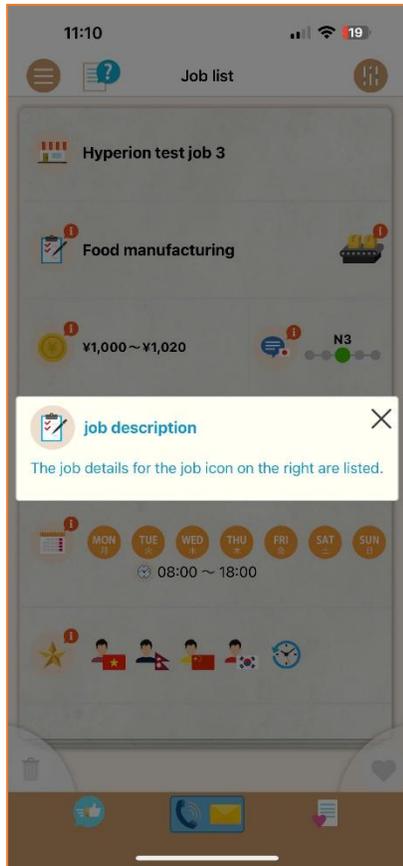
When searching for jobs, you can use the sort/filter menu at the top right corner of the screen to sort jobs by hourly wage, commute time, etc.

## 4.2 Explanation of each piece of information in the job posting

- **Store/Company Name:** Displays the name of the store or company posting the job listing.
- **Job Type Icon:** Displays the icon indicating the type of job. You can find more information about the icons by tapping the info button next to each icon.
- **Job Description:** Describes the job displayed for each type of job.
- **Hourly Rate:** This section displays your starting hourly wage and an estimated hourly wage when your salary increases.
- **Recommended Japanese Proficiency Icon:** Displays the Japanese proficiency level required by the company or store.
- **Commute Time:** Displays the estimated commute time from your home or registered Japanese language school to the workplace. Commute time can be switched to show the time from home to school, depending on settings. If you haven't entered information about your Japanese language school in your profile, it will not be displayed.
- **Commute Option Icon (blue):** Displays optional commute information for you. This includes whether a shuttle bus is available, whether there is parking or bicycle parking, and the nearest bus station.
- **Station Icon:** Displays the name of the nearest station to your workplace. The circled symbols represent the station number, and you can refer to the information displayed at each station.
- **Working Hours Icon (Calendar):** Displays the working hours available at the store or company. *For example, if it says "Monday to Friday 9:00-18:00", this means they are looking for someone who can work from 9:00 to 18:00, Monday through Friday.*
- **Workplace Attractions Icon:** An icon displayed to highlight the features the employer wants to promote.



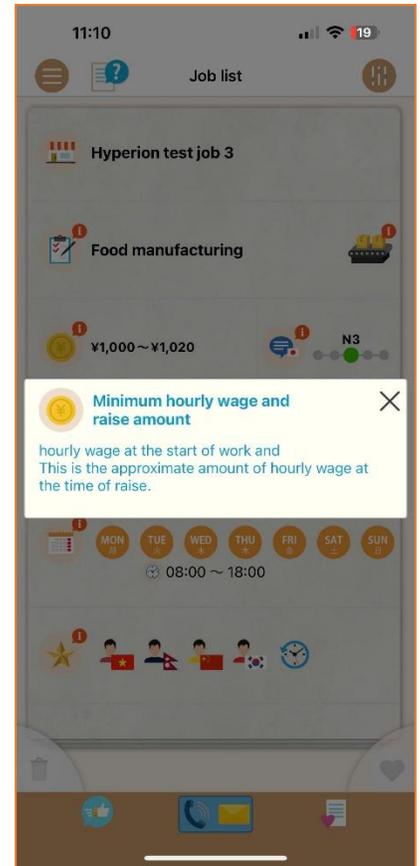
To get more information about the icons, click the information button for each one.



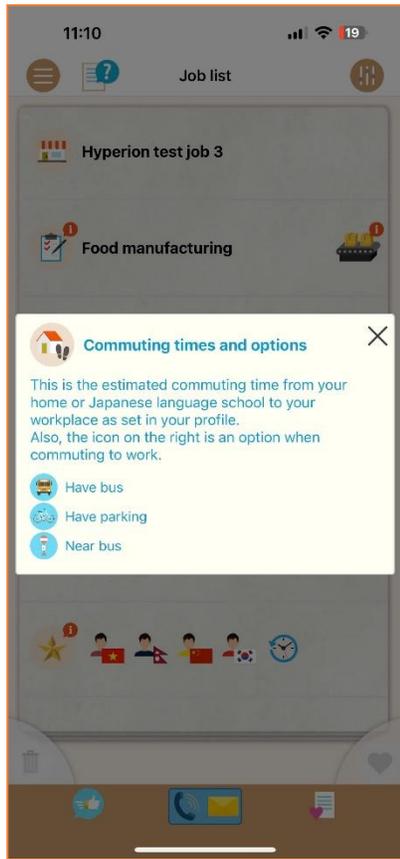
Job Description



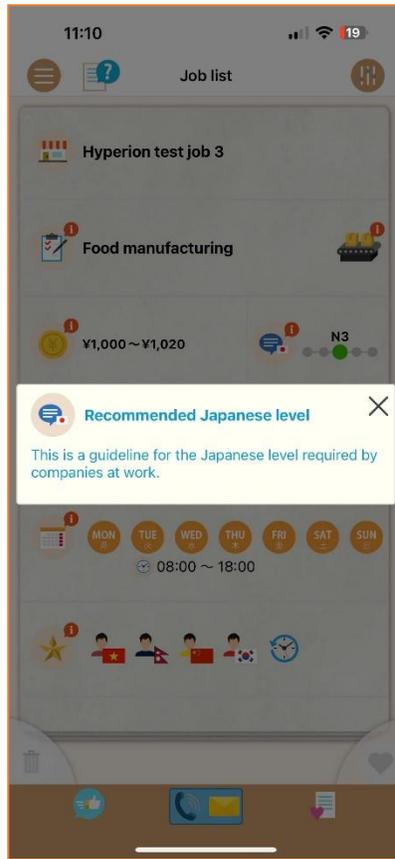
Job Title



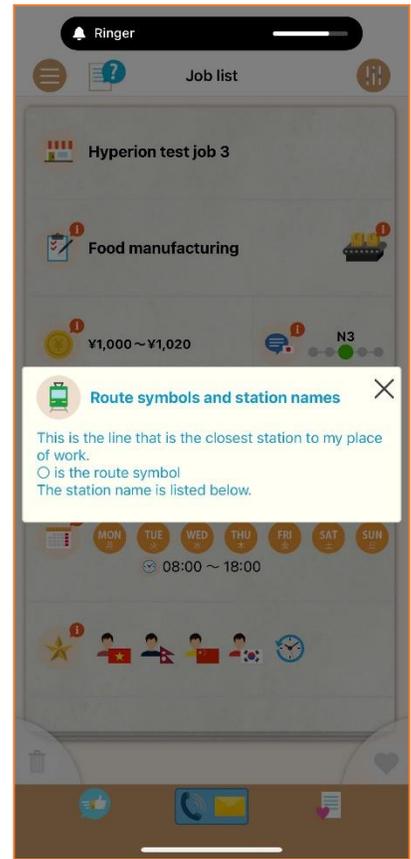
Hourly Rate



Estimated Time from the Station



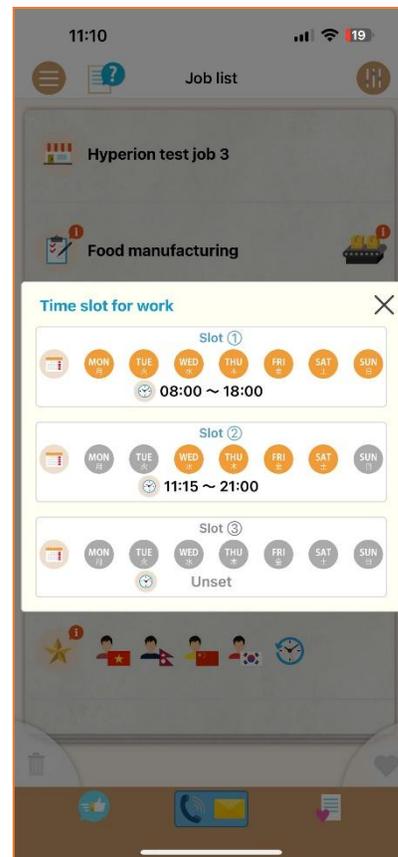
Required Japanese Proficiency



Line Symbol and Station Name

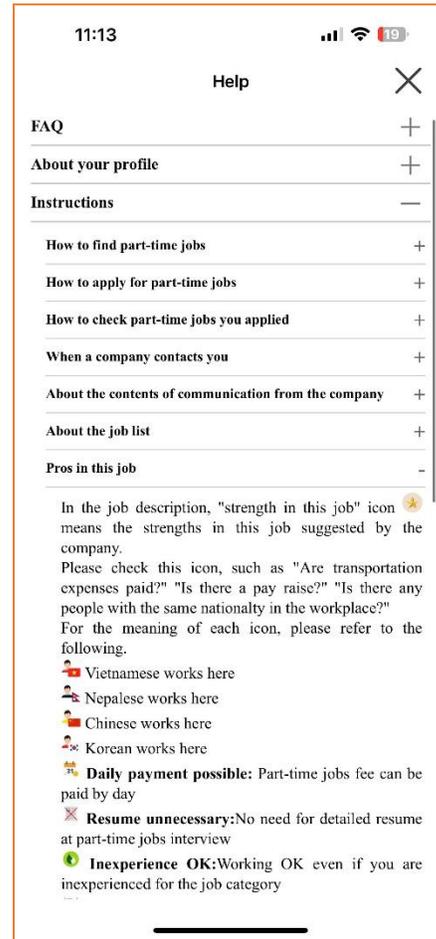


Attractiveness of the workplace



Working Hours

Please refer to the "How to...." section in the app's Help menu for the meaning and details of each icon. In particular, you can check the meaning of the icons in sections such as "About the Job list" or "Pros in this job"

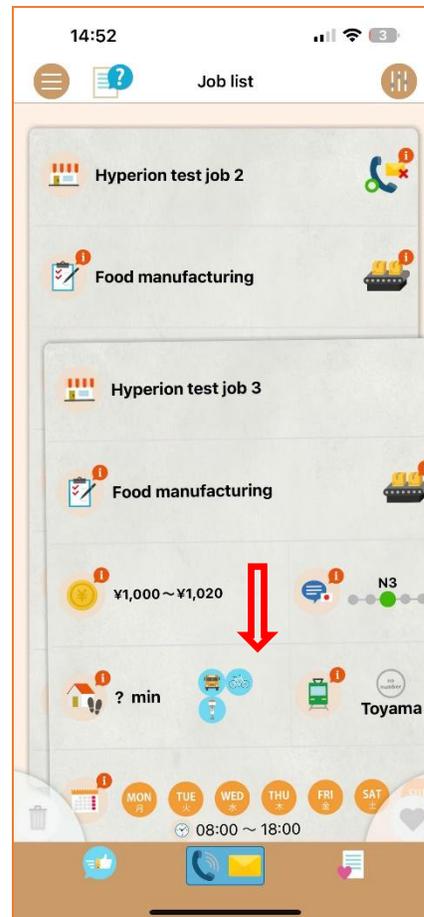


### 4.3 How to Apply for Job Openings

You can apply for job openings in two ways:

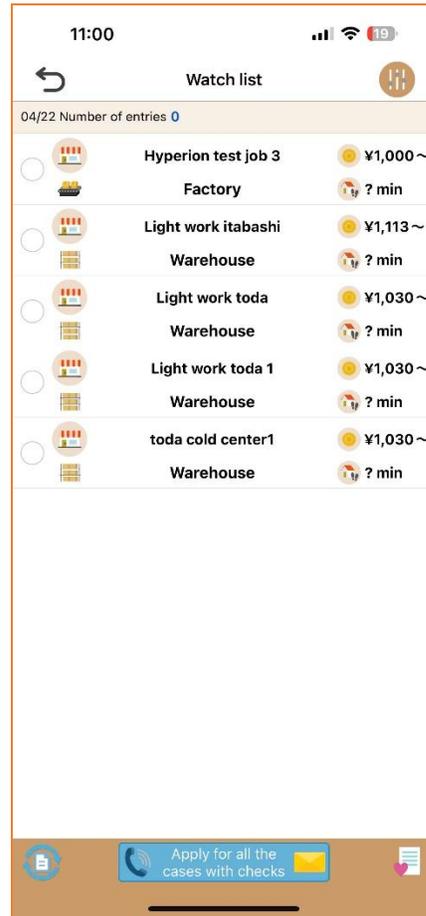
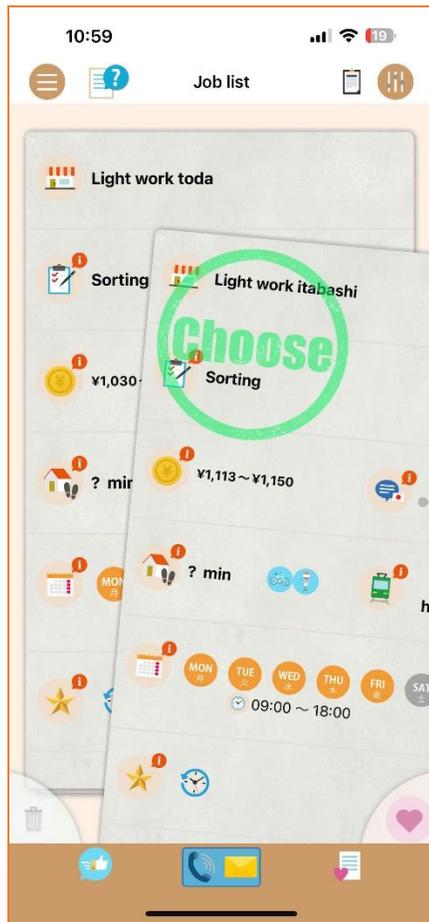
- Direct Application

From the job list screen or the job detail screen, you can proceed to the application screen by tapping the button at the bottom of the screen or by swiping down.



- Apply from the Watchlist Screen

First, add the job you're interested in to your Watchlist. Then, from the Watchlist, tap on the job to open the detail screen, and tap the button at the bottom of the screen to apply.



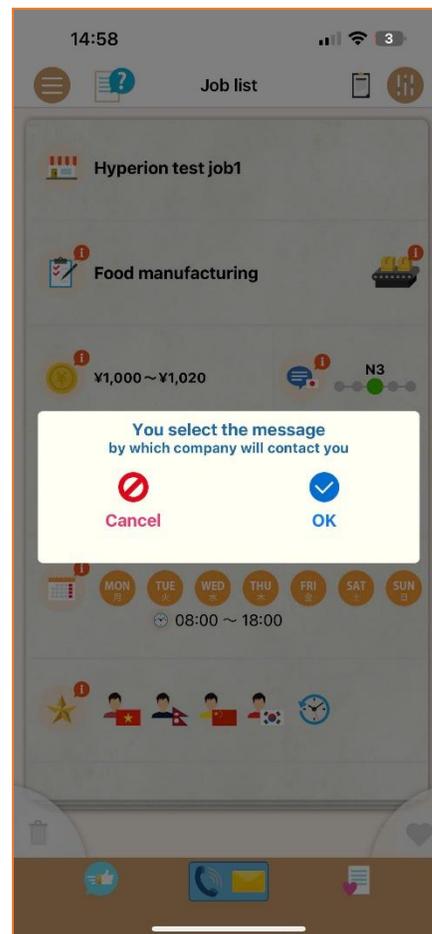
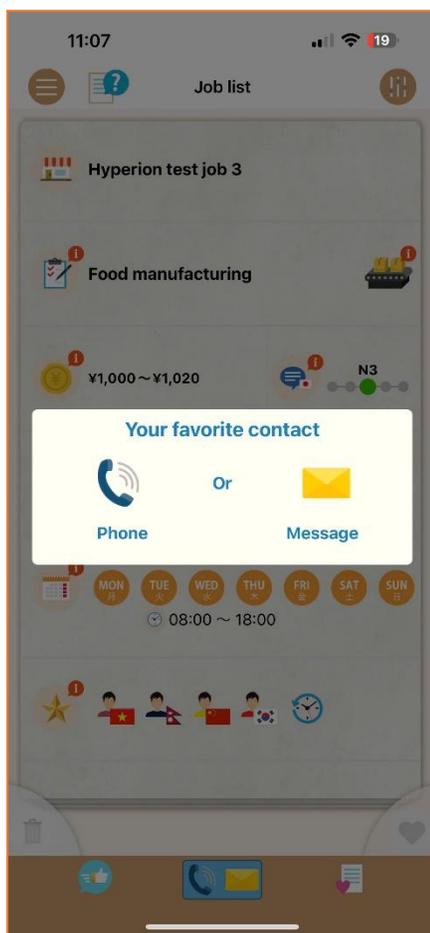
When applying for a job or after you've already applied, you may need to choose a method of communication with the store or company. There are two main methods:

- **Communication via Email/Messages:**

If you choose this method, you will communicate with the store or company through the in-app messaging function — for example, to schedule an interview. This method allows for more relaxed communication, whether in Japanese or Vietnamese.

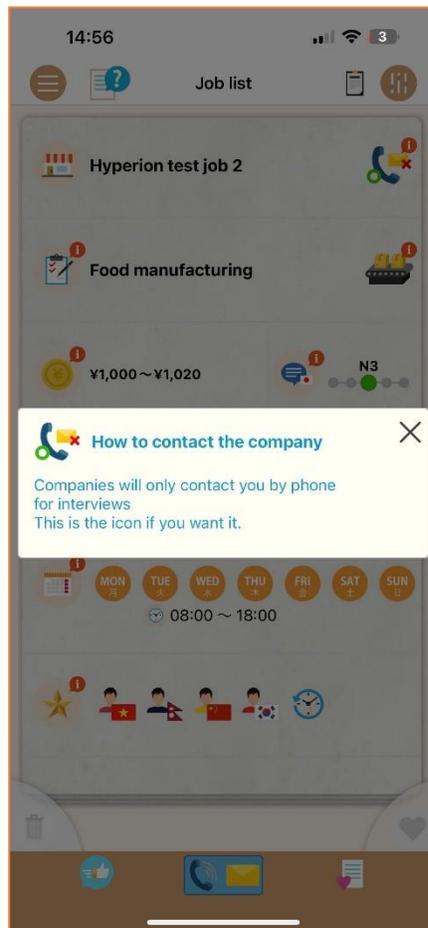
- **Communication via Phone:**

If you choose this method, or if the store/company prefers a phone interview, they will call you directly. The phone communication will be conducted in Japanese, so a certain level of Japanese proficiency is required. If you are confident in your Japanese skills, you may opt for this method.



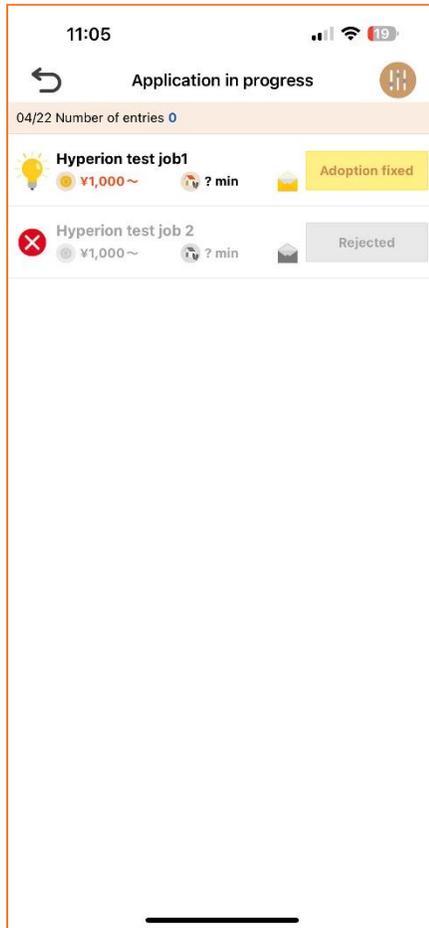
When the icon to the right of the job posting shows an "X" on the email icon (envelope symbol) and an "O" on the phone icon (telephone symbol), it means that the store or company only allows communication via phone. You can confirm this by tapping the information button on the job posting screen.

In this case, when applying, you can only choose the phone communication method.



- Post-Application Confirmation

- After successfully applying, you can view the list of jobs you've applied for by tapping the heart icon at the bottom-right corner of the bottom menu in the app.
- By tapping on an applied job, you can check the status of your application.
- If there is any communication from the store or company, a notification icon will appear on the application status confirmation screen. Additionally, you will receive a push notification from the app, so make sure to check regularly.

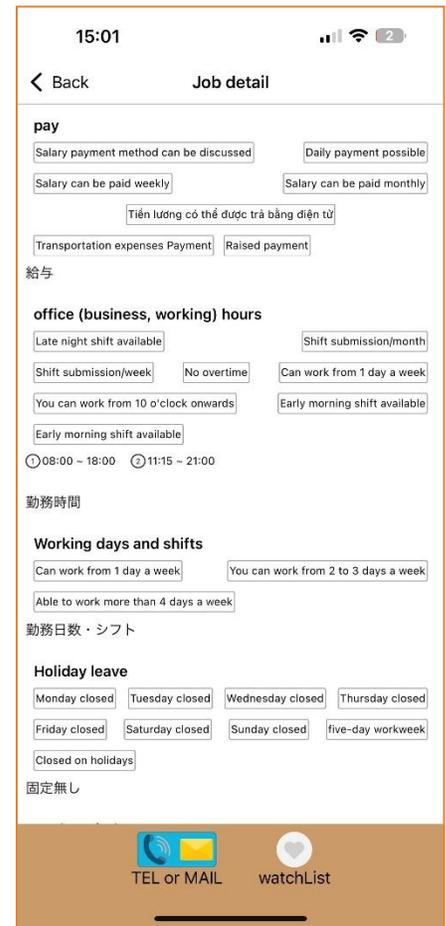


## 4.4 Job Details

Depending on the job posting, a job details icon may appear at the top right corner. When you tap this icon, more detailed job information may be displayed.

The section titles shown here may be in English or Vietnamese; however, the actual content is entered by the store (the recruiter), so it is usually written in Japanese.

When you see this icon in a job listing, be sure to check it out to get a clearer understanding of the job details.

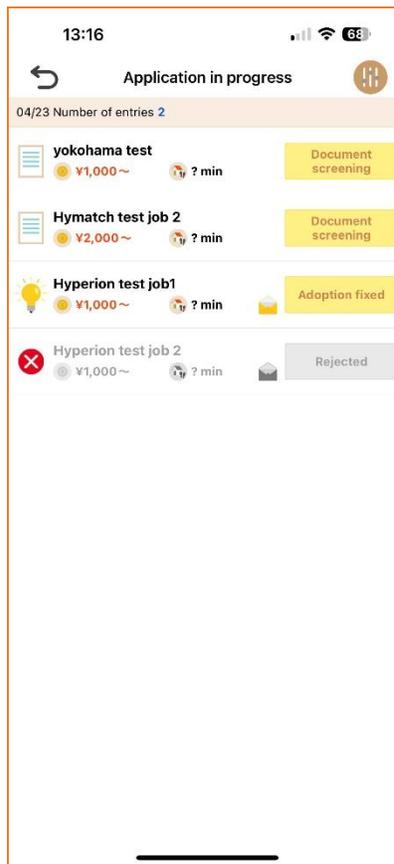


## 4.5 Interview Scheduling and Important Notes

- After you apply, the store or company will contact you if they wish to conduct an interview. A notification will be sent to the app's management screen, and you will also receive a push notification. Be sure to check the notification and navigate to the corresponding screen in the app.
- If the store is the one initiating contact, you'll need to wait for them to take action and send an interview invitation. When they want to proceed with the interview, they will send proposed dates and times for the appointment.
- When you receive the notification and tap on it, the proposed interview time slots will be displayed. If any of the times work for you, select and send back your preferred date and time. If the store agrees, the interview schedule will be confirmed. After confirmation, you will receive a new notification in the app titled "Interview Date Notification," which will include the finalized date and time.
- As for the interview location, you can check it in the app via Google Maps. Make sure to review the address and map to arrive at the correct location.
- **Important Reminder:** Do not be late or cancel the interview without prior notice. On the day of the interview, you must bring your resume and residence card.



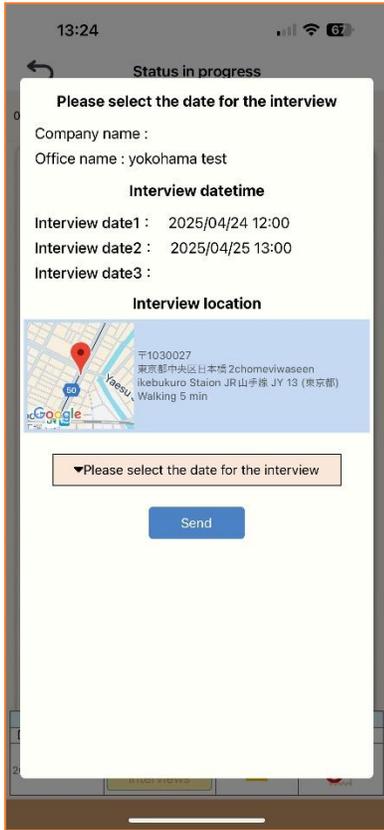
Tap the button with the heart icon at the top right corner of the screen.



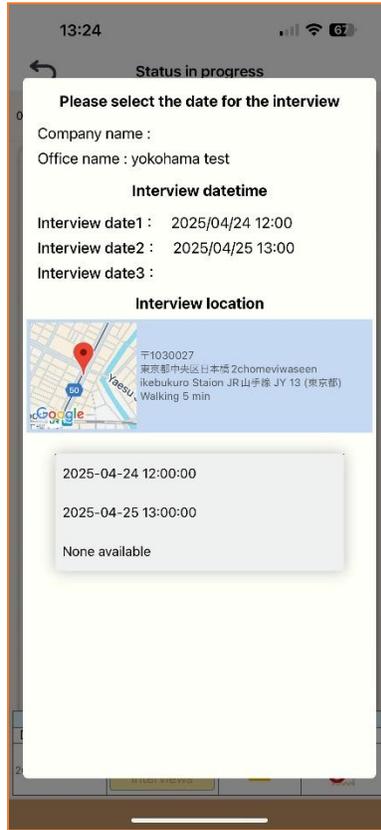
Proceed to the screen displaying the list of jobs you are currently applying for.



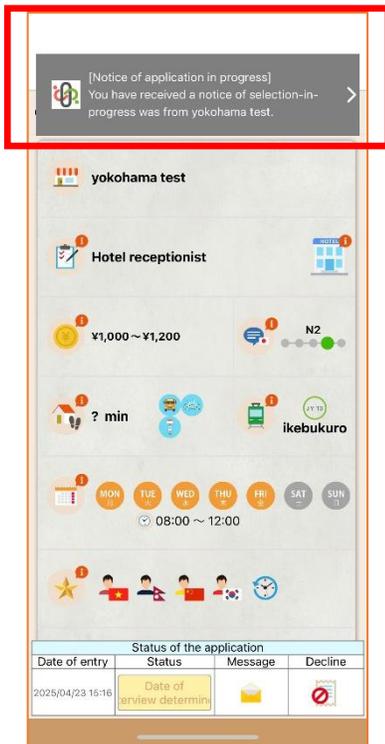
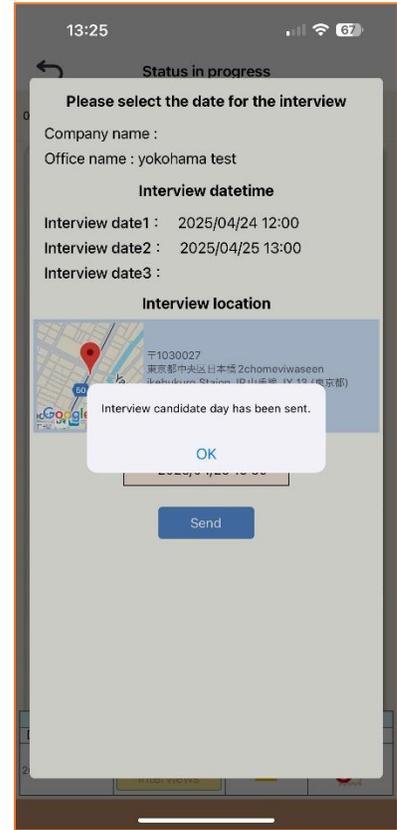
Notification from the Store



Interview Date, Time, and Location Notification

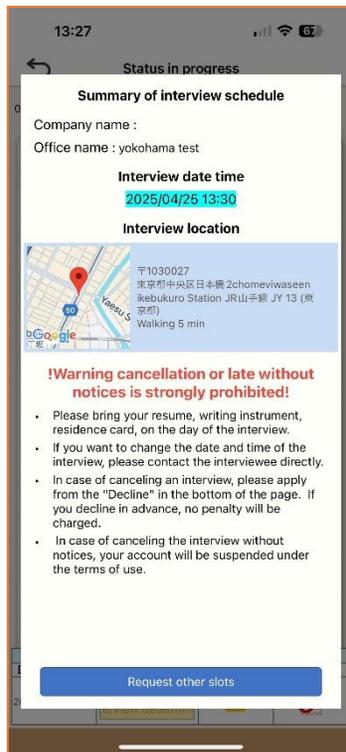


If you agree with the proposed time from the store, tap the button below.



Interview Date and Time Confirmation Notification

• If you are



Interview Date, Time, Location, and Important Notes Confirmation

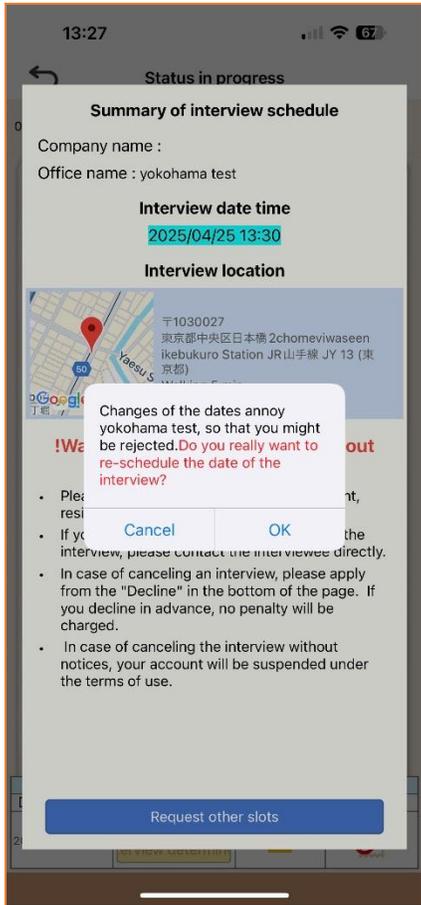
you



You can check the status of your application here.

unable to arrange a suitable time within the proposed time slots, you can request to reschedule the interview.

Use the "Request to Reschedule Interview" button at the bottom of the screen to send your request. When you send the rescheduling request, the store will receive a notification about your request.

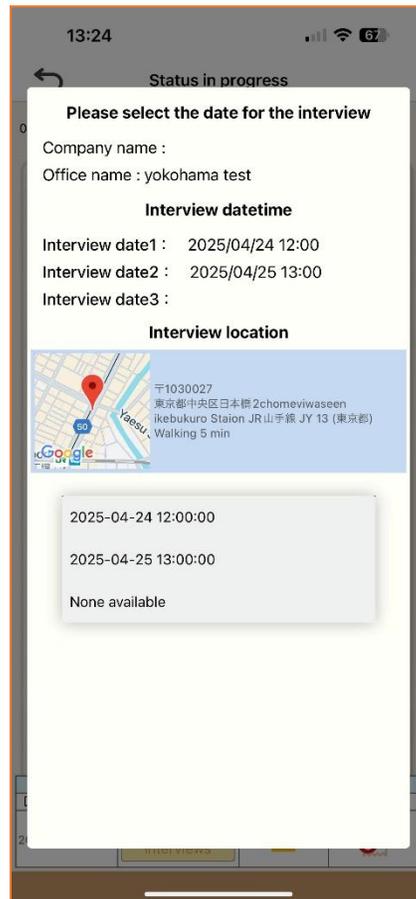
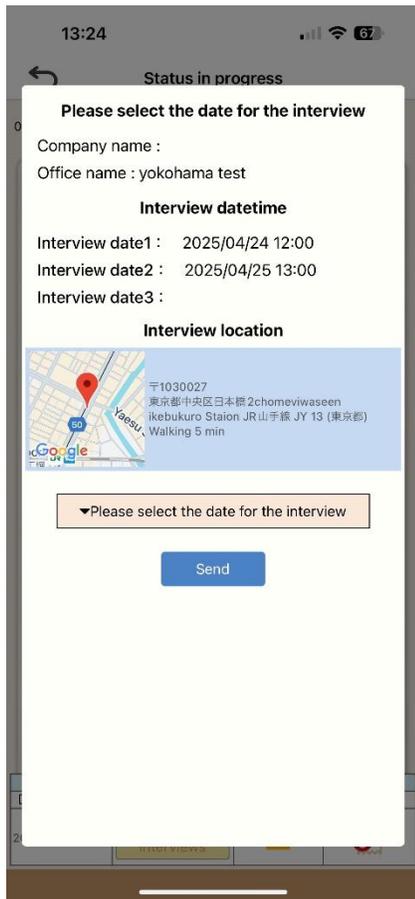


Tap the button 「Adjust Interview Date」

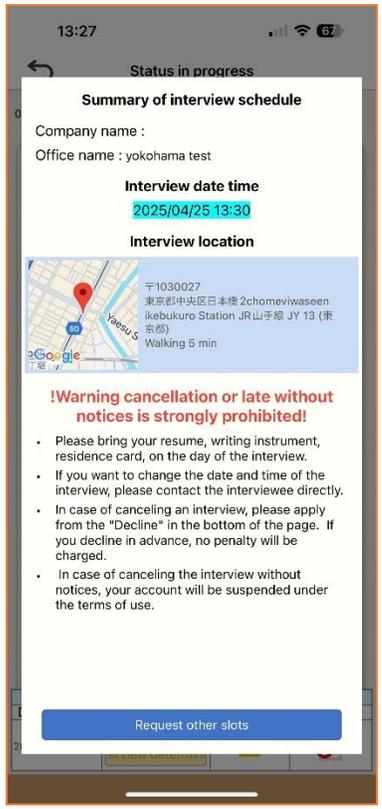
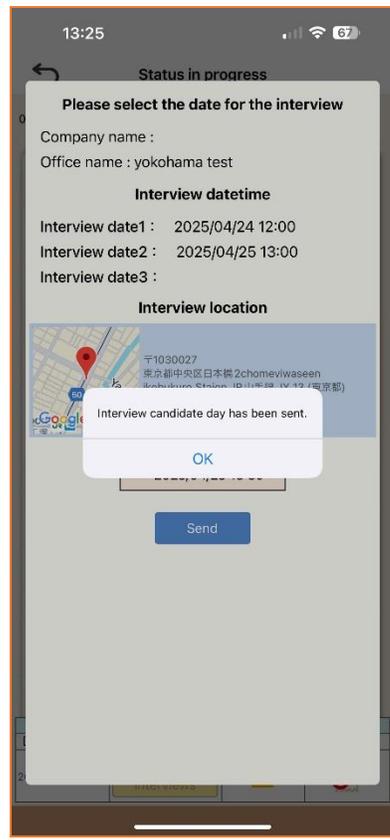
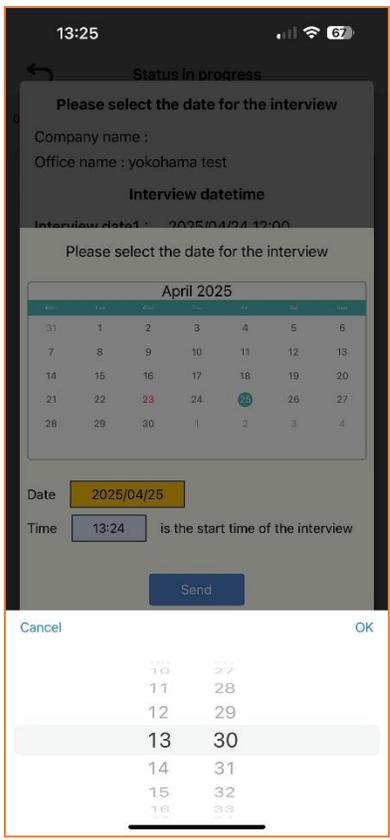


Notification: Your Response Has Been Sent to the Store

- If the store is able to reschedule, they will send new proposed interview dates and times. In this case, multiple options for the date and time may be provided.



- You can choose a suitable time slot from the proposed dates and times and send your response. If none of the time slots work for you, you can proactively suggest a time that works for you and send it back to the store or company. If the time you propose matches the recruiter's schedule, the interview will be rescheduled and confirmed. A confirmation notification will be sent again.



**Important Notes:**

- When you request to reschedule an already confirmed interview, a notification will appear warning that this may cause inconvenience to the store or recruitment company.
- If you repeatedly request to change the interview schedule, the store or company may refuse to proceed with the interview (you will receive a rejection notification).
- In some cases, you may also receive a notification stating that the interview schedule cannot be adjusted.

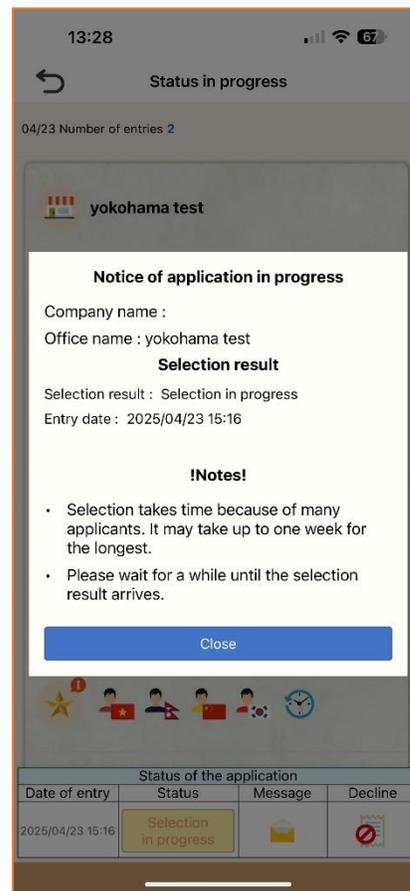
After applying, you need to wait for contact from the store or company.

If they wish to proceed with an interview, they will send you a contact notification.

You can check the communication from the store/company in the app's management screen or through push notifications.

After the interview, if the store/company is reviewing the results, you may receive a status notification saying "In the Selection Process."

This notification means that they are considering whether to hire you or not.

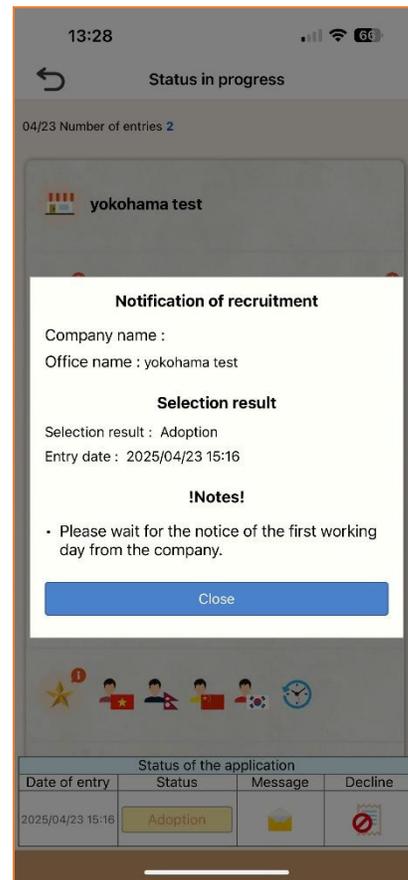


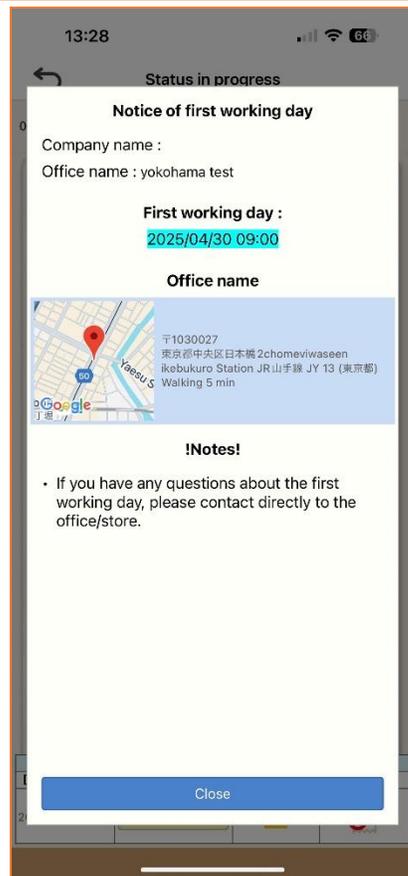
If you are hired after the selection process, you will receive the notification "Interview Passed."  
 Once you receive this notification, the store or company will contact you to inform you about your first shift (start date, etc.).

When you receive the notification about your first working day, the official hiring will be confirmed.

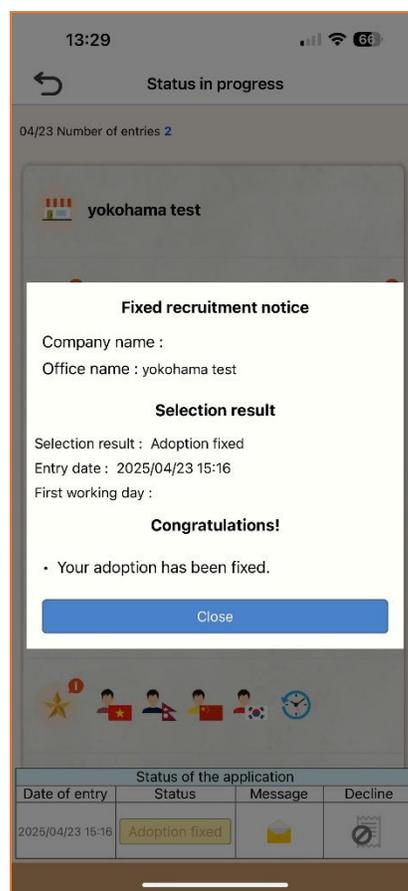
Depending on the store or company, they may send an additional recruitment confirmation notification, but this is not mandatory, so there might not be a separate notification.

If you are not hired, you will receive the notification "Not Selected (Rejected)."





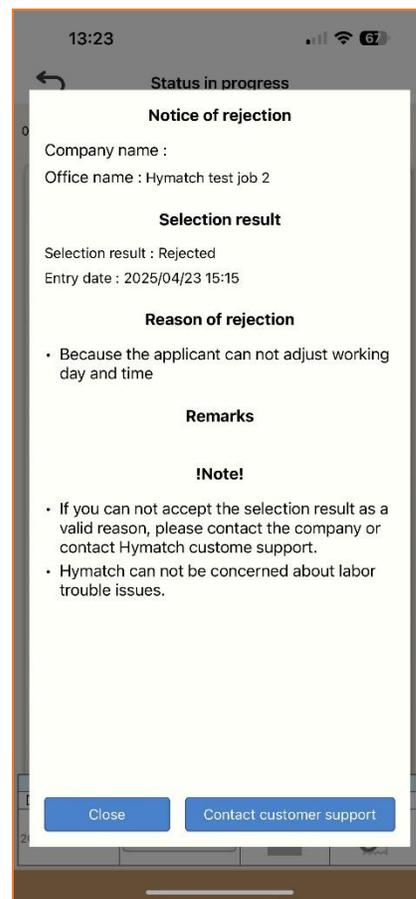
## Recruitment Notification



For cases that are under review, you first need to wait for initial contact from the store or company. Then, for example, when the store has enough applicants, you may receive a notification that you were not selected.

This rejection notification will be sent via push notification, and you can also check it in the messaging section of the app.

If any issues arise during the selection process, you can also contact the support team through the app for assistance.



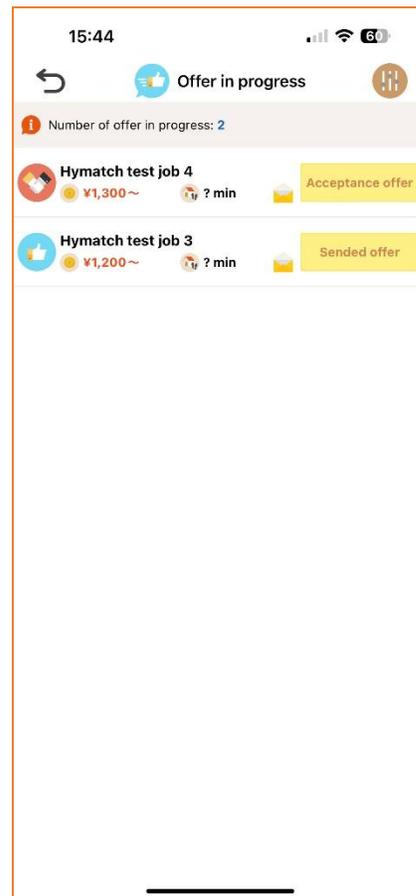
## 5. OFFER (Recruitment)

### 5.1 What is an Offer?

An **Offer** is when businesses or stores post job openings on Hymatch and directly send job offers to candidates. This is known as **Direct Recruiting**.

When you receive an offer from a business, you can communicate through the offer management screen at the bottom left corner.

Additionally, you will also receive push notifications, so make sure not to miss any of these offers!



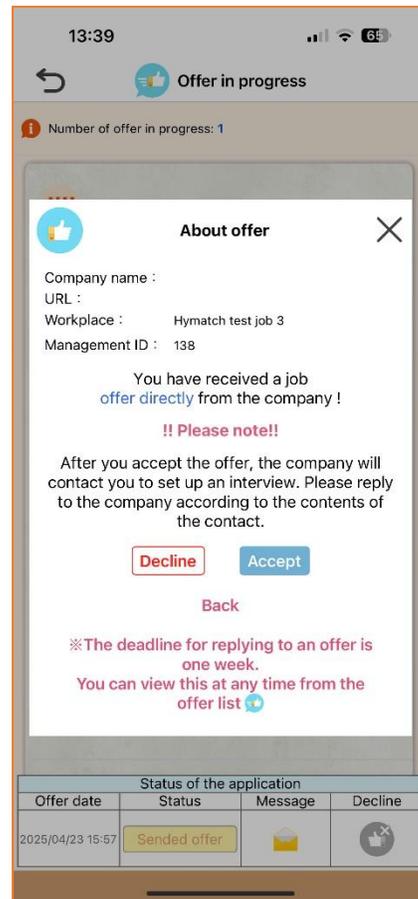
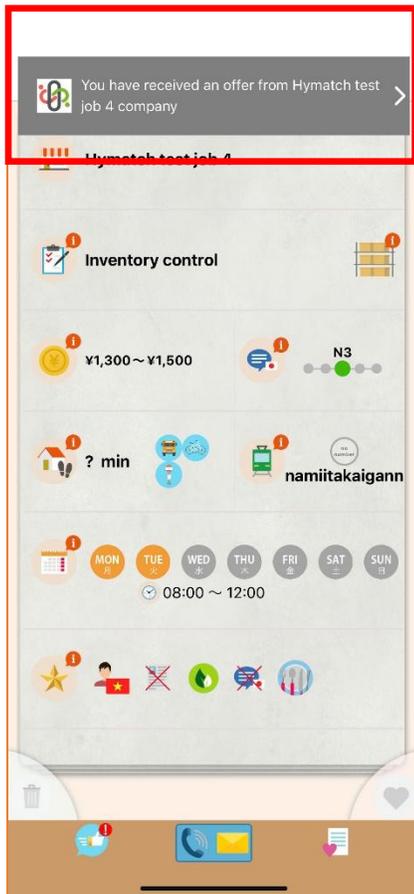
Tap this button to go to the offer management screen.

## 5.2 How to Confirm an Offer?

An **OFFER** is a feature set up by stores or businesses, where they send offers for jobs they have posted to candidates.

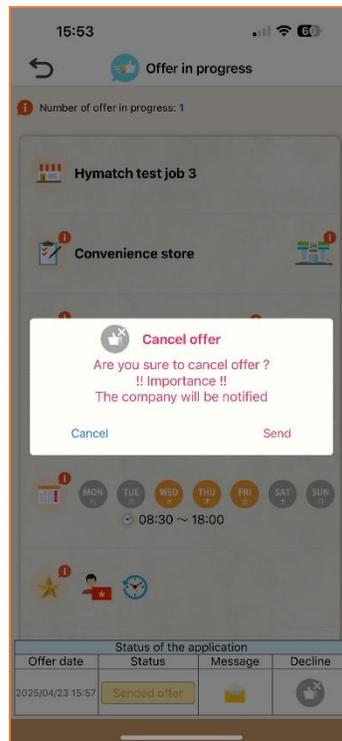
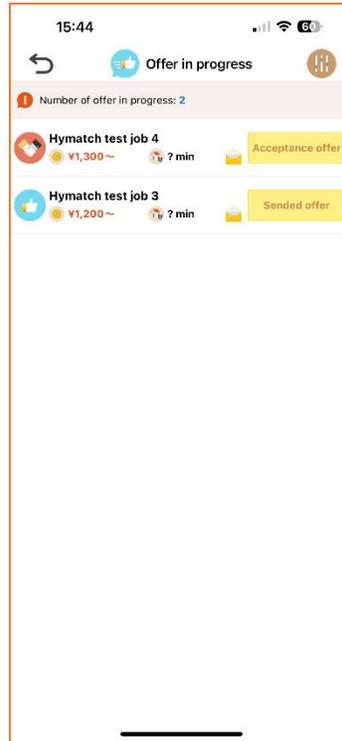
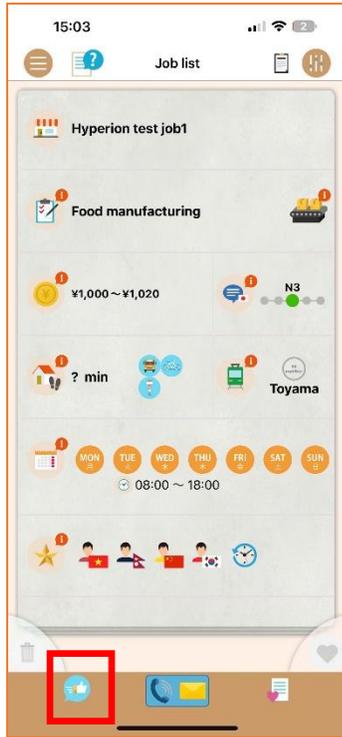
When a store or business sends an offer, the candidate will receive a push notification on the app. Upon receiving the offer, the candidate can choose to accept (agree) or decline.

Additionally, offers from businesses can be checked through the offer management screen at the bottom left of the job listing screen in the app.



### 5.3 Actions After Receiving an Offer

Jobs that have received offers can be checked in the offer management screen at the bottom left of the app. In the offer management screen, select the corresponding offer and check the details under the "Application Status" section below. Note: If you tap "Decline," you will reject the job, and you will not be able to receive that offer again. Please be careful when performing this action.

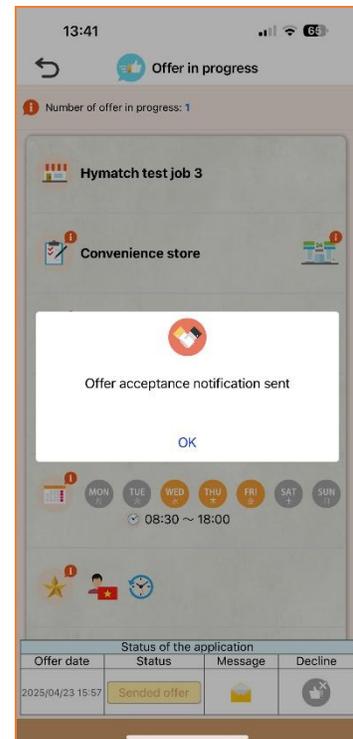
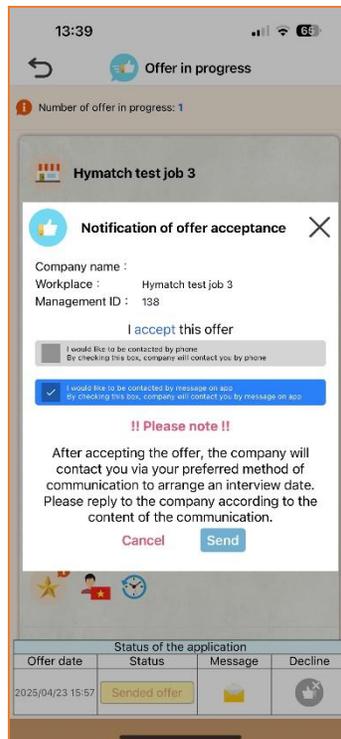
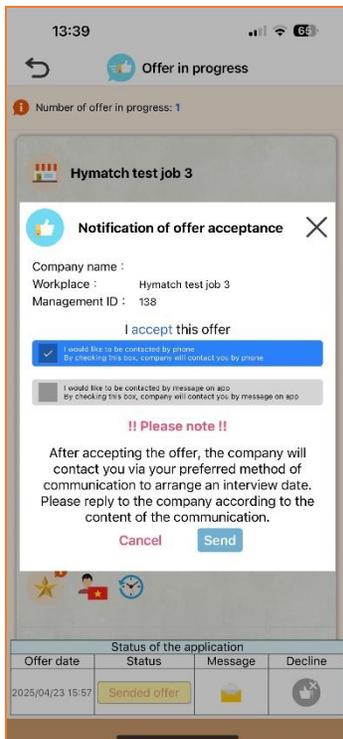
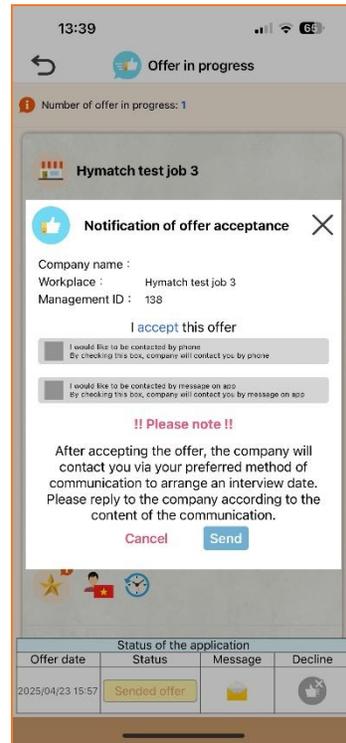
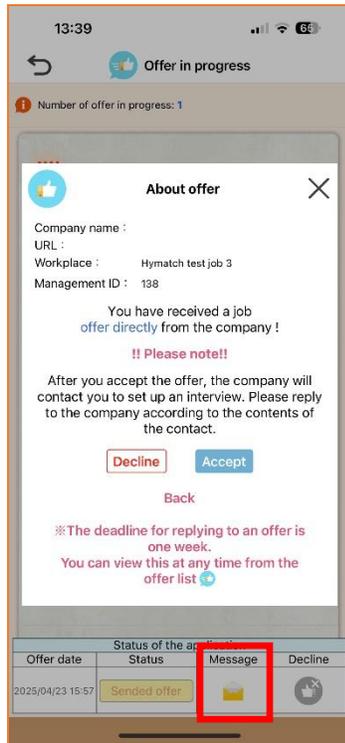


To accept a job offer, tap the email icon in the contact options. Then, in the job offer message screen, check the box to accept the offer.

During this process, you can also set your preferred method of communication with the store or company:

- If you prefer to communicate **only by phone**, select the **top checkbox**.
- If you prefer to communicate **via in-app messaging**, select the **bottom checkbox**.

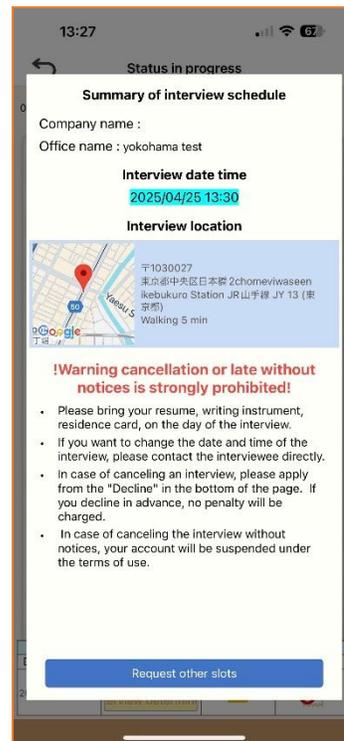
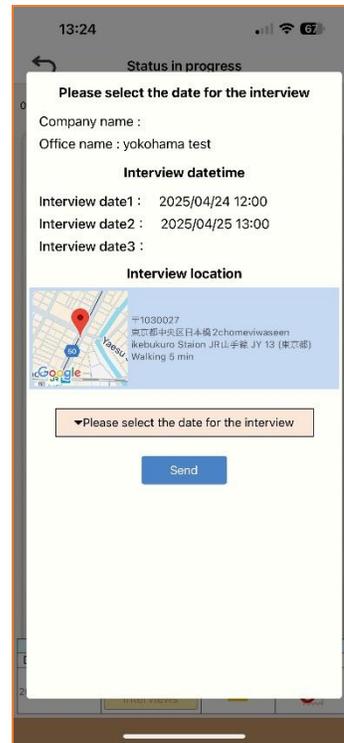
Finally, press the "**Accept**" button. The store or company will then receive a notification that you have accepted their offer.



From this point, the process will be the same as a regular application. The store or company will review the offer acceptance and send proposed dates and times for an interview.

Just like with regular applications:

**Push notifications** will be sent each time there's an update. You can **set the interview schedule** within the notification and confirm the interview time with the store. You also have the option to **suggest alternative dates and times** for the interview if the proposed ones don't work for you.



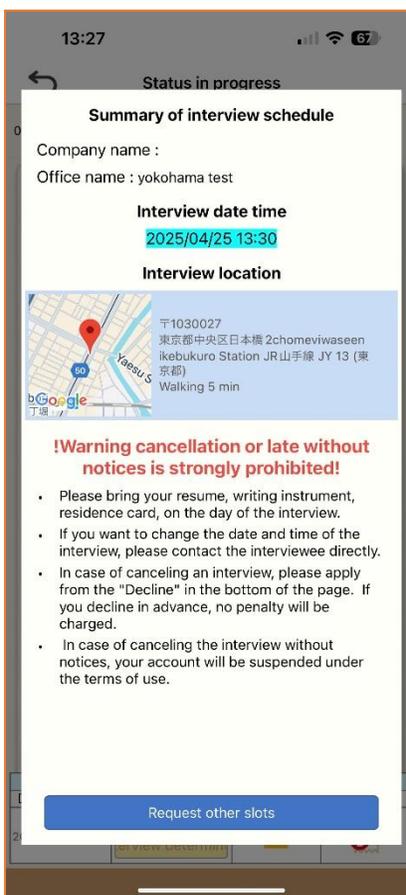
## 6. Process After Passing the Interview and Finalizing the Job

After the applicant either applies directly or receives an offer from a business/store, the interview schedule will be finalized, and the interview will take place.

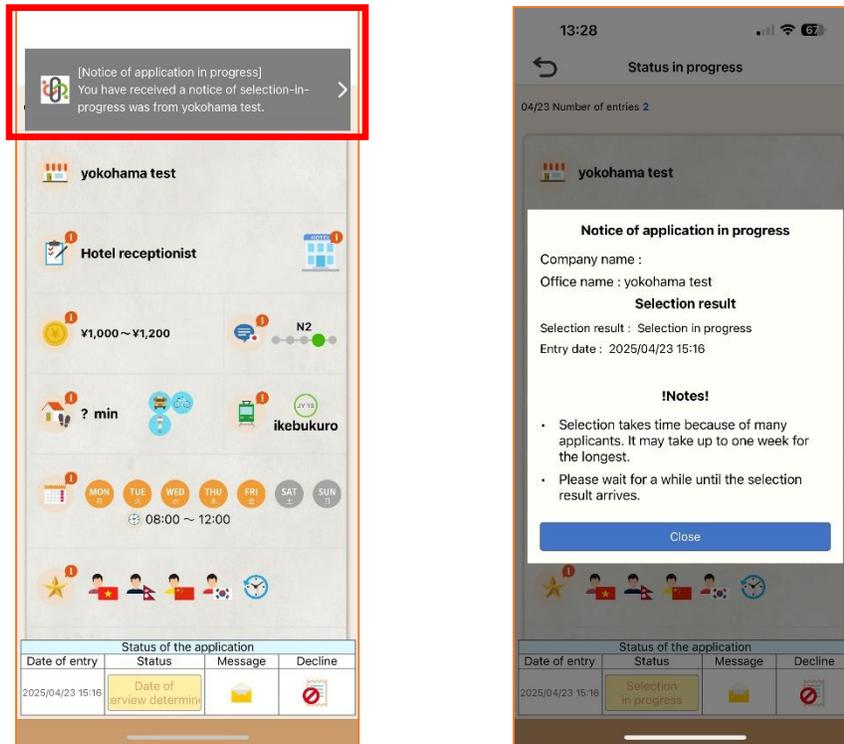
Once the interview date confirmation is sent, you will receive a push notification with the interview location and guidance, so please make sure to check this information carefully.

Before the interview, review the list of items you need to bring, and make sure to arrive at the correct location on the scheduled day.

During the interview, you will need to submit your residence card and present your resume (CV) for review. If the store confirms your employment, you will receive a recruitment notification.

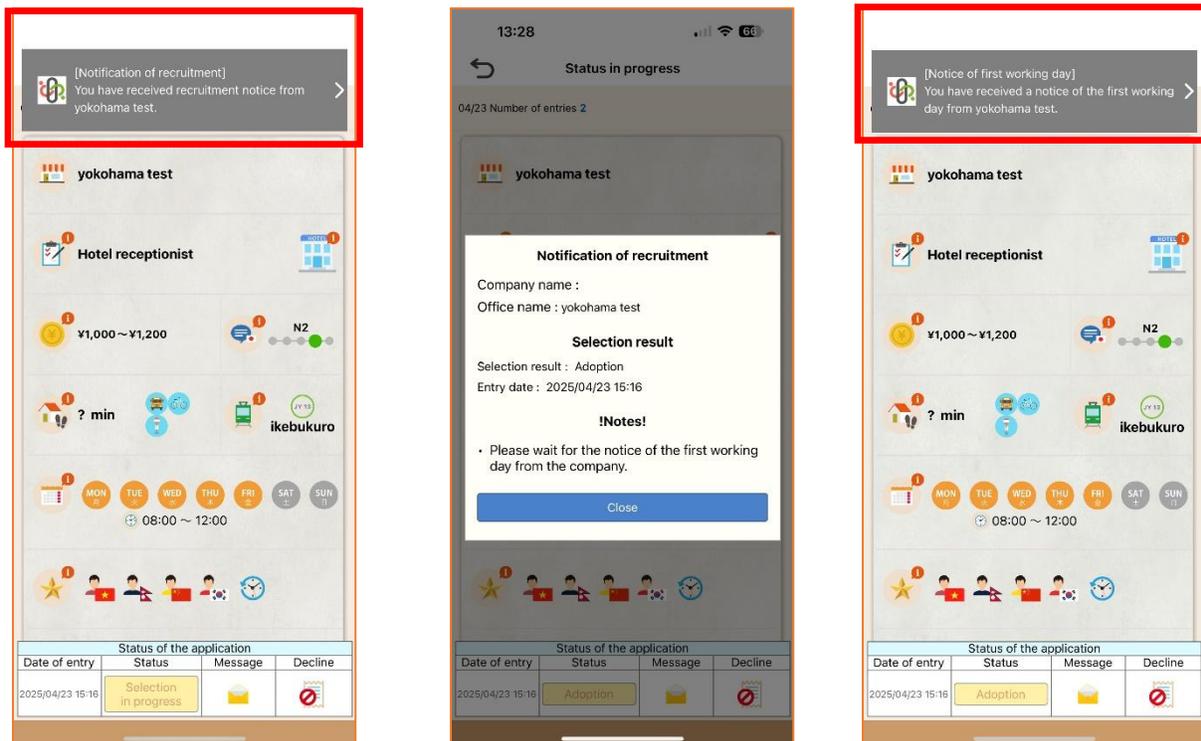


If the store is still reviewing your application, the system will display a message saying "**Selection in progress**".



Once the hiring decision is confirmed, you will receive a push notification informing you that you have been hired.

After receiving the hiring notification, the store will send you the start date for your first day of work. Once the first working day is provided, it means your job with the store is officially confirmed.



Hiring Notification

First Working Day Notification