AI.SHOKU / PEOPLE MEET OPPORTUNITY

User manual

English / Native PHP & MySQL / Approved-design release

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> For your own Linux server, MySQL database and HTTPS domain.

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Local verification is distinct from production acceptance. Read the release gate record before processing real candidate data.

Start with the correct portal

Open the deployed HTTPS address supplied by your administrator in Safari, Chrome, Edge or Firefox. This server application is not a local HTML file. Never enter live data into an old offline UI simulation.

Workspace	Path	Purpose
Recruiter	/recruiter/	Own company jobs, applicants, invitations and reviews
Candidate	/candidate/	Own profile, permissions, applications and interviews
Supplier	/supplier/	Authorized represented talent and nominations
Operations	/ops/	Restricted platform administration

1. Sign in with your provisioned account. Complete email verification and staff MFA when requested. Company registration may be disabled by your administrator.
2. Select EN or 日本語. Navigation and guidance change language; uploaded documents and entered questions remain in their original language.
3. On a phone, use the bottom navigation for frequent tasks and the menu for the remaining features.
4. The search field filters records loaded on the current screen. It is not a global database search.

> Separate portals require their own authorized sessions. The workspace menu opens another portal; it does not grant access or impersonate another user.

Recruiter: publish a job and review matches

1. Open Projects & jobs and choose Upload JD. Paste job text and interview FAQ, or upload an allowed file. In development baseline mode, use the structured JSON editor/import rather than claiming model extraction.
2. Review the extracted requirements, mandatory conditions and weight totals. Set 5–8 ordered questions, expected evidence, rating anchors and a 15–20 minute time budget.
3. Approve the criteria and publish. A worker builds version-specific matches and queues authorized shortlist notifications. Refresh after processing; an empty list is not a successful match.
4. Read evidence, coverage and mandatory-condition flags. Compare profiles and explicitly approve interview invitations. Supply an override reason when an allowed mandatory-condition review requires one.

A high match score is neither a probability of hiring success nor a final decision. Negotiating commercial terms is distinct from demonstrated professional ability. Closing a job cancels its unfinished interviews.

Candidate: profile, matches and applications

1. Open My profile. Upload or paste your resume/skill sheet. Confirm title, summary, skills and source evidence before publishing a new version.
2. Set matching, discovery, contact and email permissions separately. Turning off matching prevents further matching; withdrawal and deletion-request controls also affect pending communications.
3. Open Job matches or Browse jobs. Review Why this match, commercial conditions and any unknown evidence. Save a job without applying, or open its application.
4. Enter your motivation and respond to every registered condition: accept, negotiate, clarify or cannot meet. Provide a specific reason for each. Confirm sharing consent and submit.
5. Track the application. A supplier nomination alone does not submit it. You can withdraw using the application controls.

> This release permits one application and one interview per job/person. A new attempt after withdrawal or cancellation is not automatically created. Ask the recruiter about the appropriate new job or support procedure.

Consent, scheduling and the first interview

1. Open an interview invitation. Review the processing notice and consent before booking. Declining is separate from a technical failure.
2. Select an available internal slot. Dates use your account timezone. Download the ICS calendar file or use the calendar information in your message.
3. Ai.shoku checks its own bookings only. Confirm unrelated calendar commitments yourself; external Google/Microsoft free-busy integration is not implemented.
4. At the scheduled time, start the interview. Read each approved question and submit your answer. Submitted answers are immutable. Returning to an active session resumes the next unanswered question; the deadline continues.
5. Optional audio buttons appear only when speech is enabled and approved. Record a turn, review/correct its transcription, then submit. This is not a live telephone call or full-duplex conversation.
6. Finish or stop explicitly. A live provider grades assessable answers against approved anchors, checks supporting quotes and returns a report for human review. Baseline mode leaves AI scores blank.

> The usual time budget is 18 minutes, configurable from 15 to 20. It is a maximum window, not a forced minimum. Request an assisted alternative from the recruiter when needed.

Supplier companies and operations

Supplier users request representation of an already registered candidate. The person must grant permission. Only authorized profiles and relevant match summaries are available. Prepare a nomination, explain the fit and let the person review the actual job conditions before applying. Revocation removes future representation access.

Operations users inspect organizations, users, queued tasks, audit events and privacy requests. Pause automation during investigation and retry only after understanding the cause and potential external effects. A pause is not a global maintenance lock.

Account disable revokes sessions. Privacy deletion requests suspend candidate processing and enter a manual disposition workflow; a resolved request is not by itself proof that every provider or backup copy has been erased.

Help, messages and troubleshooting

Hover or focus a control to read its guidance. On touch devices, open Help & manuals. Search the local guide or read a topic. User and service manuals are downloadable from Help and the page footer.

Ask AI appears only when configured by the operator. Explicit consent is required before sending your question to the approved provider. Do not include passwords, resumes or confidential data. Answers cite the product guide and cannot change records. Source-quote validation is not proof that every generated claim is correct.

Symptom	Action
Only a loading screen	Use the deployed HTTPS domain, not an attachment. Retry once. Report the displayed error to your administrator; do not share credentials.
No matches or messages	Confirm published versions, matching permissions and worker status. Spool mode does not send mail.
Unknown or blank score	Check evidence coverage and provider state. Missing evidence is not a zero ability rating.
Microphone unavailable	Check HTTPS, browser permission and voice settings, or type your answer.
Email says uncertain	The operator checks provider logs before any resend; duplicates may otherwise occur.