# **FiTE** ファ**イ**ト

# <u>Foreign iT Engineers</u> <u>Candidate Portal User's Guide</u>

This user guide is simply a step-by-step guide providing information on how to use the FiTE Candidate Portal.

Contact us: support@profoundvision.jp



# Welcome to FiTE

# INTRODUCTION

"FiTE" is a job portal independently designed and developed by Profound Vision for IT professionals seeking a career in Japan.

The FiTE program uses AI matching to identify and present young, high-potential ICT human resources that are capable of working in Japan, after evaluating not only their ICT skills but also their soft skills and EQ (emotional quotient).

At FiTE, local overseas corporations meticulously research candidates' histories. The intelligent matching engine analyses recorded data from interviews and profiles the personality of the candidate. It allows clients to easily evaluate the top candidates for the same position. As a result of this selection process, Japanese corporations gain access to reliable ICT human resources who are compatible with their corporate culture.

In order for overseas ICT human resources to enter Japan, they must go through strict immigration requirements and obtain a certificate, based on a points system. "FiTE" simplifies complex paperwork and procedures, reducing administrative costs for hiring companies. There are a lot of fields that are required within the FiTE system, some of them are required for this automated immigration process.



# Essentially, the FITE process involves eight steps:

- 1) Register Your Account
- 2) Complete Your Profile
- 3) Upload Documents for Vetting
- 4) Verification and Vetting Process
- 5) Clients in Japan Will Search and Match Candidates For Specific Roles
- 6) Candidates Will Progress Thru the Interview And Hiring Process
- 7) Work Visa Processing Can Take 2-3 months
- 8) Candidates Will Relocate to Japan

This document explains the initial 3 steps, so let's get the process started.



### 1. FiTE.jp REGISTRATION PROCESS

a. Click here to visit the Web page: www.fite.jp

## 2. CANDIDATE REGISTRATION

In order to use the application, the candidate must register on the portal.

a. Click on "CANDIDATES" tab





## b. Click on "Register as a Candidate"







O DRD Hid



- FITE Join now as a Candidate Password **Repeat Password** I'm not a robot reCAPTCHA Privacy - Terms Register Already have an account? Login
- c. Enter the correct details required in the provided fields with a valid Email address



- Atleast 8 Characters long.
- Atleast 1 Uppercase,

ファイト

- Atleast 1 Special Character like (@ \$ \*)
- Atleast 1 Number
- e.g; Portal@321

d. Click on "Register" Button:

	FITE ファイト
	Join now as a Candidate
Name	
Haider Ali	
Email	
haider.ali	
Password	
•••••	••
Repeat Pas	sword
•••••	••
	Register
	Already have an account? Login



e. System generated email will be received for account



FITE - Profound Vision profoundvision.fite@gmail.com Date: 02-03-2022 19:30:23

Subject: Verify your FiTE Account - Profound Vision

# **FiTE Account Activation**

For your security, FiTE wants to make sure it's really you. Verify FiTE Account

## verification:



f. Verify your account by clicking on "Verify FiTE Account"

	Login
FiTE Accoun	nt is activat <del>e</del> d.
Email Address	
Please enter you	r email address
Password	
Please enter you	r password
Forgot password	1?
	Login

g. Now FiTE Candidate Account is ready to login.

Fite

FiTE ファイト					
Login					
Email Address					
haider.ali					
Password					
••••••					
Forgot password?					
Login					
Sign In From LinkedIn Don't have an account yet? Register					

## 3. PROFILE FILLING

h. Once logged in, you will be greeted with the dashboard. Select the "Profile" tab to continue.





i. Here you will fill out all the necessary details to progress forward.

Profile				
Dashboard / Profile				Save
Personal Details Ac	ademics Experience Preferred Jo	b Documents Profile Review	Video Interview eSignature	
	44%			
Please fill these fields to com	plete your profile : Job Category   Industry   Skills   G	ender   Location   Driving License   Work Experience	ce   Spoken Language   Experience Years   Manag	gement Experience   Job Title   Profile Picture
Signature   Mandatory Docur	nents			
				Create Japanese CV
			at)	o View Japanese CV in Acrobat Reader, please install this package
Personal Details				the Laboration Describe
				In Linkedin Details
Profile Picture	Candidate ID	CNIC No*	First Name*	Middle Name
	391		Fatima	Enter Your Middle Name
	Last Name	Email Address (private)*	Email Address (work)*	Phone Contact (private)*
	Enter Your Last Name	fatima.shahid@sybrid.com	fatima.shahid@sybrid.com	C +92 · Enter Phone Number
		Preferred Ema	il (Privato)	Preferred Contact
	Phone Contact (work)*	Date of Birth*	Cender *	Where did you hear about us *
	C +92 • Enter Phone Number	07 / 09 / 1997		•
	<ul> <li>(Private)</li> </ul>			
	(Work)			
	Agent			
Address If your State/City	does not exist, please add your full address here			

j. Remember that you can SAVE your progress and continue later.

The Red bars indicate your progress towards completing the profile.

The blue highlights underneath indicate tabs you have not completed. Once they have been completed, they will no longer be visible.



k. Once the form requiring personal details has been filled out completely, the other tabs can be accessed.

P <b>rofile</b> Dashboard / Profile									Save
Personal Details	Academics	Experience	Preferred Job	Documents	Profile Review	Video Interview	eSignature		
		44%							
Please fill these fields t Signature   Mandatory	to complete your pro Documents	ofile : Job Category	/   Industry   Skills   Gend	ler   Location   Driving	License   Work Experie	nce   Spoken Language   E	xperience Years   N	Aanagement Experience   Job	Title   Profile Picture
								Create Japanese CV	Create English CV
								(To View Japanese CV in Acroba	at Reader, please install this packa
Academic Details									
Academic Deta	ils								Add More +
Academic Level		C	ountry		Institute (C	hoose/Type Other if option do	oes not exist)	Major Subject	
Under Graduate - Bac	helor	•	Pakistan		v		•		
		G	rade		Passing Yea	ar			
Not completed yet 🗌					• 07/09/2	2019			
									Remove <b>x</b>
Japanese Level		JL	PT Level						
Cant Speak		<b>v</b> I	lave not done		*				
English Level		IE	LTS Level		TOEFL Lev	el		TOEIC Level	
Business Level		T	lave not done		▼ Have not o	done	•	Have not done	v
								Previo	ous Next

Pressing Next will take you to the next tab



I. Here is the Academic tab, where you can enter you Academic Details .

Personal Details	Academics	Experien	ce Preferred Job	Documents	Pro	file Review	Video Interview	eSignature		
		44%								
Please fill these fields Signature   Mandatory	to complete your prof Documents	file : Job Cate	gory   Industry   Skills   Gen	der   Location   Driving Li	icense	e   Work Experier	nce   Spoken Language   Ex	kperience Years   N	Management Experience   Job∃	Title   Profile Picture
									Create Japanese CV	Create English CV
									(To View Japanese CV in Acroba	t Reader, please install this packs
Academic Details										
Academic Deta	ils									Add More +
Academic Level			Country			Institute (Ch	oose/Type Other if option do	es not exist)	Major Subject	
Under Graduate - Bac	helor	Ŧ	Pakistan		*	-		•		
			Grade			Passing Yea	r			
Not completed yet					*	07/09/2	019			
										Remove X
Japanese Level			JLPT Level							
Cant Speak		*	Have not done		*					
English Level			IELTS Level			TOEFL Leve	əl		TOEIC Level	
Business Level		•	Have not done		*	Have not d	one	•	Have not done	*
									Previo	ous Next

# Following is the Academic tab where you can add more Academic details for further information .

nstitute (Choose/Type Other if option does not exist)		
Other	*	
Please specify	×	
This field is required.		

If your 'Institution' is not listed, you can select 'other' and create a new entry.

Next we have the Experience tab



m. You must fill out all the information requested below, if you had previous employment, including the name of the company, your title, and the length of your employment if you are not currently employed there.

Personal Details	Academics	Experien	ce Preferred Job	Documents	Profile Review	Video Interview	eSignature		
		44%							
Please fill these fields t Signature   Mandatory	o complete your pro Documents	ofile : Job Cate	gory   Industry   Skills   Gend	er   Location   Driving I	License   Work Expe	ience   Spoken Language   E	xperience Years   N	Nanagement Experience   Job 1	Title   Profile Picture
								Create Japanese CV	Create English CV
								(To View Japanese CV in Acroba	t Reader, please install this package)
Experience									
Location					Compan	(Choose/Type Other if option d	oes not exist)	Job Title	Add More +
Pakistan					•				
					Initial Sa	ary (annual)		Last Salary (annual)	
Currently Working	)								v
Employment Tenure					Descripti	on			
From			То						
dd/mm/yyyy			dd/mm/yyyy						
Reason for Leaving			Employee Type						
Provide brief staten	nent				Ŧ				10
									Remove X

If your 'Company' is not listed, you can select 'other' and create a new entry.

Company (Choose/Type Other if option does not exist)

Other	*
Please specify	×

Job Title		
		~

This field is required.

Once you are done, move on to "Other Professional Info" where you can add any other details regarding your Professional Experience

# FITE

## Candidate Portal User's Guide

Other Professional Info					
Years of Exp Current Salary	Team Size	Expertise			
Please choose a maximum of 3 Industry Sectors that you h Industry	ave experience in - then please add num Industrial Secto	iber of years experience:	Years of Exp	4	Add More +
Please choose a maximum of 3 Job Types that you have ex Job Type	perience in - then please add number of Job Category	f years experience:	Years of Exp		Add More +
Please add skills Skills (Choose/Type Other if option does not exist)		Years of Exp			Add More +
Please add any industry Certificates you have received:	0	D. 6 #	Qualify Day	E. J. D.	
	T	Reterence #	dd/mm/yyyy	dd/mm/yyyy	Add More +

With the option "Create Japanese CV," a translator from "English" to "Japanese" is additionally provided to make user communication more effective and to close the communication gap.

Reason for Application (up to 400 words) Describe Yourself Here	Special Note Gpecial requests for salary, occupation, working hours, work location, etc.) EN/JP
Translate to JP	Translate to JP
Cancel	Cancel
	Create English CV
	Create Japanese CV
	To View Japanese CV in Acrobat Reader, please install this package
	Previous Next



### Next we have the Preferred Job Tab

Here, you can state your preferred employment location and expected salary.

Personal Details	Academics	Experience	Preferred Job	Documents	Profile Review	Video Interview	eSignature	
oroonal potano	/ toudonnoo	Experience					ooignataro	
		44%						
Please fill these fields Signature   Mandatory	to complete your pro Documents	ofile : Job Category	Industry   Skills   Gend	er   Location   Drivin	g License   Work Experie	nce   Spoken Language   E	Experience Years   Management Experience   Jo	b Title   Profile Picture
							Create Japanese CV	Create English C
							(To View Japanese CV in Acro	bat Reader, please install this pack
Preferred Job								
our preferred location	n		Prefer	red company to wo	ork for (Choose/Type Othe	if option does not exist)	Sector	
Japan			•			-	INFORMATION TECHNOLOGY	Ŧ
ob Type			Job Ti	tle				
IT - CONSULTING			Ŧ			•		
When you will be ava	ilable		What	type of work			Expected Salary	
Now			▼ Full 1	ime			USD 30,000 - 40,000	*
ext up is	the Do	cumenta	ation Tab	)			Pre	vious Next

Personal Details	Academics Experie	nce Preferred Job	Documents	Profile Review	Video Interview eSig	gnature	
				100%			
						Create Japanese C (To View Japanese CV in Act	V Create English CV
Documents							
Upload Follo CNIC - Identity University Degr Show Records	wing Required Documer Card / Birth Certificate / Pass ee / Domicile	nts here : sport - Photo & Signature	a / School Certific	ate / University Tra	ranscript /	6	New Document Upload Search
10 Sorial No	₽ Decument	A Type	Submission Date	A G	ubmitted For Attestation	Mandatory (Ontional	Action
1	Birth Certificate	Non-Academic	<ul> <li>Thu Jul 21 2022</li> </ul>	2 0	Pending	<ul> <li>Mandatory</li> </ul>	
2	CNIC - Identity Card	Non-Academic	() Thu Jul 21 2022	2 0	Pending	<ul> <li>Mandatory</li> </ul>	
3	Domicile	Non-Academic	O Tue Sep 06 202	22 •	Pending	<ul> <li>Mandatory</li> </ul>	
4	Employment Letter - Certif	icate Non-Academic	O Tue Sep 06 202	22 💿	Pending	<ul> <li>Optional</li> </ul>	
5	FRC - Family Registration Certificate	Non-Academic	(1) Thu Jul 21 2022	2 0	Pending	<ul> <li>Optional</li> </ul>	
6	High School -IELTS Certifie	cate Academic	O Tue Sep 06 202	22 0	Pending	<ul> <li>Optional</li> </ul>	

You are requested to upload all the required documents for an international relocation (including CNIC, Birth Certificate, Domicile, Passport - Photo & Signature, School Certificate, University Transcript, University Degree are all mandatory), these documents will get attested before you are introduced to any clients in Japan. Attestation and verification with be done by your agent in Pakistan



### Here you can review and finalize your information and also download it as a PDF

Personal Details	Academics	Experience	Preferred Job	Documents	Profile Review	Video Interview	eSignature		
		44%							
Please fill these fields t Signature   Mandatory	o complete your pro Documents	file : Job Category	Industry   Skills   Gend	er   Location   Driving	JLicense   Work Experier	nce   Spoken Language   Ei	xperience Years   Ma	nnagement Experience   Job T	îtle   Profile Picture
								Create Japanese CV	Create English CV
								(To View Japanese CV in Acrobat	Reader, please install this package
Personal Details									Download PDF
Candidate ID		Firs	t Name*		Middle Nan	ne		Last Name	
391		Fa	tima		-			-	
Email Address (private	e)*	Em	ail Address (work)*		Phone Cont	tact (private)*		Phone Contact (work)*	
	Preferre	d)			(Preferred)				
Date of Birth*		Ge	nder		Country			Postal Code	
1997-09-07					-			•	
Street		Sta	te		City				
-		-							
Native Language					English				

### The Video Interview tab is up next.

Personal Details	Academics	Experience	Preferred Job	Documents	Profile Review	Video Interview	eSignature	
		44%						
Please fill these fields Signature   Mandatory	to complete your pro Documents	ofile : Job Category	Industry   Skills   Gende	er   Location   Driving	I License   Work Experies	nce   Spoken Language   E:	xperience Years   Management Experience   Job	Title   Profile Picture
							Create Japanese CV	Create English CV
							(To View Japanese CV in Acrob	at Reader, please <mark>install</mark> this package
Video Interview (co	ming soon!)							

The video interview is designed to help employers get to know you a little better early in the process. When you receive an invite, you'll be directed to a landing page and guided through a series of pre-recorded video questions. Below are the questions included in a standard video interview.



Previous	Next
	and the second

As of right now, this tab is a work in progress



### The last one is ESignature tab

In this tab, you'll be able to sign your name as an acknowledgment that you agree with FiTE's terms and conditions.

Personal Details	Academics	Experience	Preferred Job	Documents	Profile Review	Video Interview	eSignature		
		44%							
Please fill these fields Signature   Mandatory	to complete your pro Documents	ofile : Job Category	Industry   Skills   Gende	er   Location   Driving	g License   Work Experie	nce   Spoken Language   E	Experience Years   M	lanagement Experience   Job '	Title   Profile Picture
								Create Japanese CV	Create English CV
								(To View Japanese CV in Acroba	t Reader, please install this packa
eSignature									
eSignature									
Please read the follow Please note that an e	ving statement care signature is the elec	efully, then acknow ctronic equivalent	ledge that you have re of a hand-written sign	ead and approved i ature.	t by providing the info	rmation requested at the	e bottom of the pa	ge.	
By signing up to yo employers who ma messages, or as de	ur account, you ag y contact you via tł tailed in our terms.	ree to the FiTE Terr he FiTE platform. Y	ns of Services and co ou also consent to sha	nsent to our Cookie re receiving marke	e Policy and Privacy Po ting messages from Fi	licy , and agree to share TE and may opt out fron	e your personal info n receiving such m	prmation with your registere ressages by following the ur	ed agent and the Isubscribe link in our
									li.
Do Not eSign Unti	You Have Read	The Above State	ment.						
By my eSignature Please signify you	below, I certify t acceptance by	hat I have read, t entering the info	ully understand an rmation requested	d accept all tern in the fields belo	ns of the foregoing ow.	statement.			
Please enter your full	name:								
									Previous



## Example of how to populate Industry Sector / Job Type / Skills / Certificates

Example 1:

1. David worked in the Finance Industry for JPMorgan for 6 years. He managed a team of developers regionally - designing and building finance systems

2. Previously David worked for Deloitte (Consulting Firm) as a consultant for 5 years

3. Most recently David has been working on a startup building disruptive technology in the IT Industry - Developing Software on the LAMP Stack

4. David also has various official certificates. i.e. AWS Solution Architect Certificate /

CCSP - Certified Cloud Security Professional certifications etc.

5. David's Programming Skills are mainly in C/C++, Python and LAMP

#### How does this translate into FiTE and what does it look like?

Please choose a maximum of 3 Industry Sectors that you have experience in - then please add number of years' experience:

Industry Typ	be Industry Catego	ory	Years of	Experience		
FINANCE BANKING / INSURANCE	Investment Bank		6			
IT / INTERNET	Consulting		5			
IT / INTERNET	Start Up / FinTech / Disrupt	ive Technology	ogy 2			
Please choose a max years experience:	imum of 3 Job Types that you have exp	perience in - the	en please add	number of		
Job Type	Job Category		Years of Ex	perience		
IT - MANAGEMENT	Development / Delivery		15			
IT - MANAGEMENT	Country / Regional / Global	- Management	10			
IT - PROGRAMMING	Full Stack E2E Delivery		2			
Please add Programr	ning Skills with years of experience:					
Programming Skills	Years	of Experience				
Stack - LAMP (Linux	, Apache, MySQL,PHP) 15					
Python	5					
C/CC++	5					
Please add any indus for validation:	stry Certificates you have received. Ind	licate the Comp	letion Data ar	nd Reference #		
Certificate Type	Certificate Category	Reference #	Completion Date	Expiry Date		
ACOUNTING / FINANCE	FINRA Series 7 - Representative Exam	ABCDE12345	2021/11/30	2024/11/30		
IT - (AMAZON)	AWS Certified Developer (Associate)	ABCDE12345	2019/07/22	2022/07/22		
IT - (AMAZON)	AWS Solutions Architect (Associate)	ABCDE12345	2020/07/22	2023/07/22		



IT - (ISC2) CCSP (Certified Cloud Security Professional)

ABCDE12345 2021/07/22 2021/07/22

#### In FiTE this is the best representation of David's Experience:

Please choose a maximum of 3 Industry Sec	tors that you	have experience in - then please a	dd number of years expe	rience:						
Industry		Industrial	Sector			Years of Expe	rience			
FINANCE BANKING / INSURANCE		* Investme	nt Bank		*	* 6				
Industry	ndustry Industrial Sector					Years of Expe	rience			
IT / INTERNET					*	5			Remove X	
ndustry Industrial Sector						Years of Expe	rience			
IT / INTERNET		₩ Start Up /	/ FinTech / Disruptive Teo	chnology		2			Remove X	
Please choose a maximum of 3 Job Types th Job Type	at you have	experience in - then please add nur Job Cate;	mber of years experience gory			Years of Expe	rience			
IT - MANAGEMENT					~	15			Add More 4	
Job Type Job Category						Years of Expe	rience			
IT - MANAGEMENT   Country / Regional / Global - Ma				agement	*	10			Remove X	
Job Type Job Category						Years of Experience				
IT - PROGRAMMING		* Full Stack	E2E Delivery		*	* 2				
Stack - LAMP (Linux, Apache, MySQL, PHI Skills (Choose/Type Other if option does not exis	?) I)		*	15 Years of Exper	rience				Add More+	
Python			*	5					Remove X	
Skills (Choose/Type Other if option does not exis	0			Years of Experience						
C/C++			٣	5					Remove X	
Please add any industry Certificates you hav	re received:	Certificate Ostenno	Palaranca #		Completion Date		Evening Data			
ACCOUNTING / FINANCE	*	EINRA Series 7 - Represen	* 123-abc		2002/01/01		2007/03/05		Add More +	
Certificates		Certificate Category	Reference #		Completion Date		Expiry Date	-		
IT - (AMAZON)	Ŧ	AWS Certified Developer	* 123-abc		vvvv/mm/dd		vvvv/mm/d4		Remove X	
Certificates		Certificate Category	Reference #		Completion Date		Expiry Date	3		
IT - (AMAZON)	Ŧ	AWS Certified Developer	* 123-abc		www/mm/dd		www./mm/d4		Remove X	
Cartificator		Cartificata Catagory	Reference #		Completion Date		Exploy Date	-		
Gen threaters	-	COSE (Cartified Clay d Ea	x sor ch		Completion Date		capity cate	-	Contract	
IT - ACCO		a second of the second of the second second	and the second second second		has been and the second s					

Page Break Example 2:

- 1. Ghous has 20 years' experience in the IT industry
- 2. Ghous has 6 years of experience working as a consultant for an IT company in Pakistan
- 3. Previously Ghous was a working for and Internet Service provided for 4 years
- 4. The remaining 10 years were with various roles with in IT

5. The Types of Jobs Ghous has performed in his career are predominantly PM / Infra Engineer / QA & Testing

- 6. Ghous has been certified as a PMP Project Manager
- 7. Ghous' Programming Skills are mainly in C#, .NET and SQL

#### How does this translate into FiTE and what does it look like?

Please choose a maximum of 3 Industry Sectors that you have experience in - then please add number of years' experience:

Industry Type	Industry Category	Years of Experience
IT/Internet	Consulting	6
IT/Internet	Internet Service	4
IT/Internet	Others	10
Please choose a maximum of years' experience:	3 Job Types that you have experience in - the	nen please add number of
Job Type	Job Category	Years of Experience
IT - PROJECT MANAGEMENT	Project Manager (Web / Open Systems)	12
IT - TECHNICAL	Infrastructure Engineer	5
IT - TECHNICAL	Quality Assurance / Testing Support	3
Please add Programming Skill	s with years of experience:	
Programming Skills	Years of Experience	
SQL-Oracle / MySQL / MSsql /	/ etc 10	
C#	5	
Stack - ASP.Net	5	
Please add any industry Certi for validation:	ficates you have received. Indicate the Com	pletion Data and Referencce #
		"Completion – , , ,

Certificate Type	Certificate Category	Reference #	Date	Expiry Date
IT - (PROJECT MANAGEMENT)	PMP .Project Management	1280846		



### In FiTE this is the best representation of Ghous's Experience:

Industry	Industri	al Sector			Years of Expe	rience	
IT / INTERNET	* Consul	ting		٣	6		Add More 4
Industry	Industri	al Sector			Years of Expe	rience	
IT / INTERNET	* Interne	Internet Service			4		Remove a
Industry	Industri	al Sector			Years of Expe	rience	
IT / INTERNET	* Others			٣	10		Remove a
Please choose a maximum of 3 Job Types that you have of Job Type	xperience in - then please add r Job Cal	umber of years experience legory			Years of Expe	rience	Add Menne
IT - PROJECT MANAGEMENT	* Project	Manager (Web / Open Sys	stems)	Ŧ	12		Add More
Job Type	Job Cat	tegory			Years of Expe	Barrent	
IT-TECHNICAL	▼ Infrastr	ucture Engineer		Ŧ	5		
Job Type	Job Cat	tegory			Years of Expe		
II - TECHNICAL	* Quality	Assurance / Testing Suppo	ort	Ŧ	5		
Please add skills Skills (Choose/Type Other if option does not exist) SQL - Oracle / MySQL / MSsql / etc Skills (Choose/Type Other if option does not exist) C#		*	Years of Exp 10 Years of Exp 5	erience erience			Add More of Rinneys
Skille Others (Tere Other Hartin day and with			Vears of Evo	arience			
Carely ACD Net		_	5				Ramova
oteck - Apr .Net		•	9				
Please add any industry Certificates you have received:							
Cartificator	Cortificate Category	Deference #		Completion Do	10	Evoiry Data	
Certificates	Certificate Category	Reference #		Completion Da	te	Expiry Date	Add Ment