

HiREPLANNER

Your All In One Recruiting Solution
for Hiring Talent in Japan



Quick Start Guide

Introducing HiREPLANNER's New Internal Messenger

A smarter way to collaborate on hiring decisions

For Hiring Managers

Announcement

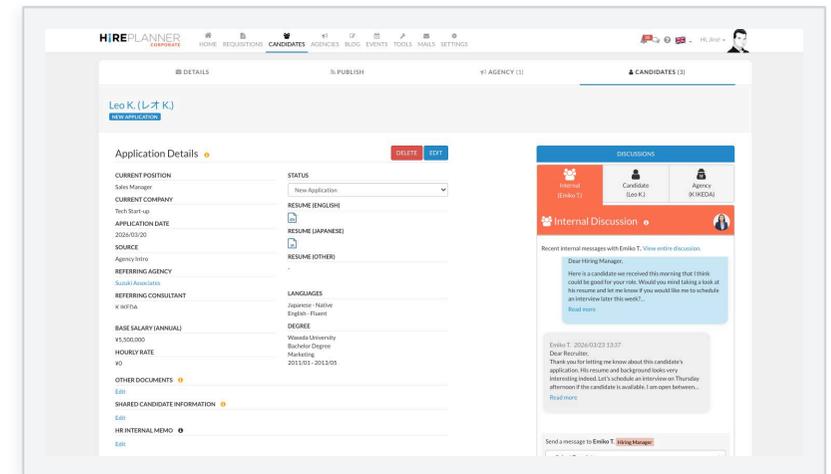
Dear Hiring Managers,

Thank you for your ongoing support in our recruitment efforts. We are excited to announce that HirePlanner, our Applicant Tracking System (ATS), has been updated with a new feature: the Internal Messenger.

This new tool will help you keep all candidate-related discussions organized and centralized within the system. By bringing communication that previously took place via fragmented emails or chats into one place, you will now be able to prevent information gaps and accelerate your hiring selection process.

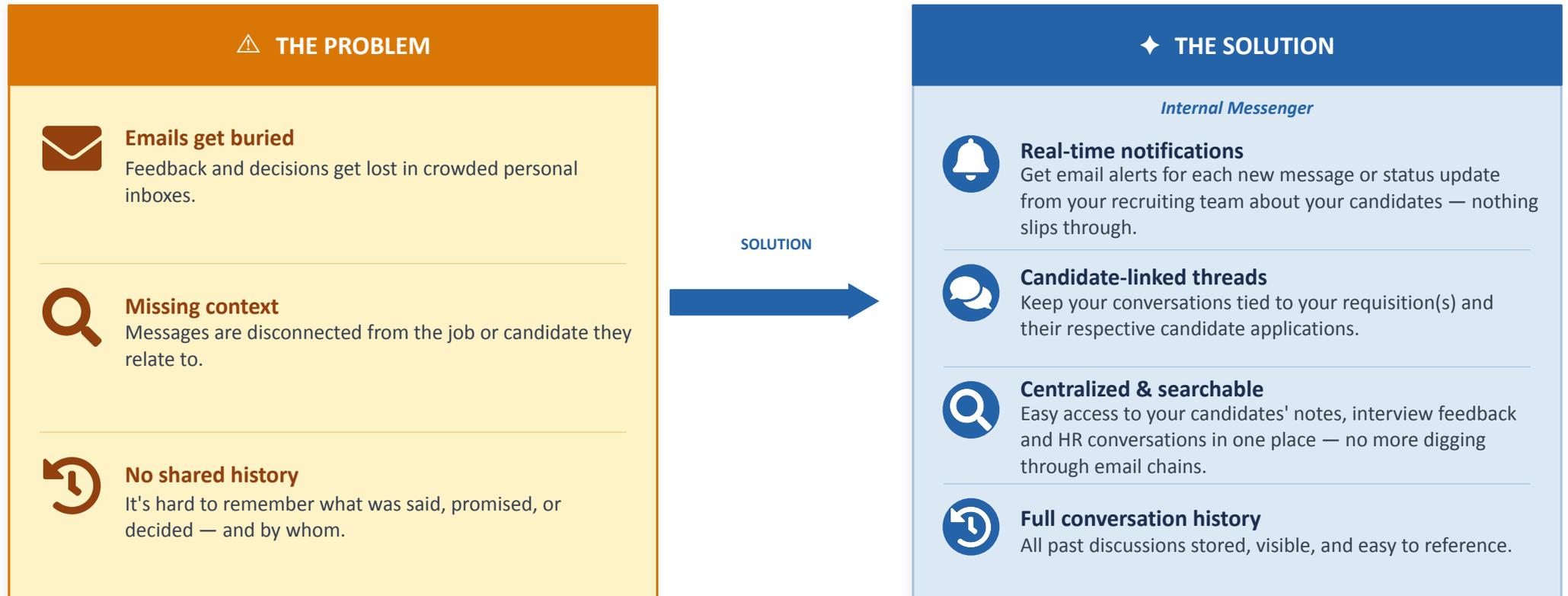
We hope this update makes your work easier. Please read through this guide to get started.

— *The HirePlanner Team*



The Problem — and the Solution

The secret to attracting top talent is responsiveness. Speed, clarity, and transparent communication help your team make faster — and better — hiring decisions. But when emails are buried in personal inboxes, disconnected from the job or candidate they belong to, it becomes easy to miss context, forget commitments, and lose track of what was said — or promised.



Getting Started

Login URL: https://www.hireplanner.com/company_users/sign_in



Your Account

Your account has been pre-configured by your HR team. If you cannot log in, please contact your HR team directly.



Your Role as Hiring Manager

As a Hiring Manager assigned to a job posting, you will be able to access all candidate applications tied to your requisition and will be able to review, select and discuss with the recruiter assigned to your role.



Forgot Your Password?

Use the Password Reset link on the login page to regain access instantly. No need to contact IT.

Use the Internal Messenger when you want to:

✓ Ask HR about a candidate application

✓ Request HR to schedule an interview

✓ Share interview feedback after a meeting

✓ Share a document, update or request next steps

The screenshot shows the HirePlanner Corporate sign-in interface. At the top is the HirePlanner Corporate logo. Below it is the 'SIGN IN' heading. There are two input fields: 'E-MAIL' and 'PASSWORD'. Below the password field is a 'REMEMBER ME' checkbox. A blue 'Sign in' button is positioned below the form. Underneath the button are three links: 'Forgot your password?', 'Didn't receive confirmation instructions?', and 'Didn't receive unlock instructions?'. A dashed line separates this section from the 'NEW TO HIREPLANNER?' section, which features a 'Register your company' button. A light blue box contains a note: 'If your company already uses HirePlanner, no need to re-register your company. Instead please contact your HR representative to create your user account'. At the bottom, there is a link 'Find out more about HIREPLANNER' and a language selector for Japanese (日本語).

Use the Internal Messenger from "My Messages" Area

Best for: Managing all HR conversations in one centralized view

1

Log in to HirePlanner

Go to hireplanner.com and sign in with your credentials.

2

Click on the "My Messages" icon

Find the icon in the top navigation bar, or select "My Messages" from the Email dropdown menu.

3

Select the person you wish to communicate with

Search by recruiter name, candidate name, or the job they applied to. The full conversation history will appear on the right.

4

Review the conversation

Read the full thread tied to the candidate and the role they applied for.

5

Type and send your response

Write your reply to the recruiter in charge and click Send.

The screenshot displays the HirePlanner Corporate interface. At the top, there is a navigation bar with icons for Home, Requisitions, Candidates, Blog, Events, Tools, and Mails. A 'MY MESSAGES' icon is highlighted with a red circle and a red arrow pointing to it, with a text label 'Click here to communicate with your recruiter'. Below the navigation bar, the 'MY MESSAGES' section is active, showing a list of messages on the left and a detailed conversation thread on the right. The conversation thread includes a message from Jiro TANAKA (Recruiter) dated 2026/03/23 13:33, and a response from Emiko T. (Hiring Manager) dated 2026/03/23 13:37. The interface also features a search bar, a 'MARK AS UNREAD' button, and a 'SEND MESSAGE' button at the bottom right.

Use the Internal Messenger from a "Candidate Application" Page

Best for: Messaging HR while reviewing a candidate's full profile on one screen

1

Log in to HirePlanner

Go to hireplanner.com and sign in with your credentials.

2

Select the candidate application you wish to discuss

Browse your requisitions and open the application you want to review.

3

Open the Application Detail page

Click on the candidate's name to open their full Application Detail page.

4

Click the "Internal Messaging" tab

Scroll to the Conversations section and select the Internal Messaging tab.

5

Review the candidate's details

Resume, interview feedback, status and documents are all visible on the same screen.

6

Type and send your message

Write your message to the recruiter in charge and click Send. They are notified immediately.

The screenshot shows the HirePlanner Corporate interface. The top navigation bar includes 'HOME', 'REQUISITIONS', 'CANDIDATES', 'BLOG', 'EVENTS', 'TOOLS', and 'MAILS'. The user is logged in as 'Hi, Emiko!'. The main content area is titled 'REQUISITION: (#2888) SALES MANAGER' with a hiring manager 'Emiko T.'. The status is 'OPEN', headcount volume is '07/1', and publication status is 'PUBLIC POSTING'. The candidate's name is 'Tomoko I. (トモコ I.)' with a 'NEW APPLICATION' tag. The 'Application Details' section includes: CURRENT POSITION (Software Developer), CURRENT COMPANY (Tech Start-up), APPLICATION DATE (2026/03/20), SOURCE (HR Recruiting Team), BASE SALARY (ANNUAL) (¥6,000,000), HOURLY RATE (¥0). The STATUS section includes: New Application, RESUME (ENGLISH), RESUME (JAPANESE), RESUME (OTHER), and a LinkedIn link. The LANGUAGES section includes: Japanese - Native, English - Fluent, French - Business Level. The DEGREE section includes: Tsukuba University, Master Degree, Engineering, 2016/01 - 2020/03. The 'DISCUSSIONS' tab is highlighted with a red box, and the 'Internal (Recruiter in charge)' button is pointed to by a red arrow with the text 'Click here to communicate with your recruiter'. The 'OTHER DOCUMENTS' and 'SHARED CANDIDATE INFORMATION' sections are empty. The 'Interviews' section at the bottom states 'You haven't organized any interviews yet for this application.'

Thank you!

We're here to help you hire smarter and faster.



Website

www.hireplanner.com



Platform

hireplanner.com/company_users/sign_in



Support

support@hireplanner.com

About HirePlanner

HirePlanner is an all-in-one recruiting solution for companies hiring in Japan. It offers a comprehensive suite of HR tech software, including a bilingual Applicant Tracking System (ATS), online job advertising services across multiple job sites in Japan, an agency management system, employer branding consulting, and social media and video content production services. Additionally, HirePlanner regularly organizes tech meetups, networking and career events in Tokyo to help companies attract bilingual professionals.