FiTE

ファイト

Foreign iT Engineers

Candidate Portal User's Guide

About this publication

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

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Target Audience

The target audience, from a recruitment perspective, are IT Professionals with a specific background of qualifications and experiences capable of fulfilling a particular recruitment need in Japan.

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Starting the Web Application

To access the FiTE Job Portal, follow these steps:

1. **Go to the following Web address:**
   www.fite.jp

2. **Candidate Registration**
   Candidate has to subscribe himself/herself on the portal before using the application.

   2.1 Click on CANDIDATES Tab
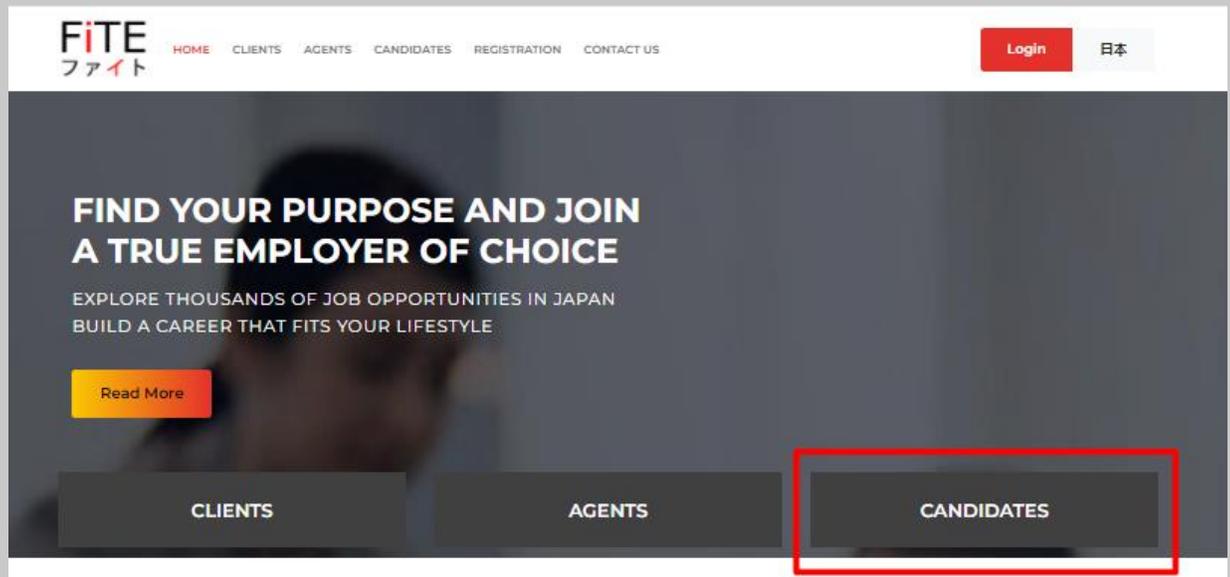
   2.2 Click on Register as a Candidate
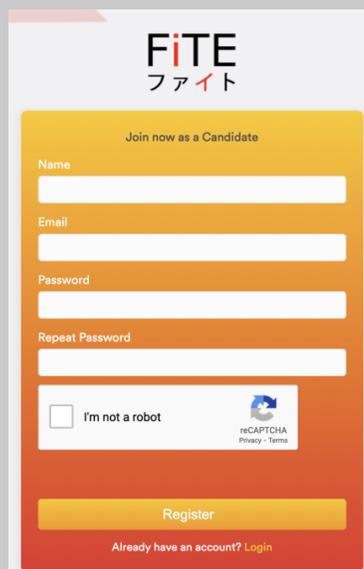
2.3 Enter below details with a valid email address:
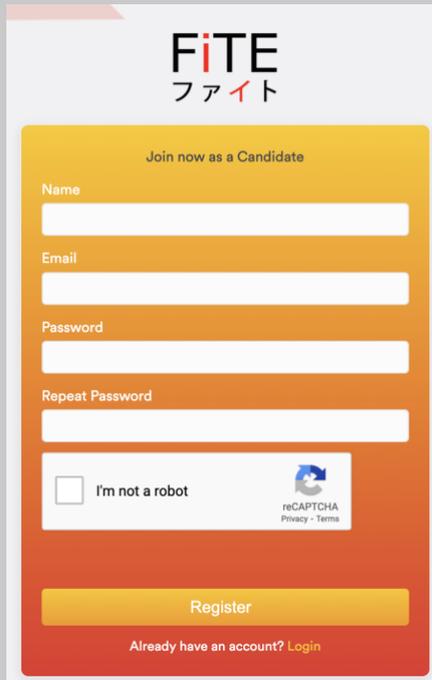
Password should follow below criteria:

- Atleast 8 Characters long.
- Atleast 1 Uppercase,
- Atleast 1 Special Character like (@ $ *)
- Atleast 1 Number
e.g; Portal@321

2.4 Click on "Register" Button:
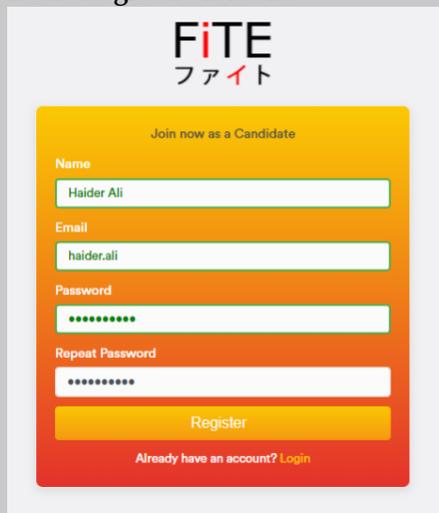
2.5 System generated email will be received for account verification:
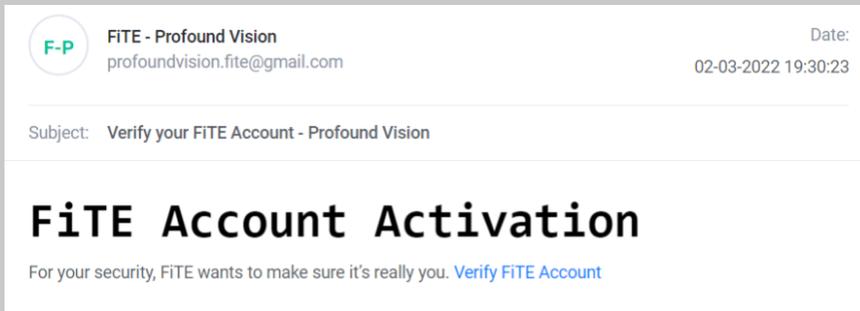
2.6 Verify your account by clicking on "Verify FiTE Account"
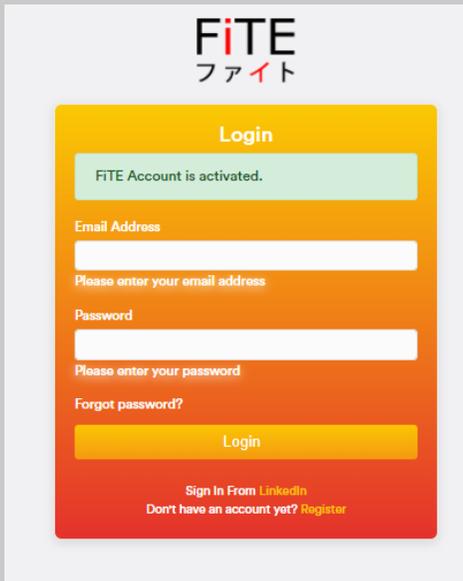
2.7 Now FiTE Candidate Account is ready to login.
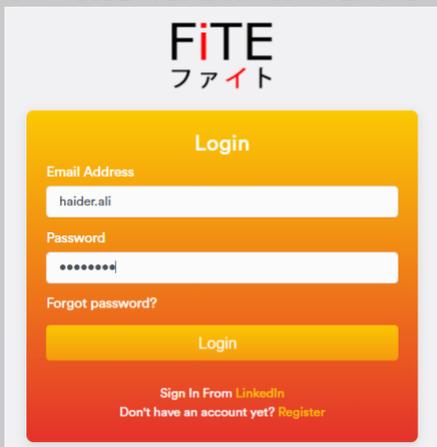
2.8 **Once logged in, you will be greeted with the dashboard**
Select the "Profile" tab to continue.

2.9 **You are now on the Main Profile Tab**
Here you will fill out all the necessary details to progress forward.

Please Note you can save and come back later to continue where you left off.
The Red bar is a progress bar showing how much you have completed the profile
The Blue hight lights underneath are the remaining tabs you have yet to fill, once filled
They will no longer be shown , in the above profile the documents have been uploaded
thus it is not showing the field 'documents'.

2.10 Once completely filled you can progress to the other corresponding tabs
Pressing Next will take you to the next tab

Profile
Dashboard / Profile

Save

| Personal Details | Academics | Experience | Preferred Job | Documents | Profile Review | Video Interview | eSignature |

68%

Please fill these fields to complete your profile : Job Category | Skills | Driving License | Academics | Experience Years | Management Experience | Signature |

Academic Details

Academic Details

Add More +

Academic Level

Country

Institute Name (Choose/Type Other if option does not exist)

Major Subject

Not completed yet ☐

Grade

Passing Year
dd/mm/yyyy

Remove ✕

Japanese Level
Conversation Level

JLPT Level
JLPT N1

English Level
Cant Speak

IELTS Level
Below 7.0

TOEFL Level
Below 94

TOEIC Level
Below 600

Previous   Next

Here we have the Academic tab where you can add more Academic details for futher information

If by any chance your Institution is not listed you can choose 'other' and register a new entry.

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

Please specify ✕

This field is required.

Major Subject

2.11 Next we have the Experience tab

Profile
Dashboard / Profile

Save

| Personal Details | Academics | Experience | Preferred Job | Documents | Profile Review | Video Interview | eSignature |

68%

Please fill these fields to complete your profile : Job Category | Skills | Driving License | Academics | Experience Years | Management Experience | Signature |

Experience

Add More +

Location
Pakistan

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

Job Title

Reason for Leaving
Provide brief statement

Employee Type

Initial Salary (annual)

Last Salary (annual)

Employment Tenure

Description

From
dd/mm/yyyy

To
dd/mm/yyyy

Currently Working ☐

Remove ✕

Here you fill out all the Job experience you have with multiple options as to where , when and what

If by any chance your 'Company' is not listed you can choose 'other' and register a new entry.

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

Please specify ✕

This field is required.

Job Title
Other

Other Professional Info

Years of Experience | Current Salary | Management Experience - Team Size | Expertise
Provid

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

Industry | Industrial Sector | Years of Experience
BUSINESS SERVICES & CONSULTING | Think Tank | 2 | Add More +

Please choose a maximum of 3 Job Types that you have experience in - then please add number of years experience:

Job Type | Job Category | Years of Experience
ADMINISTRATION / OFFICE SUPPORT | Accounting (Financial Accounting) | 2 | Add More +

Please add skills

Skills (Choose/Type Other if option does not exist) | Years of Experience
IBM Infrastructure | 2 | Add More +

After Adding the experience we have 'other professional info' making it easier to add more needed information.

Please add any industry Certificates you have received:

Certificates | Certificate Category | Reference # | Completion Date | Expiry Date
MANUFACTURING | | 8/746498 | 01/03/2022 | 02/03/2022 | Add More +

Reason for Application (up to 400 words)
hi are you

Special Note(special requests for salary, occupation, working hours, work location, etc.)
EN/JP

Translate to JP | Translate to JP

こんにちは

Cancel | Cancel

Create English CV

Create Japanese CV

To View Japanese CV in Acrobat Reader, please install this package

Previous | Next

A translator for 'English' to 'Japanese' is also available so that the user has better way of communication , with

'Create Japanese CV' Being the highlight , so that there is a lower communication gap and easier.

2.12 Next we have the Preferred Job Tab

Personal Details	Academics	Experience	Preferred Job	Documents	Profile Review	Video Interview	eSignature

68%

Please fill these fields to complete your profile : Job Category | Skills | Driving License | Academics | Experience Years | Management Experience | Signature |

Preferred Job

Your preferred location
> Pakistan

Preferred company to work for (Choose/Type Other if option does not exist)
>

Sector
> IT / INTERNET

Job Type
> IT - CONSULTING

Job Title
>

When you will be available
> Now

What type of work
> Full Time

Expected Salary
> USD 41,000 - 50,000

Previous   **Next**

Here you can add where you would like to work and what is your expected salary

2.13 The Documentation Tab is next

Personal Details	Academics	Experience	Preferred Job	Documents	Profile Review	Video Interview	eSignature

68%

Please fill these fields to complete your profile : Job Category | Skills | Driving License | Academics | Experience Years | Management Experience | Signature |

Documents

Upload Following Required Documents here :

CNIC - Identity Card / Birth Certificate / Passport - Photo & Signature / School Certificate / University Transcript / Resume (CV)

+ New Document Upload

Show
> 10

Records

Search
>

Serial No	Document	Type	Submission Date	Submitted For Attestation	Mandatory / Optional	Action
1	Birth Certificate	Non-Academic	Wed Mar 02 2022	Pending	Mandatory	
2	CNIC - Identity Card	Non-Academic	Wed Mar 02 2022	Pending	Mandatory	
3	Marriage Certificate Original	Non-Academic	Wed Mar 02 2022	Pending	Optional	
4	Post Graduate - PHD -School Certificate	Academic	Wed Mar 02 2022	Pending	Mandatory	

Showing 1 to 4 of 4 Records

← **1** →

Submit For Attestation

Previous   **Next**

You are requested to upload all the required documents for an international relocation , these documents will get attested before your are introduced to any clients in Japan. Attestation and verification with be done by your agent in Pakistan

2.14 The Profile Review

Personal Details	Academics	Experience	Preferred Job	Documents	Profile Review	Video Interview	eSignature

68%

Please fill these fields to complete your profile : Job Category | Skills | Driving License | Academics | Experience Years | Management Experience | Signature |

Personal Details   📄 **Download PDF**

Candidate ID	First Name*	Middle Name	Last Name
148	Bond	B	James

Email Address (private)*	Email Address (work)*	Phone Contact (private)*	Phone Contact (work)*
xolefedy@thecarinformation.com (Preferred)	xolefedy@thecarinformation.com	+922356895365 (Preferred)	+92561456

Date of Birth*	Gender	Country	Postal Code
1997-03-02	Male	Pakistan	-

Street	State	City	
UNITED	Balochistān	Turbat	

Native Language			
		Urdu	

Activ...
Go to ...

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

2.15 The Video Interview tab

Personal Details	Academics	Experience	Preferred Job	Documents	Profile Review	Video Interview	eSignature

80%

Please fill these fields to complete your profile : Driving License | Experience Years | Management Experience | Signature |

Video Interview (coming 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.

Activ...
Go to S...

Previous   Next

This tab is a work in progress

2.16 Esignature

Personal Details	Academics	Experience	Preferred Job	Documents	Profile Review	Video Interview	eSignature

80%

Please fill these fields to complete your profile : Driving License | Experience Years | Management Experience | Signature |

eSignature

eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an esignature is the electronic equivalent of a hand-written signature.

By pressing the "Save" button appearing on the screen below, you: (a) declare that to the best of your knowledge and belief, any and all information and/or documents provided to Profound Vision are true and complete and that nothing has been concealed; (b) understand that the information and/or documents provided by you are subject to pre-screening and verification and in the event the same are found to be incorrect or misleading, your employment application may be rejected.

Do Not eSign Until You Have Read The Above Statement.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.

Please enter your full name:

Acti

On this Tab you will be able to type in your name as a signature that you have agreed to the terms and cconditions of the FiTE portal.

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 Archtiect Certificate / CCSP - Certified Cloud Security Professional certifications etc..
5. Davids Programming Skills are mainly in C/C++ , Python and LAMP

How does this translate into FiTE and what does in 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
FINANCE BANKING / INSURANCE	Investment Bank	6
IT / INTERNET	Consulting	5
IT / INTERNET	Start Up / FinTech / Disruptive Technology	2

Please choose a maximum of 3 Job Types that you have experience in - then please add number of years experience:

Job Type	Job Category	Years of Experience
IT - MANAGEMENT	Development / Delivery	15
IT - MANAGEMENT	Country / Regional / Global - Management	10
IT - PROGRAMMING	Full Stack E2E Delivery	2

Please add Programming 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 industry Certificates you have received. Indicate the Completion Data and Referencce # for validation:

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 Davids Experience:

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

Industry	Industrial Sector	Years of Experience	
FINANCE BANKING / INSURANCE	Investment Bank	6	Add More +
IT / INTERNET	Consulting	5	Remove x
IT / INTERNET	Start Up / FinTech / Disruptive Technology	2	Remove x

Please choose a maximum of 3 Job Types that you have experience in - then please add number of years experience:

Job Type	Job Category	Years of Experience	
IT - MANAGEMENT	Development / Delivery	15	Add More +
IT - MANAGEMENT	Country / Regional / Global - Management	10	Remove x
IT - PROGRAMMING	Full Stack E2E Delivery	2	Remove x

Please add skills

Skills (Choose/Type Other if option does not exist)	Years of Experience	
Stack - LAMP (Linux, Apache, MySQL, PHP)	15	Add More +
Python	5	Remove x
C/C++	5	Remove x

Please add any industry Certificates you have received:

Certificates	Certificate Category	Reference #	Completion Date	Expiry Date	
ACCOUNTING / FINANCE	FINRA Series 7 - Represen...	123-abc	2002/03/01	2007/03/01	Add More +
IT - (AMAZON)	AWS Certified Developer ...	123-abc	yyyy/mm/dd	yyyy/mm/dd	Remove x
IT - (AMAZON)	AWS Certified Developer ...	123-abc	yyyy/mm/dd	yyyy/mm/dd	Remove x
IT - (ISC2)	CCSP (Certified Cloud Se...	123-abc	yyyy/mm/dd	yyyy/mm/dd	Remove x

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 in 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 3 Job Types that you have experience in - then please add number of years experience:

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 Skills 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 Certificates you have received. Indicate the Completion Data and Referencce # for validation:

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

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

Industry	Industrial Sector	Years of Experience	
IT / INTERNET	Consulting	6	Add More +
IT / INTERNET	Internet Service	4	Remove ✕
IT / INTERNET	Others	10	Remove ✕

Please choose a maximum of 3 Job Types that you have experience in - then please add number of years experience:

Job Type	Job Category	Years of Experience	
IT - PROJECT MANAGEMENT	Project Manager (Web / Open Systems)	12	Add More +
IT - TECHNICAL	Infrastructure Engineer	5	Remove ✕
IT - TECHNICAL	Quality Assurance / Testing Support	3	Remove ✕

Please add skills

Skills (Choose/Type Other if option does not exist)	Years of Experience	
SQL - Oracle / MySQL / MSsql / etc..	10	Add More +
C#	5	Remove ✕
Stack - ASP .Net	5	Remove ✕

Please add any industry Certificates you have received:

Certificates	Certificate Category	Reference #	Completion Date	Expiry Date	
IT - (PROJECT MANAGEMENT)	PMP....Project Manageme...	1280846	06/29/2009	06/28/2025	Add More +