

# HRMOS ATS Startup Guide for Interviewers

# Introduction

- Welcome to HRMOS Applicant Tracking System!
- The purpose of this manual is to help interviewers setup their account and to understand the fundamentals of using HRMOS.
- By understanding the basics of the system, you will be able to conduct evaluation of candidates.

# Index

- Introduction . . . . . 1
- Initial Setup . . . . . 3
- Evaluating Candidates . . . . . 5
- Account Settings . . . . . 10

# Initial Setup

# Initial Setup

Welcome to HRMOS  
From ●●Company\_  
Mr/Ms. ●●

An account added

Mr/Ms. ●● added  
your account. Please  
sign up from the  
button below.

## ■ Step 1

You will receive an invitation e-mail from the system.

## ■ Step 2

Click on the blue button.  
\*The link will be active for one week.

Fill out following  
form and hit the  
"sign up"  
button below.

## ■ Step 3

Please enter your name,  
department name,  
and password.

## ■ Step 4

Click on this button to  
proceed.

## ■ Step 5

Click on the blue button,  
and your account will be  
activated.

Your registration is  
done.  
Go ahead and Enjoy  
HRMOS ATS.

Go to HRMOS ATS

# Evaluating Candidates

# Evaluating Candidates

You have a candidate's resume review.

## ■ Step 1

You will receive a request to evaluate a candidate via e-mail.

You have XX(candidate's name)'s profile.

## ■ Step 2

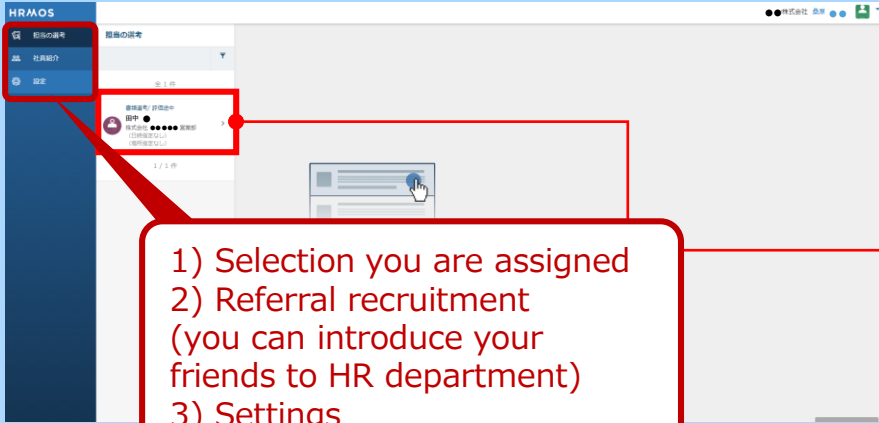
Click on this button to see details of the candidate on HRMOS.

Check the Detail

詳細を見る

1. Candidate's name
2. Screening status  
(resume review, 1<sup>st</sup> interview, 2<sup>nd</sup> interview...)
3. Interviewer's name
4. Recruiter who assigned this step

# Evaluating Candidates



- 1) Selection you are assigned
- 2) Referral recruitment (you can introduce your friends to HR department)
- 3) Settings

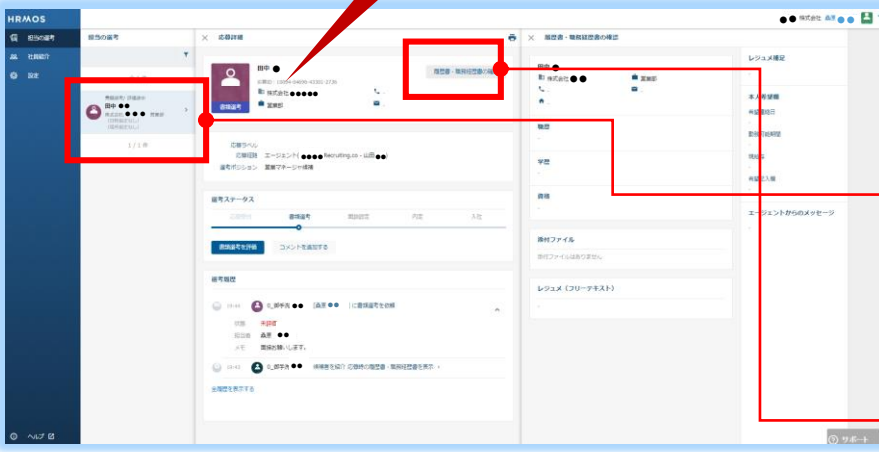
■ Step 3  
You will see the candidate appear in this column.

**Candidate name** Detail Profile

応募ID: Candidate ID

Former Job Phone Number

Former Department Email Address

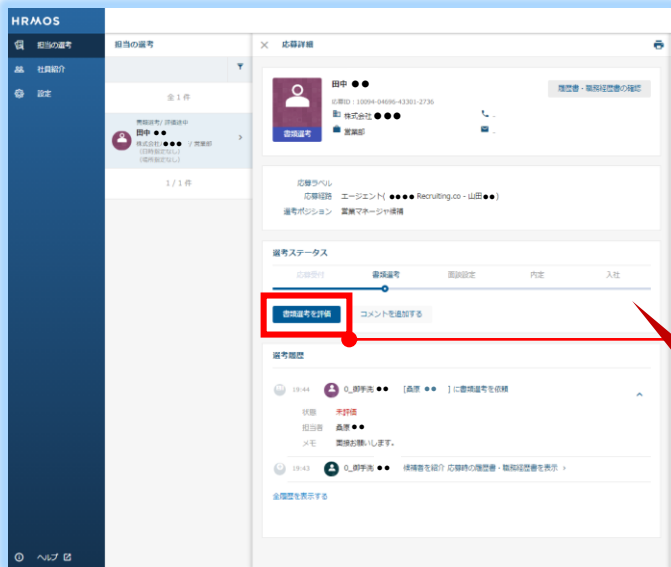


■ Step 4  
Click on the candidate to see detailed information of the candidate.

■ Step 5  
By clicking this button, you will see further detailed information of the candidate.

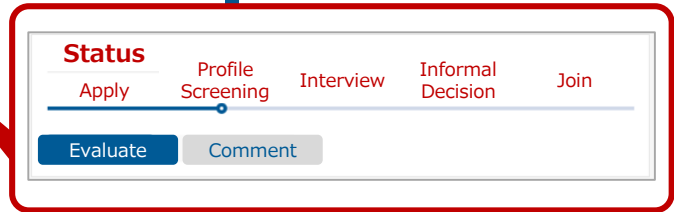


# Evaluating Candidates



## ■ Step 6

By clicking this button, you will be able to evaluate this candidate.



## ■ Step 7

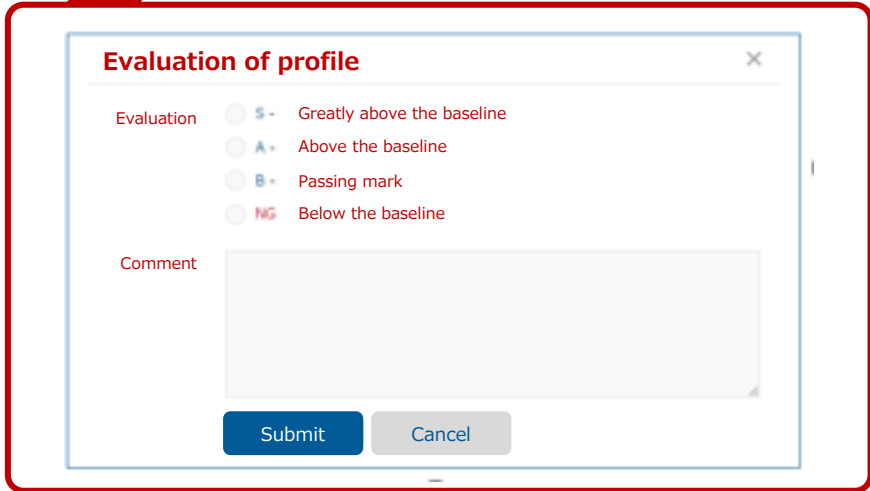
Select a rating, and enter comments, if any.



## ■ Step 8

Click on this button to finish your evaluation.

※Recruiting team will receive a notification when completed.



# Evaluating Candidates



■ Step 1  
Click this button to filter your list.

■ Step 2  
Select a condition to narrow your search.

■ Step 3  
Click **絞り込み** to show the search results.

## ■ Narrowing conditions

Selection date  Up until today  
 After tomorrow

Types of Selection  Interview  
 Resume review (profile screening)

Conditions of Selection  NOT evaluated, NOT proceeded  
 NOT evaluated, BUT proceeded  
 Evaluated

Search

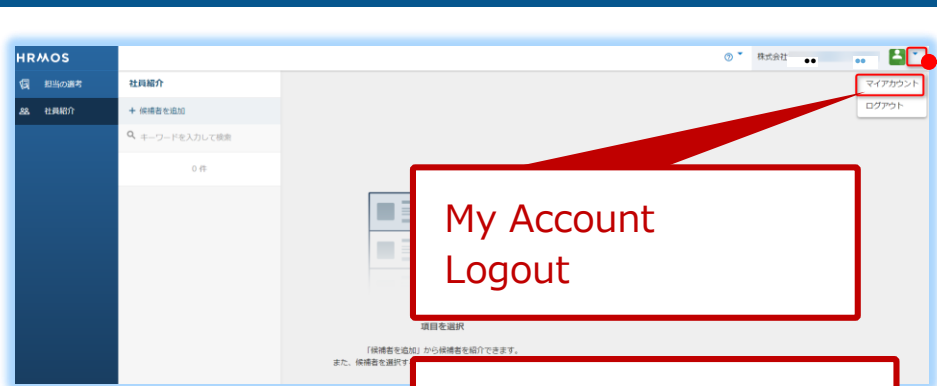
Click here to see candidates who have not been evaluated and not proceeded.

Click here to see candidates who have not been evaluated but proceeded (selected or rejected by a recruiter).

Click here to see candidates who have already been evaluated.

# Account Settings

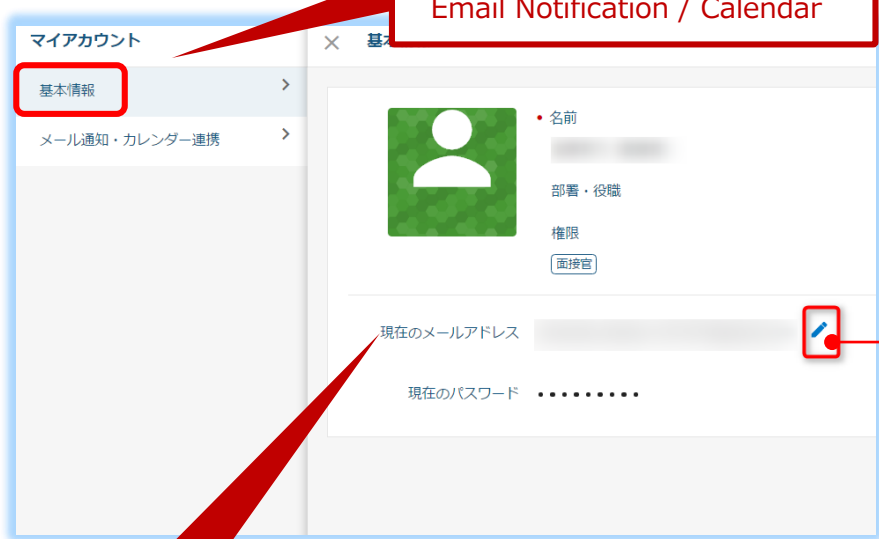
# Account Settings



**■ Step 1**  
Click here to change settings of your account.

My Account  
Logout

My Account  
Basic Information  
Email Notification / Calendar



**■ Step 2**  
Click on the top menu shown in the left column.  
  
Click on pencil marks shown to edit or make any changes of your choice.



# Account Settings

✕ **Email Notification**

**Email Notification**

Assigned Interviews

- Notification when interview settings arranged
- Reminding notice before interviews
- Reminding notice before profile screening and interviews
- Reminding notice to evaluate profile screening and interviews

**Save**

## ■ Step 3

Click on the second menu shown in the left column.

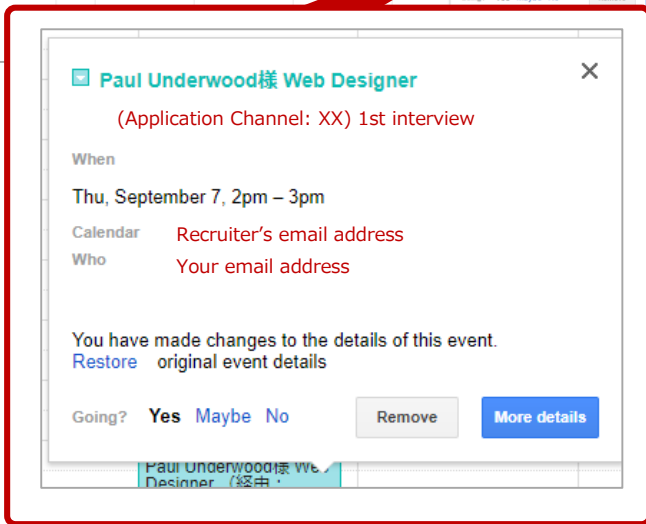
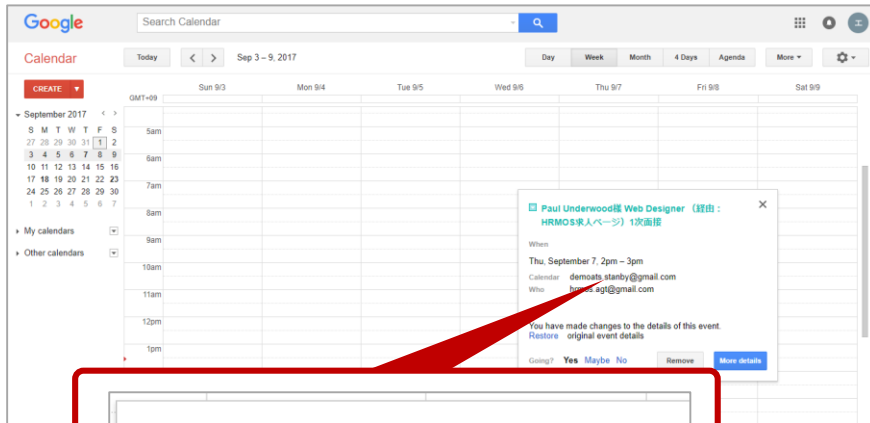
You may select which notification you want to receive on e-mail.

## External Application Cooperation

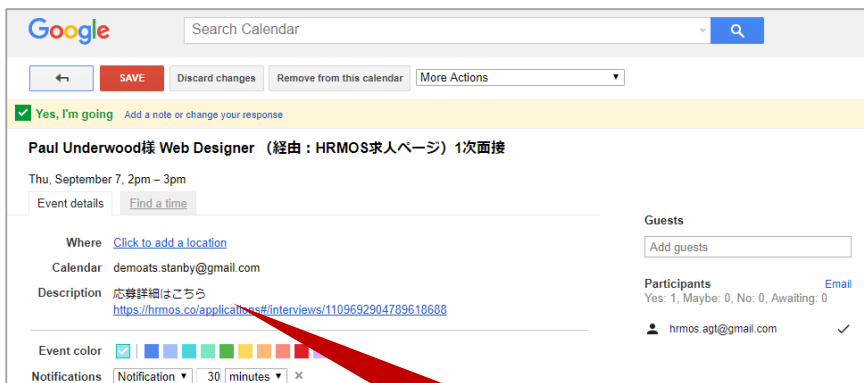
### Calendar

You do not have permission to cooperate with external application

# Google Calendar



Your interview schedule will be shown in Google Calendar.



Description Candidate info:  
<https://hrmos.co/applications#/interviews/1109692904789618688>

You can reach candidate information by clicking the link on your schedule.