

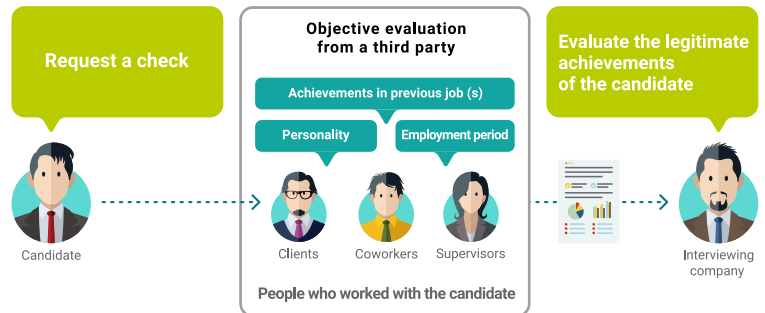
For those who have agreed to a reference check

Information about its purpose and procedure

What is a reference check?

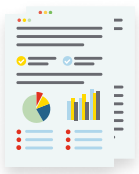



A reference check is to check the candidates success and personality by asking for a recommendation from a referee, having obtained the candidates consent, in compliance with laws and privacy regulations.

The ID photo of the referee will be deleted after approval.



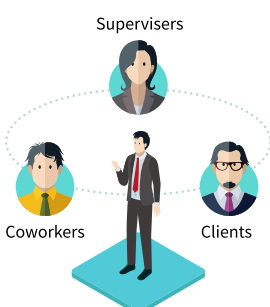
Purpose of reference check

The reference check allows a hiring company to learn about the referee's impression of a candidate in terms of their work ethic, results delivered, trustworthiness, and other traits desirable for adjusting into a new working environment. In so doing, the company will have appropriate expectations of the candidate who joins the company.

Documents / CV	Aptitude test	Interviews	Reference check
			
<ul style="list-style-type: none"> Verification of employment history and achievements Information provided by candidate Employment history and written abilities 	<ul style="list-style-type: none"> Verification of personality and basic skills Information provided by candidate Inherent traits 	<ul style="list-style-type: none"> Verification of skills and impressions Information provided by candidate Conversational skills 	<ul style="list-style-type: none"> Verification of previous employment rating and personableness Information provided by a third party (referee) Accumulated trust and achievements

Process of reference check

A request for a reference check will be sent.



Estimated time required

Approximately 30 minutes to 1 hour (varies depending on the number of questions)

The recommended length for descriptive questions is about 60~70 words.

Depending on the company's setup, you may be required to submit documents to verify your identity. (identification document with photo, business card image of current employer, etc.) Details can be found in the request email.

- 01 Access the site from the link in the email
Enter personal information
- 02 Questionnaire: Description format
- 03 Questionnaire: Selection format
- 04 Upload identity verification information



Interviewing Company



Frequently Asked Questions

Q To what extent will my personal information be used?

A Only the candidate's name, company name, department information, telephone number, and identity verification documents provided in the reference response will be used, restricted to the purposes of the reference check.

It will not be provided to any third party other than the hiring company, and nothing will be disclosed to the public.

Q Does it comply with the Personal Information Protection Law?

A As an example of a violation of the Personal Information Protection Law, if **the recruiter interviews a referee about the candidate without the candidate's permission**, both the recruiting firm and the referee may be deemed to have gone against the law.

"back check" is designed not to fall under the Personal Information Protection Act, as candidates and recommenders must have given consent beforehand.

Q Why do I need to submit identity verification documents?

A We are requesting the submission of identity documents in order to increase the credibility of the answers from a third party's perspective, so that the candidate is correctly assessed to the interviewing company, and to prevent fraudulent referee answers.

The identity documents may vary depending on the company's selections, but any identity documents submitted will be physically deleted after being used to verify identity.

Q Is it possible to edit the response after submitting it?

A **The response cannot be rewritten or modified after it is completed.** Please make all necessary changes before submitting the response.

Q What if I fail to submit my response within the reference response deadline?

A Please contact the candidate as soon as possible in the unlikely event that the deadline is exceeded, as it may affect the selection schedule of the candidate.

Contact

back check Team (ROXX. inc)

Business hours

Weekdays 10:00 - 19:00 (except Saturdays, Sundays, and national holidays)

E-mail

info@backcheck.jp