



Application Guidance – Home Page

**Talent Development & Management Department
Human Resources Division
Hitachi-Johnson Controls Air Conditioning, Inc.**



HITACHI
Air conditioning solutions

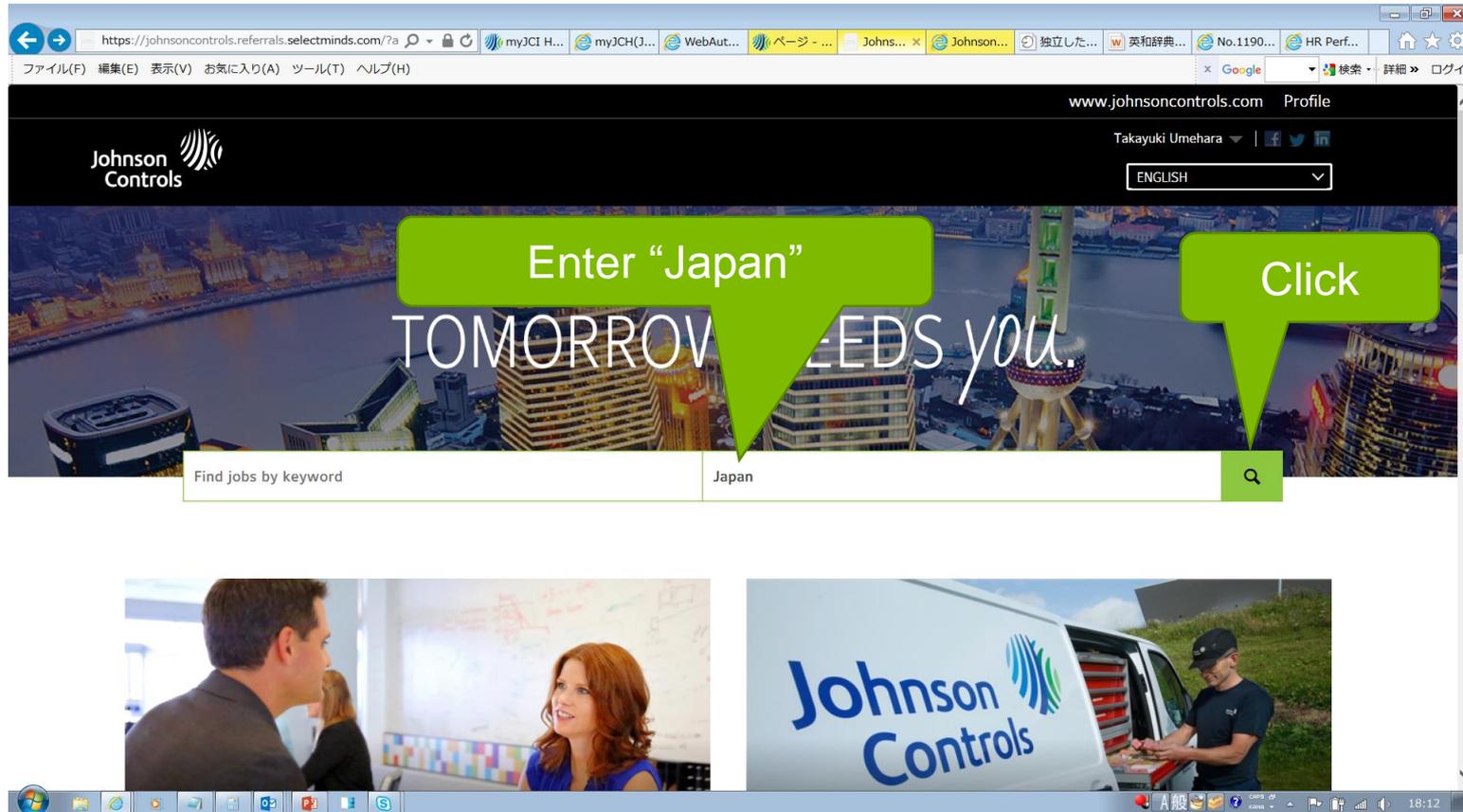
1. How to apply to Job Opportunities

This is the instruction of how to apply to the Job Opportunities posted in the Home Page.

Click “エントリー” on “募集職種” pages, and then you can access to the following pages. Please follow the instruction and complete your application.

2. Search for Job

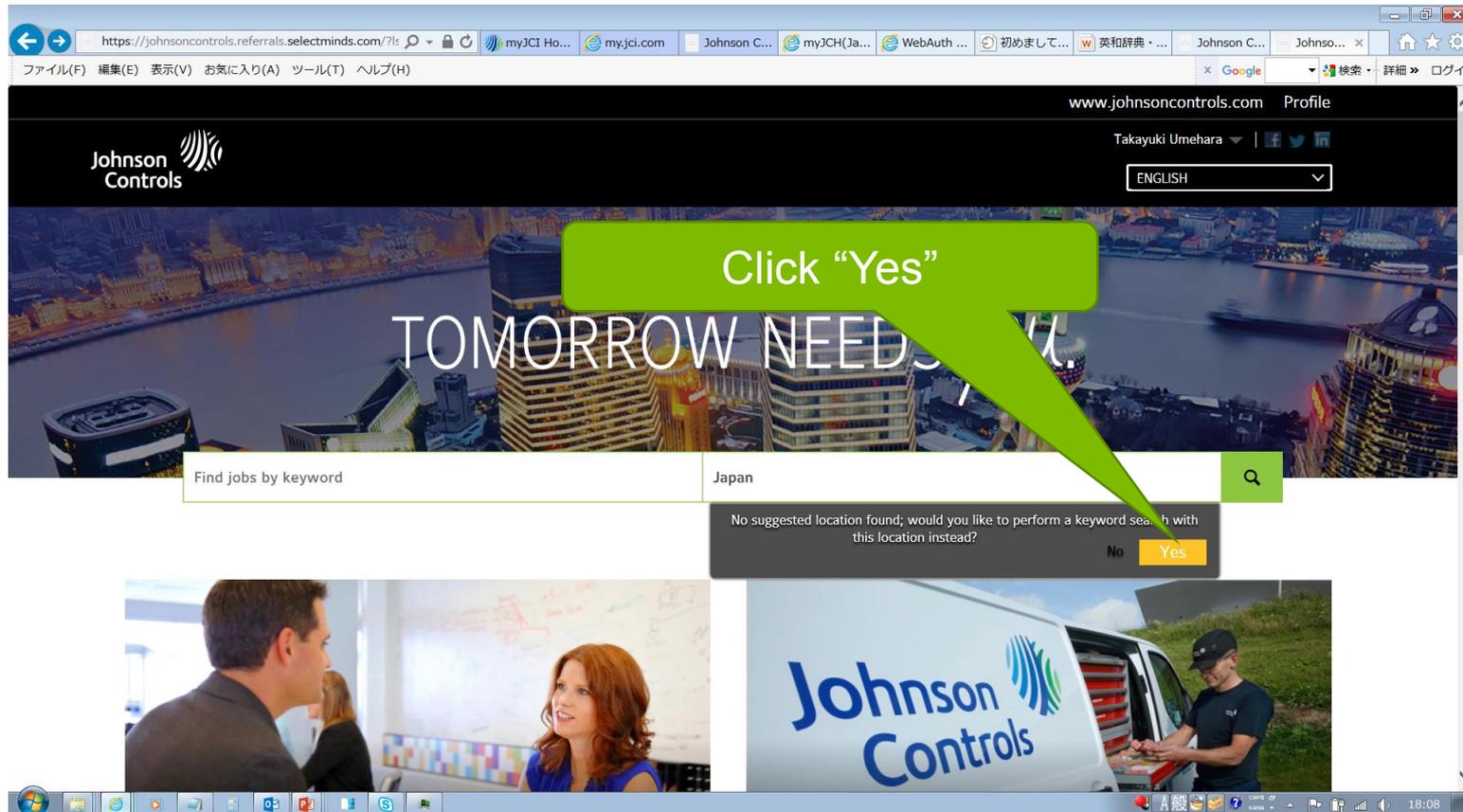
■ Enter your location



The screenshot shows a web browser window displaying the Johnson Controls website. The browser's address bar shows the URL: <https://johnsoncontrols.referrals.selectminds.com/?a>. The website header includes the Johnson Controls logo, the user name "Takayuki Umehara", and a language dropdown menu set to "ENGLISH". The main content area features a large banner with the text "TOMORROW NEEDS you." and a search bar. A green callout bubble points to the search bar with the text "Enter 'Japan'", and another green callout bubble points to the search button with the text "Click". The search bar contains the text "Japan" and the search button has a magnifying glass icon. Below the banner, there are two images: one showing three people in a meeting and another showing a Johnson Controls van with a technician working on it. The Windows taskbar at the bottom shows the time as 18:12.

2. Search for Job

■ Enter your location



The screenshot shows a web browser window displaying the Johnson Controls job search page. The browser's address bar shows the URL: <https://johnsoncontrols.referrals.selectminds.com/?ls>. The page header includes the Johnson Controls logo, the user's name 'Takayuki Umehara', and a language dropdown menu set to 'ENGLISH'. The main content area features a large banner with the text 'TOMORROW NEEDS' and a search bar containing the keyword 'Japan'. A green callout bubble with the text 'Click "Yes"' points to the 'Yes' button in a dialog box that appears below the search bar. The dialog box contains the message: 'No suggested location found; would you like to perform a keyword search with this location instead?' and two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted in orange. Below the dialog box, there are two images: one showing three people in a meeting and another showing a Johnson Controls service van with a technician.

2. Search for Job

■ Enter your location

The screenshot shows a web browser window with the URL <https://johnsoncontrols.referrals.selectminds.com/via>. The page header includes the Johnson Controls logo and navigation links. A search bar at the top contains the text "Japan". A green callout bubble points to the search bar with the text "Enter 'Japan' again and click Japan popup". Another green callout bubble points to the search button with the text "Click". Below the search bar, a dropdown menu shows "Japan" selected. The search results section is titled "Japan" and shows "All locations Only show: 3 results". There are two job listings visible:

- Federal Project Manager - International Site - South Korea or Japan**
Location: Korea, Republic of, Korea, Republic of, Seoul and 101 additional locations
Category: Field Operations
- Federal Account Executive - International Site - South Korea or Japan**
Location: Korea, Republic of, Korea, Republic of, Seoul and 101 additional locations

2. Search for Job

- Check and click the position you would like to apply

The screenshot shows a web browser window with the URL <https://johnsoncontrols.referrals.selectminds.com/jol>. The search bar contains the text "Japan" and a search button. Below the search bar, the page displays "All jobs" for "Japan" with "1 result". A green callout bubble with the word "Click" points to the job listing "HRBP - HR - Tokyo - Japan - JCH". The job listing includes the location "Japan, Tokyo, Tokyo" and the category "Human Resources". The left sidebar shows filters for Languages (English (1)), Location (Japan, Tokyo, Tokyo (1)), and Category.

3. Apply for Job

- Read the Job Requisition stated below and click to apply



HRBP - HR - Tokyo - Japan - JCH

Location: Japan, Tokyo, Tokyo

Job Category: Human Resources

Job Number: 153137

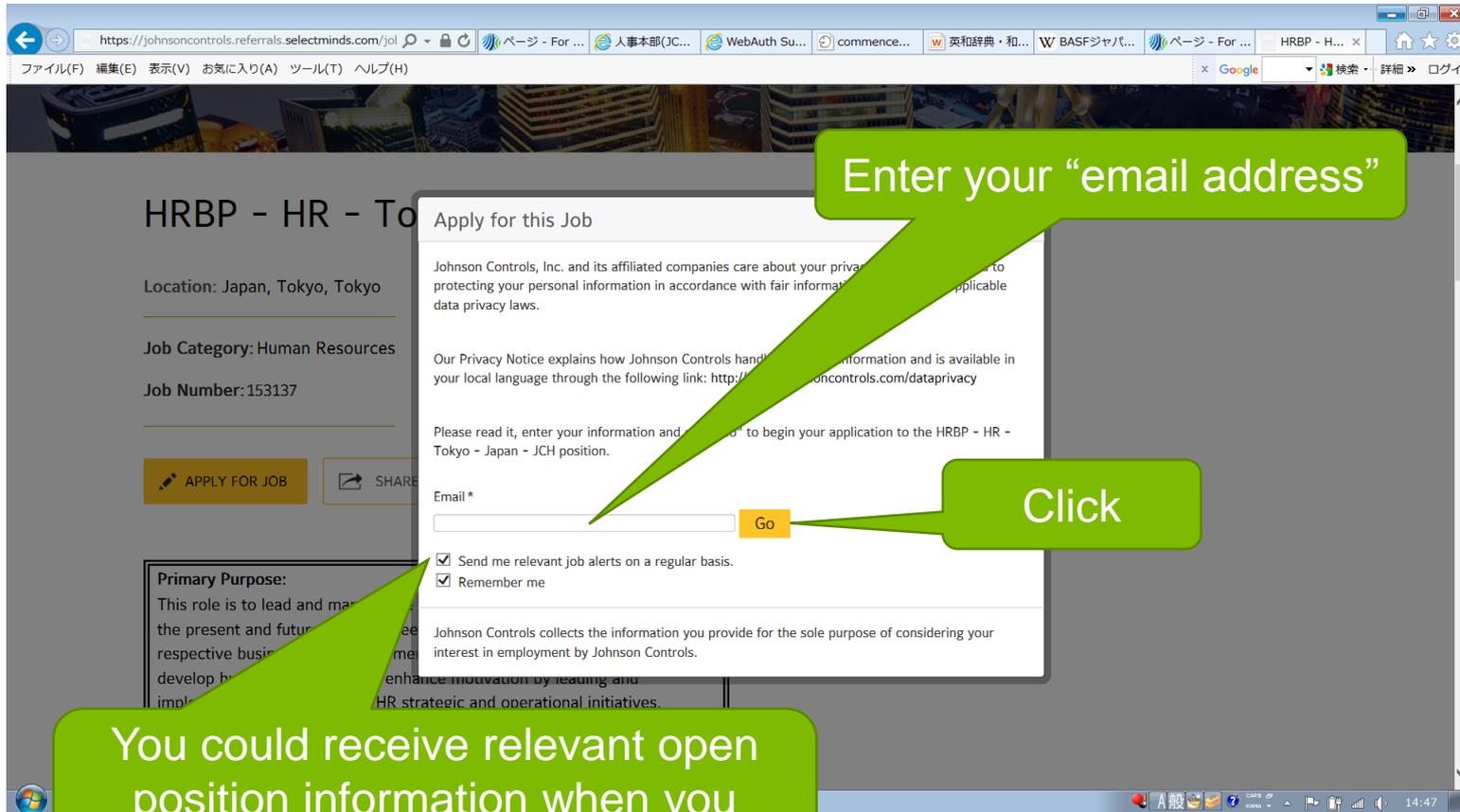
Click

[APPLY FOR JOB](#) [SHARE THIS JOB](#) [SIGN UP FOR JOB ALERTS](#)

Primary Purpose:
This role is to lead and manage the people related agenda as HRBP to meet the present and future business needs, through closely working with respective business leaders and members, build organizational capability, develop human resources, and enhance motivation by leading and implementing comprehensive HR strategic and operational initiatives.
| The partner leads the change management projects and manages the HR related internal and external communication.
| The partner will help business successful from HR side of Function Based:

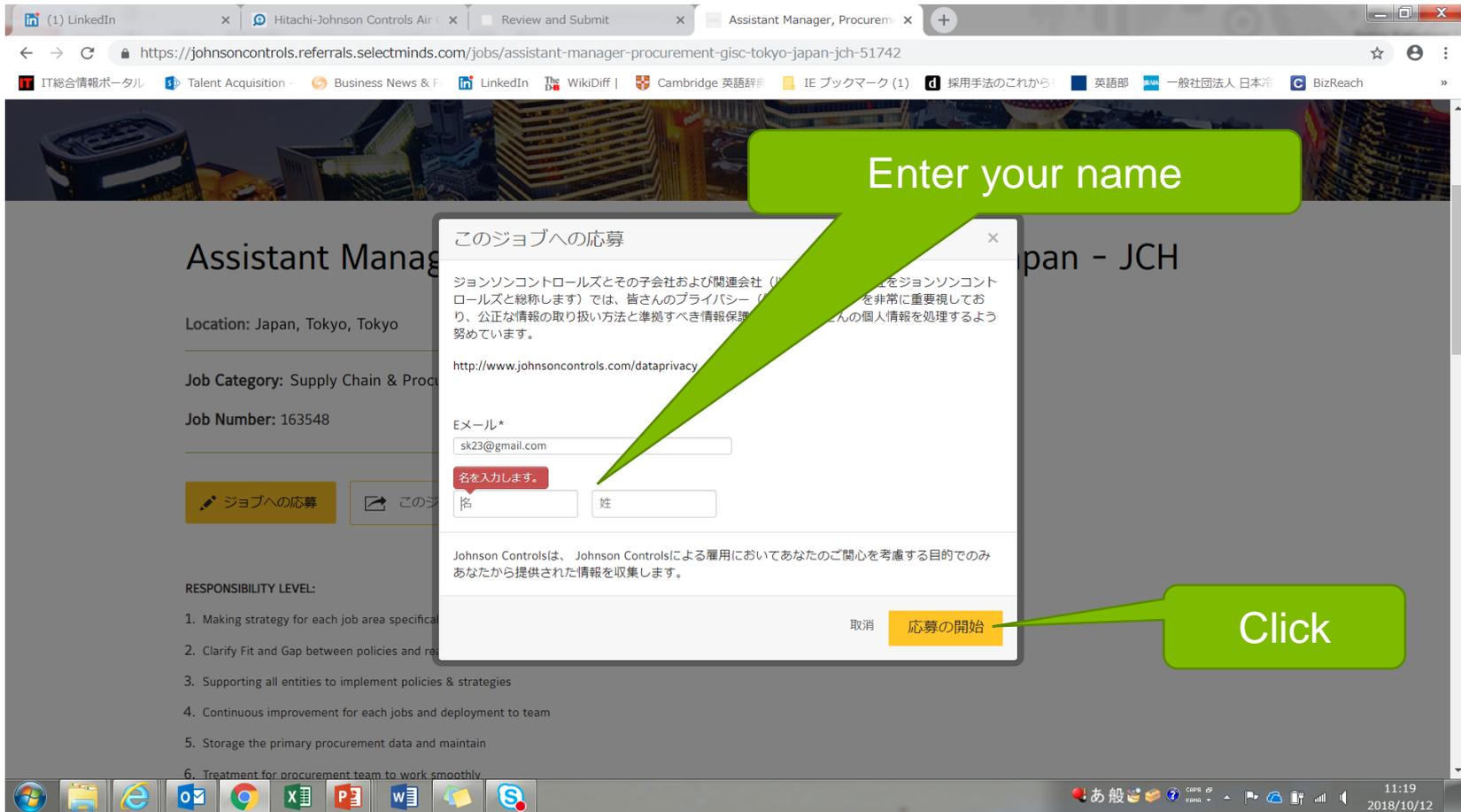
3. Apply for Job

- Read the instruction, enter your email address and click to proceed



3. Apply for Job

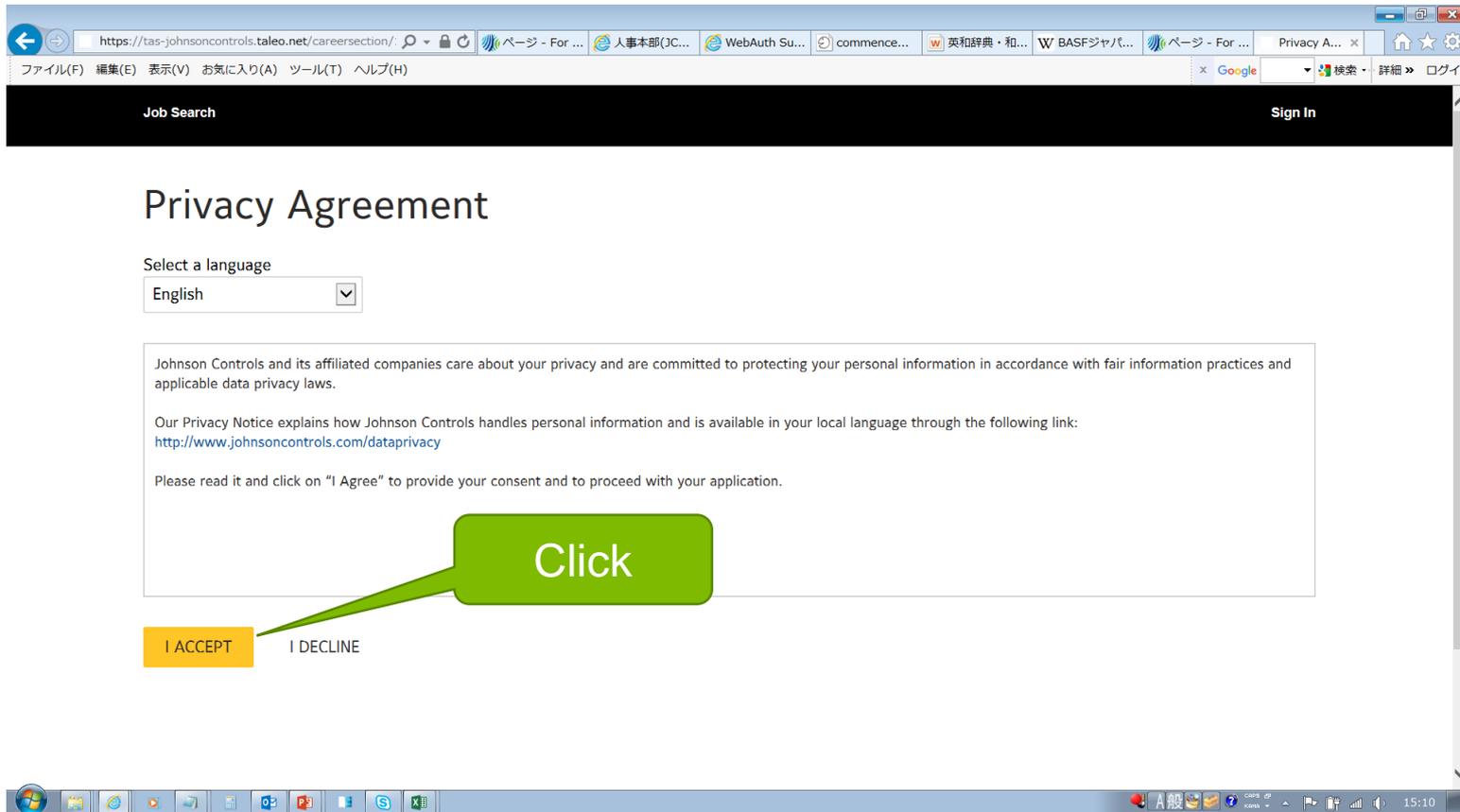
■ Enter your name and click to proceed



The screenshot shows a web browser window with the URL <https://johnsoncontrols.referrals.selectminds.com/jobs/assistant-manager-procurement-gisc-tokyo-japan-jch-51742>. The page title is "Assistant Manager, Procurement - JCH". The job details include "Location: Japan, Tokyo, Tokyo" and "Job Number: 163548". A modal window titled "このジョブへの応募" (Apply for this job) is open, containing a privacy policy notice, an email field with "sk23@gmail.com", and name input fields for "名" (Name) and "姓" (Surname). A red button says "名を入力します。" (Enter name). At the bottom of the modal are "取消" (Cancel) and "応募の開始" (Start Application) buttons. A green callout bubble points to the "名" and "姓" fields with the text "Enter your name". Another green callout bubble points to the "応募の開始" button with the text "Click".

3. Apply for Job

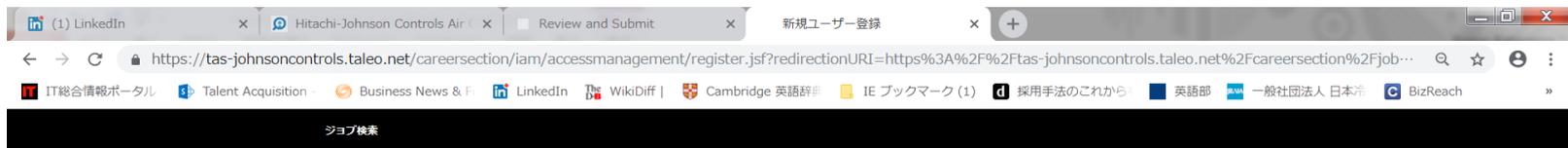
- Read the Privacy Agreement and click to accept



3. Apply for Job

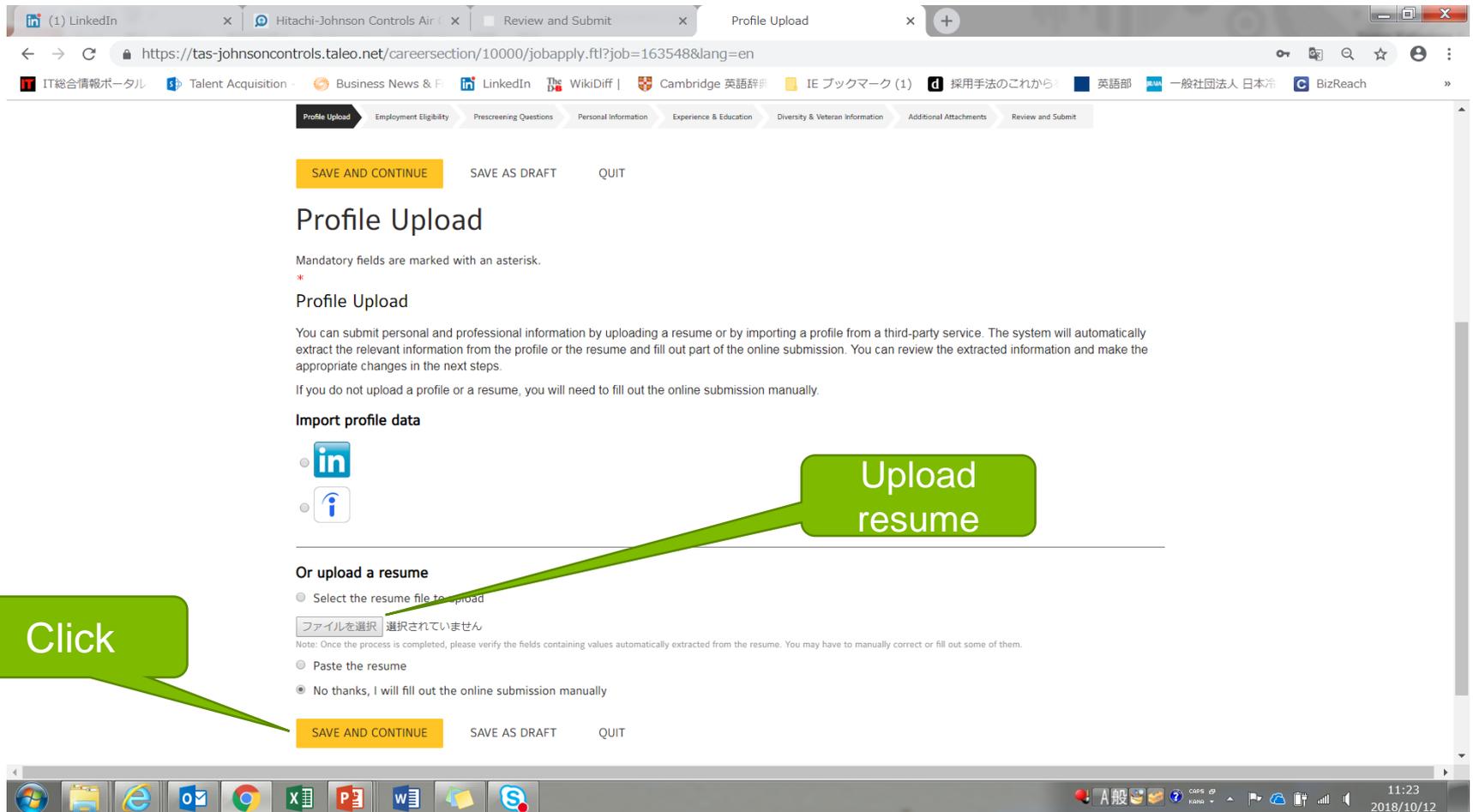
■ Input information for user registration

※ IDs and PWs already registered are not eligible. Please input new ID and PW again.



3. Apply for Job

■ Upload resume



Profile Upload

Mandatory fields are marked with an asterisk.

Profile Upload

You can submit personal and professional information by uploading a resume or by importing a profile from a third-party service. The system will automatically extract the relevant information from the profile or the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps.

If you do not upload a profile or a resume, you will need to fill out the online submission manually.

Import profile data

- 
- 

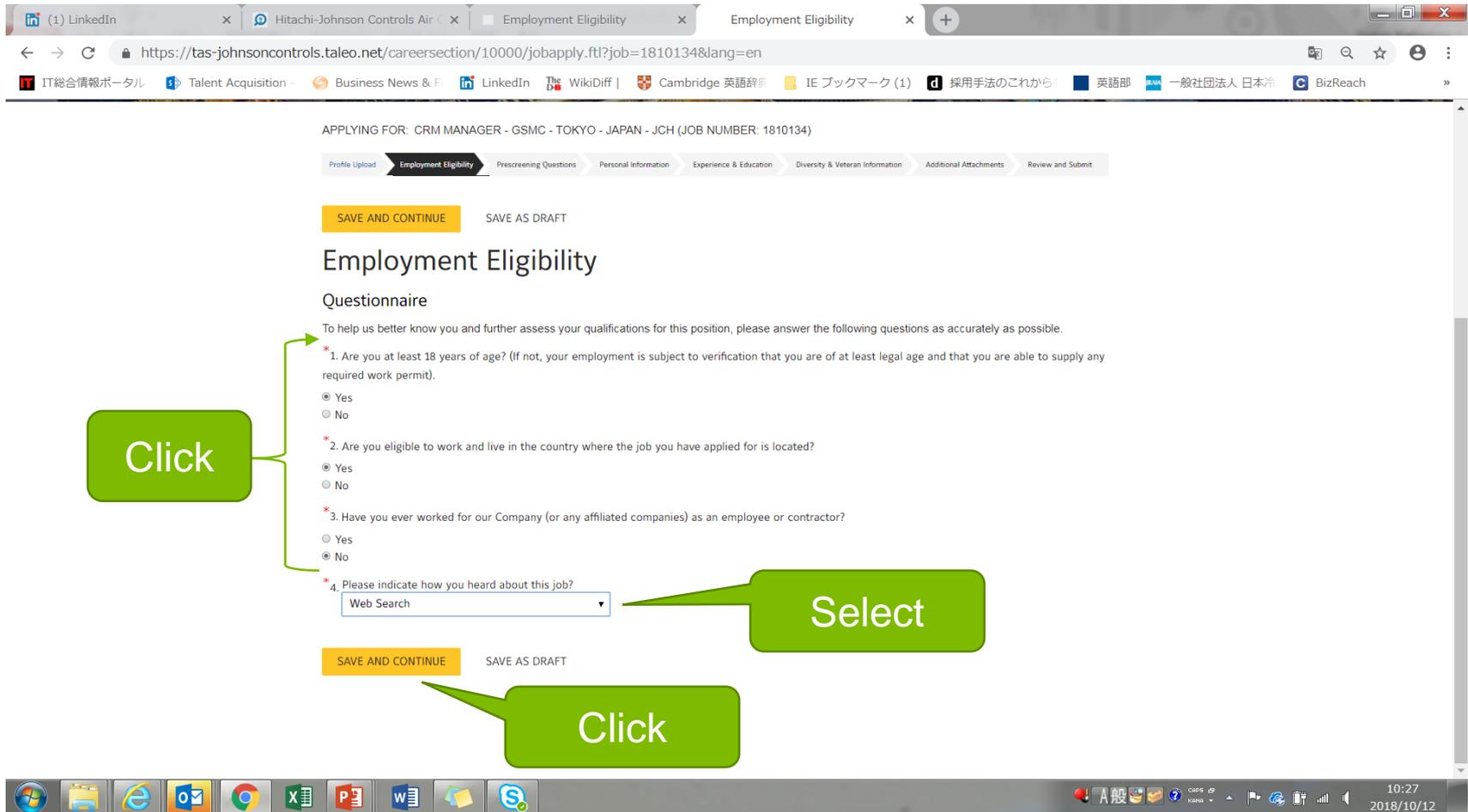
Or upload a resume

- Select the resume file to upload
 選択されていません
Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.
- Paste the resume
- No thanks, I will fill out the online submission manually

SAVE AND CONTINUE SAVE AS DRAFT QUIT

3. Apply for Job

■ Click and select the answers as appropriate



APPLYING FOR: CRM MANAGER - GSMC - TOKYO - JAPAN - JCH (JOB NUMBER: 1810134)

Profile Upload **Employment Eligibility** Prescreening Questions Personal Information Experience & Education Diversity & Veteran Information Additional Attachments Review and Submit

SAVE AND CONTINUE SAVE AS DRAFT

Employment Eligibility

Questionnaire

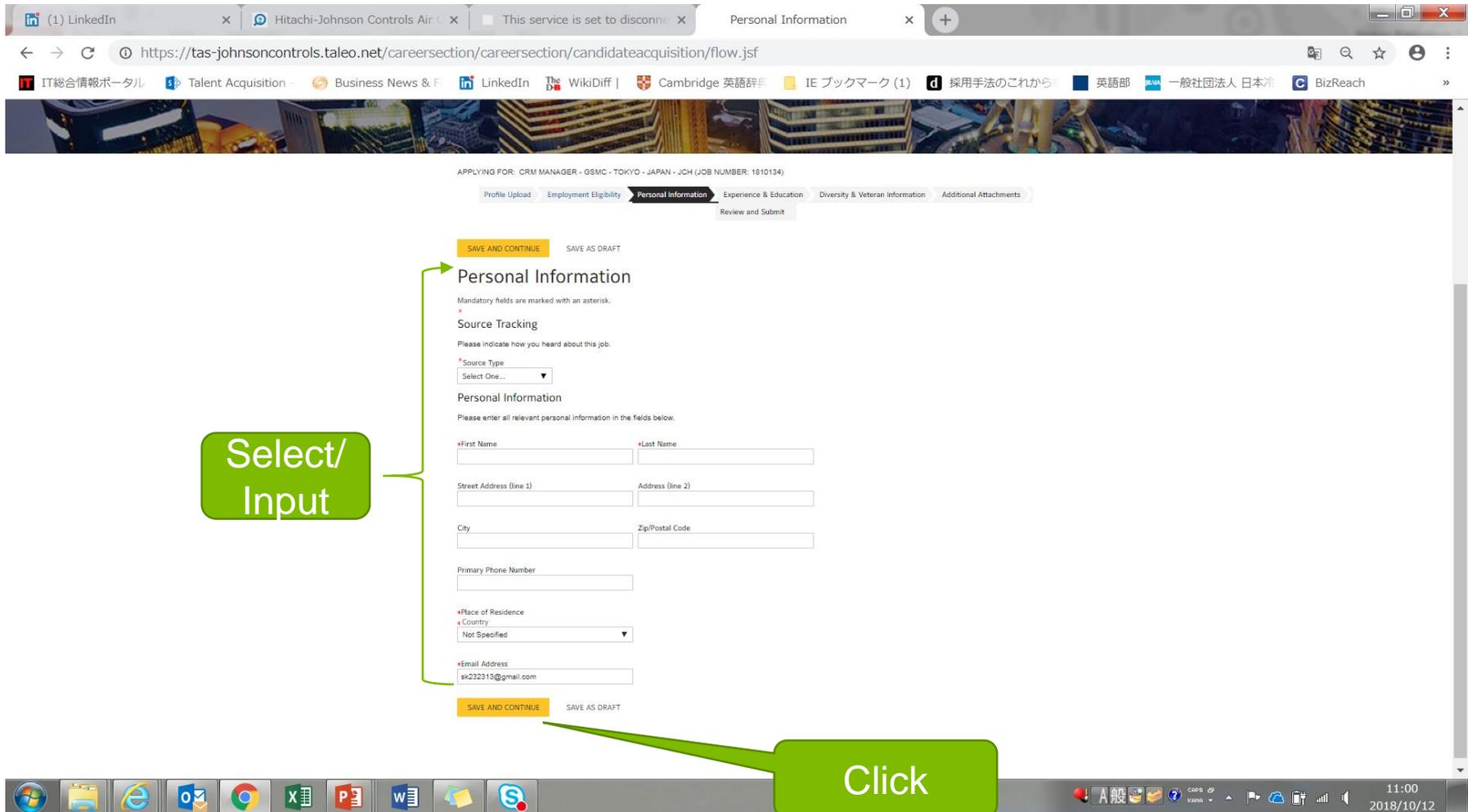
To help us better know you and further assess your qualifications for this position, please answer the following questions as accurately as possible.

- * 1. Are you at least 18 years of age? (If not, your employment is subject to verification that you are of at least legal age and that you are able to supply any required work permit.)
 - Yes
 - No
- * 2. Are you eligible to work and live in the country where the job you have applied for is located?
 - Yes
 - No
- * 3. Have you ever worked for our Company (or any affiliated companies) as an employee or contractor?
 - Yes
 - No
- * 4. Please indicate how you heard about this job?
 - Web Search

SAVE AND CONTINUE SAVE AS DRAFT

3. Apply for Job

■ Select and input personal information



APPLYING FOR: CRM MANAGER - QSMC - TOKYO - JAPAN - JCH (JOB NUMBER: 1810134)

Profile Upload | Employment Eligibility | **Personal Information** | Experience & Education | Diversity & Veteran Information | Additional Attachments

Review and Submit

SAVE AND CONTINUE | SAVE AS DRAFT

Personal Information

Mandatory fields are marked with an asterisk.

Source Tracking
Please indicate how you heard about this job.

*Source Type
Select One...

Personal Information
Please enter all relevant personal information in the fields below.

*First Name *Last Name

Street Address (line 1) Address (line 2)

City Zip/Postal Code

Primary Phone Number

*Place of Residence
*Country
Not Specified

*Email Address
sk22213@gmail.com

SAVE AND CONTINUE | SAVE AS DRAFT

Select/ Input

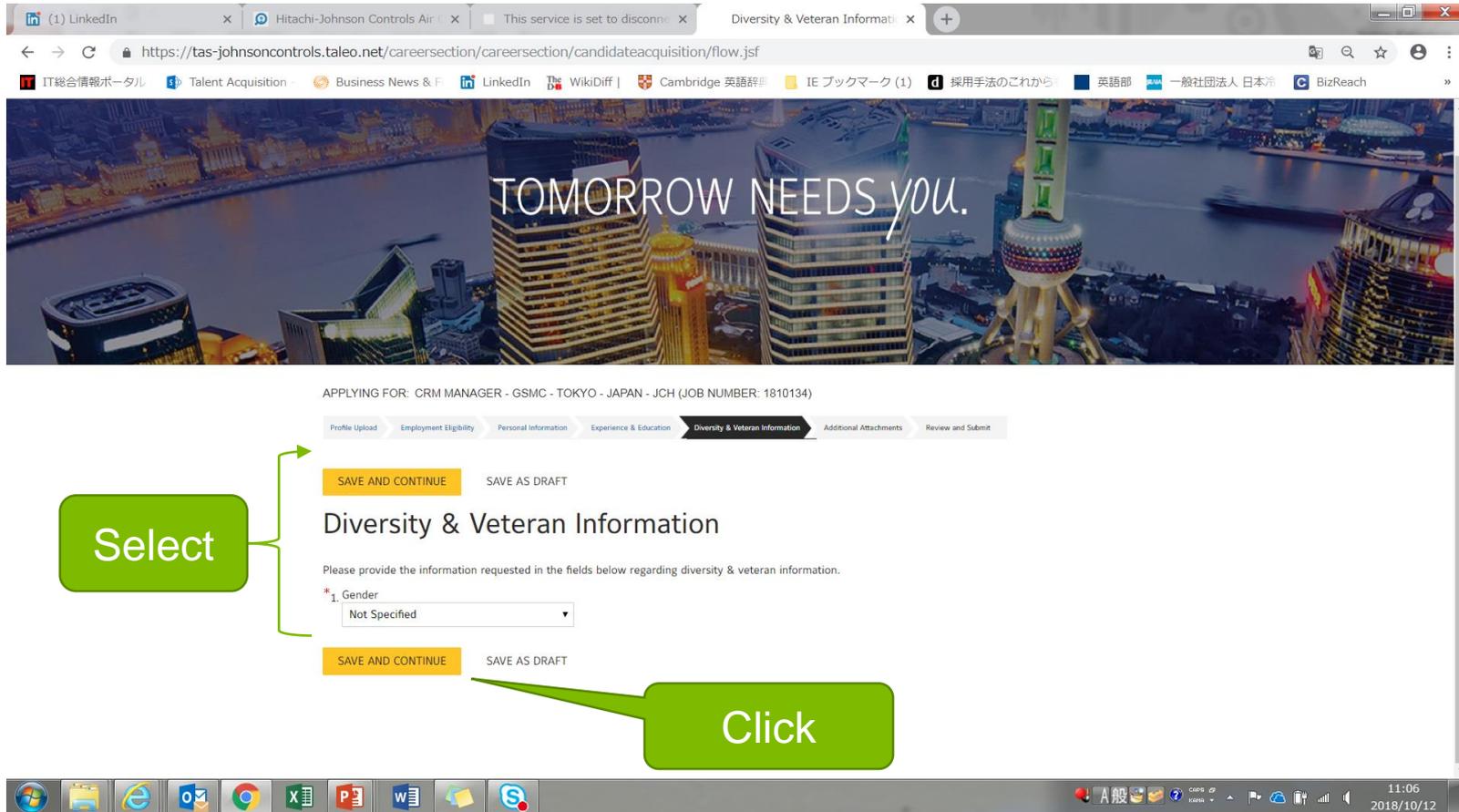
Click

3. Apply for Job

■ Input career experience and academic information

3. Apply for Job

■ Select diversity



Browser tabs: (1) LinkedIn, Hitachi-Johnson Controls Air, This service is set to disconn, Diversity & Veteran Informati

Address bar: <https://tas-johnsoncontrols.taleo.net/careersection/careersection/candidateacquisition/flow.jsf>

Page Title: TOMORROW NEEDS you.

APPLYING FOR: CRM MANAGER - GSMC - TOKYO - JAPAN - JCH (JOB NUMBER: 1810134)

Progress: Profile Upload | Employment Eligibility | Personal Information | Experience & Education | **Diversity & Veteran Information** | Additional Attachments | Review and Submit

Buttons: SAVE AND CONTINUE | SAVE AS DRAFT

Diversity & Veteran Information

Please provide the information requested in the fields below regarding diversity & veteran information.

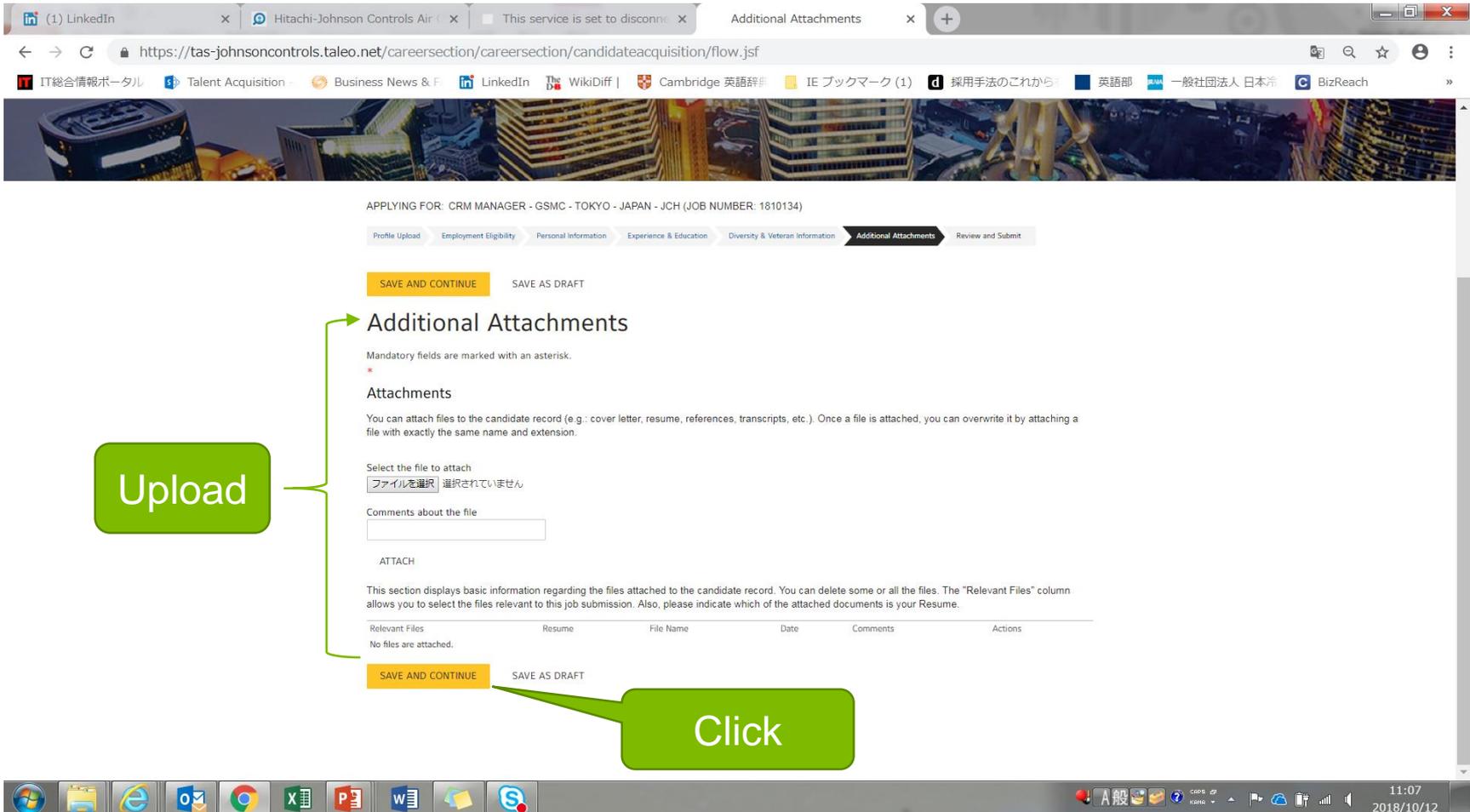
*1 Gender

Buttons: SAVE AND CONTINUE | SAVE AS DRAFT

Taskbar: Windows 10 taskbar with icons for File Explorer, Edge, Outlook, Chrome, Excel, PowerPoint, Word, OneDrive, and Teams. System tray shows date and time: 11:06 2018/10/12.

3. Apply for Job

■ Upload additional attachments



APPLYING FOR: CRM MANAGER - GSMC - TOKYO - JAPAN - JCH (JOB NUMBER: 1810134)

Profile Upload | Employment Eligibility | Personal Information | Experience & Education | Diversity & Veteran Information | **Additional Attachments** | Review and Submit

SAVE AND CONTINUE SAVE AS DRAFT

Additional Attachments

Mandatory fields are marked with an asterisk.
*

Attachments

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach
 選択されていません

Comments about the file

ATTACH

This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. The "Relevant Files" column allows you to select the files relevant to this job submission. Also, please indicate which of the attached documents is your Resume.

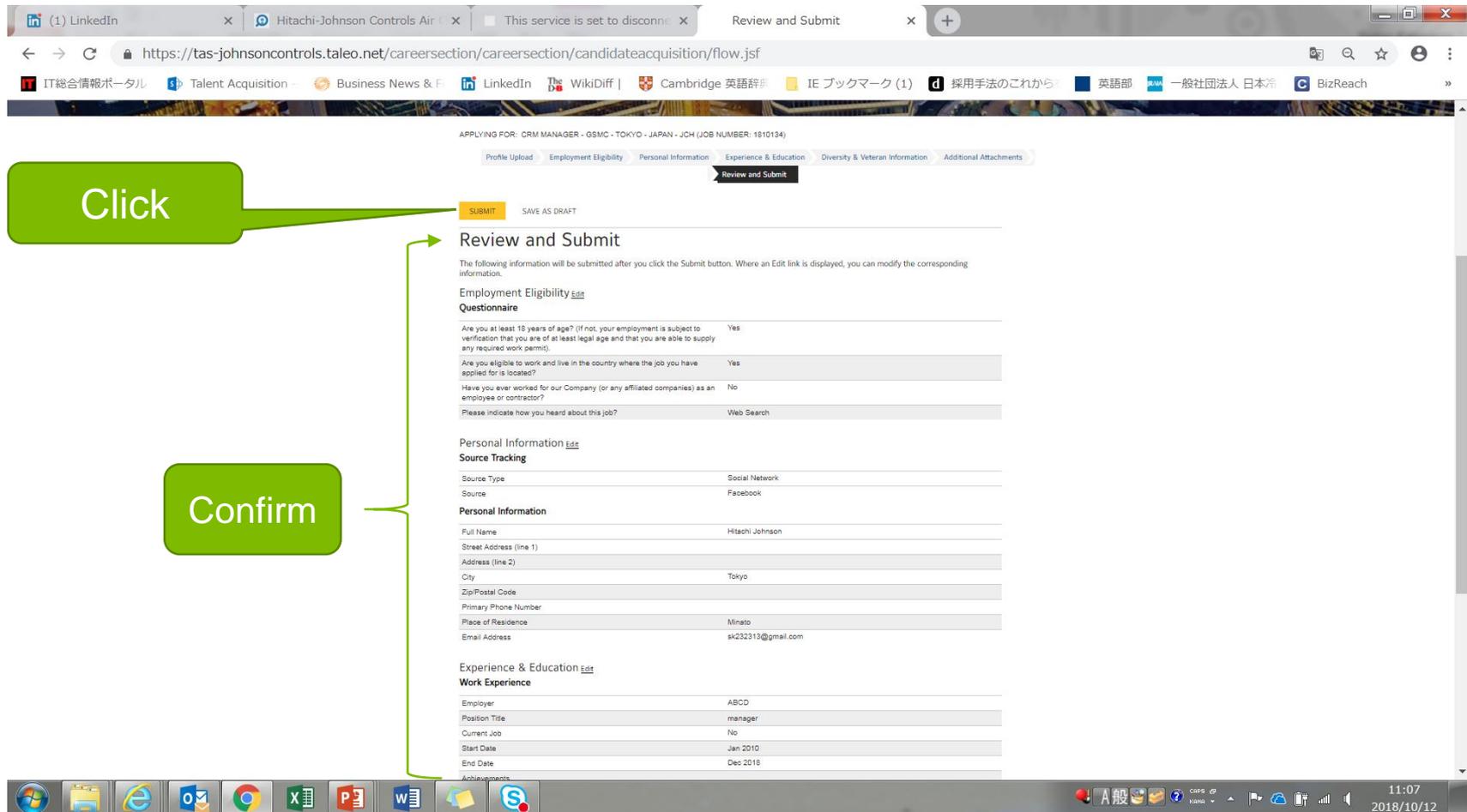
Relevant Files	Resume	File Name	Date	Comments	Actions
No files are attached.					

SAVE AND CONTINUE SAVE AS DRAFT

Click

3. Apply for Job

■ Confirm your information and click to apply



The screenshot shows a web browser window with the URL <https://tas-johnsoncontrols.taleo.net/careersection/careersection/candidateacquisition/flow.jsf>. The page title is "Review and Submit". At the top, there are navigation tabs: Profile Upload, Employment Eligibility, Personal Information, Experience & Education, Diversity & Veteran Information, and Additional Attachments. The "Review and Submit" tab is active.

On the left side of the page, there are two green callout boxes:

- A box labeled "Click" with an arrow pointing to the "SUBMIT" button.
- A box labeled "Confirm" with a bracket pointing to the "Review and Submit" section of the form.

The "Review and Submit" section contains the following information:

APPLYING FOR: CRM MANAGER - GSMC - TOKYO - JAPAN - JQH (JOB NUMBER: 1810134)

Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

Employment Eligibility [Edit](#)

Questionnaire

Are you at least 18 years of age? (if not, your employment is subject to verification that you are of at least legal age and that you are able to supply any required work permit).	Yes
Are you eligible to work and live in the country where the job you have applied for is located?	Yes
Have you ever worked for our Company (or any affiliated companies) as an employee or operator?	No
Please indicate how you heard about this job?	Web Search

Personal Information [Edit](#)

Source Tracking

Source Type	Social Network
Source	Facebook

Personal Information

Full Name	Hitachi Johnson
Street Address (line 1)	
Address (line 2)	
City	Tokyo
Zip/Postal Code	
Primary Phone Number	
Place of Residence	Minato
Email Address	sk232313@gmail.com

Experience & Education [Edit](#)

Work Experience

Employer	ABCD
Position Title	manager
Current Job	No
Start Date	Jan 2010
End Date	Dec 2016

Achievements