

1. Employment Service Centers for Foreigners

- Services: Provision of employment information, counseling and job placement, and reception for internships
- Locations: Tokyo, Osaka, and Nagoya
- Languages supported: Tokyo: English and Chinese/ Osaka and Nagoya: English, Chinese, Portuguese, and Spanish
- Consultation methods: Telephone and in person
- URL: Tokyo: <http://tokyo-foreigner.jsite.mhlw.go.jp/>
Osaka: <http://osaka-foreigner.jsite.mhlw.go.jp/>
Nagoya: <http://aichi-foreigner.jsite.mhlw.go.jp/>

2. Public Employment Offices (Hello Work Offices)

- Services: Employment counseling
- Locations: Each prefecture
- Languages supported: Japanese
- Hello Work locations where foreign languages are supported: 31 prefectures
- Languages supported: English, Chinese, Portuguese, and Spanish (varies by region)
- Consultation methods: Telephone and in person
- Hello Work Internet Service
- URL: <https://www.hellowork.go.jp/>
- Online job hunting information (universities, etc.) provision service
- URL: http://job.gakusei.go.jp/info/location_list.html
- Hello Work for new graduates
- URL: <http://www.mhlw.go.jp/topics/2010/01/tp0127-2/05.html>

3. Immigration Information Centers

- Services: Counseling on procedures for entering Japan, visa applications, etc.
- Locations: Sendai, Tokyo, Yokohama, Nagoya, Osaka, Kobe, Hiroshima, and Fukuoka
- Languages supported: English, Chinese, Korean, Spanish, etc. (varies by region)
- Consultation methods: Telephone and in person
- URL: <http://www.immi-moj.go.jp/info/>

4. Immigration Bureau (District Immigration Bureau)

- Services: Procedures for changing status of residence, etc.
- Locations: Sapporo, Sendai, Tokyo, Narita Airport, Haneda Airport, Yokohama, Nagoya, Chubu Airport, Osaka, Kansai Airport, Kobe, Hiroshima, Takamatsu, Fukuoka, and Naha
- Languages supported: Japanese
- Consultation methods: Telephone and in person
- URL: <http://www.immi-moj.go.jp/>

5. The Japan Chamber of Commerce and Industry

- Services: Provision of company information and information related to job hunting, and reception for internships
(Specific services may not be available at all locations.)
- Locations: Each prefecture
- Languages supported: Japanese
- Consultation methods: Telephone and in person
- URL: <http://www.jcci.or.jp/>

* Targets: Not limited to foreign nationals.

Job Hunting Guide for International Students

2018

To Job Hunting Students

At last, you are about to go out into the world on your own with the memory of meeting various people and having many experiences.

The products and services around you that you give little thought to in your daily life have been provided by "working people."

From now on, you are going to be a "working person," and your personal strength will be transformed into the strength that establishes society. Your work will not be limited to Japan, but will influence the entire world.

Thorough preparation is required for you to find a job that motivates you and a workplace that enriches your life. It takes courage to jump into a new world. You may also be a bit worried.

Many former international students say that job hunting was a good opportunity to re-examine themselves and develop various skills. It's important for you to stick with it even when you meet difficulties along the way.

Now take courage! We sincerely hope that this booklet will show you the way to your dream. JASSO is always here to support you.

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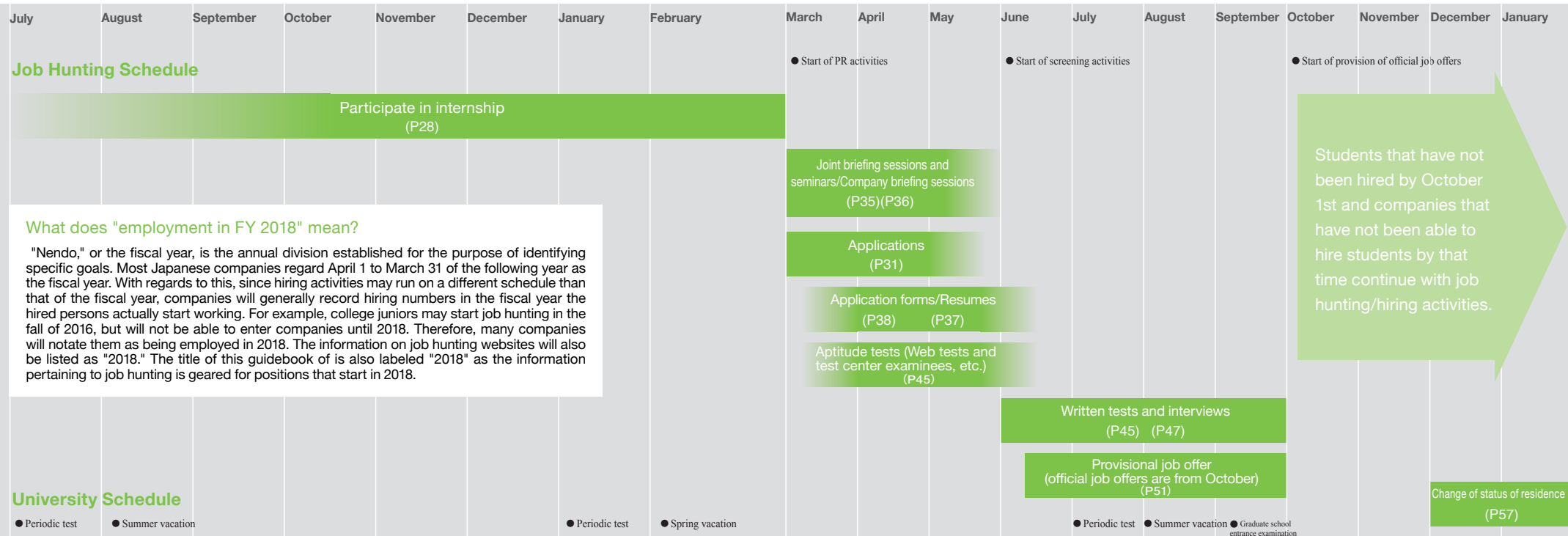
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How to Conduct Job Hunting Activities

Hypothetical Job Hunting Schedule for FY 2018

(This schedule varies by each company, so be sure to gather related information in a proactive manner.)



What you should prepare for conducting job hunting activities Begin preparing before the start of PR activities and selection activities to be fully prepared before beginning your job search.

Self-analysis and evaluation(P7)

Industry and corporate research (P11),examining job types(P17), visiting alumni(P26)

Application form tips(P38)

Interview tips(P47)

Information sources and content to be gathered

University career center

- Corporate recruitment information
- Individual consultation for job hunting
- List of graduates
- Job hunting reports from former international students

Newspapers

- Job hunting trends for the current academic year
- Japanese social trends (economics and politics)
- World affairs
- Job information

Books and informational magazines

- Industry trends
- Screening test preparation
- Information from recruiting companies
- *Kaisha Shikiho* (Japanese Company Handbook) and *Gyokai Chizu* (Map of the Business World)

Internet

- Corporate recruitment information
- Requesting information and starting applications
- Applying for seminars
- Word-of-mouth information
- Quarterly job hunting journal

Public Offices Back cover references

- Job-opening information cards not available at university
- Internship information
- Information for foreign nationals
- Individual counseling on finding employment

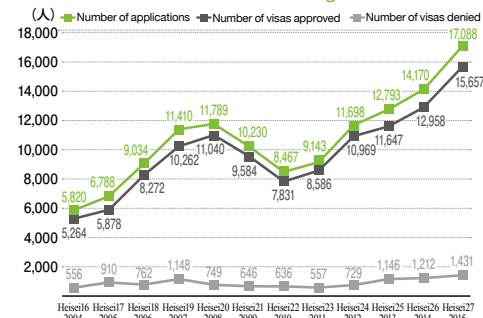
Status of the Employment of International Students

Number of international students intending to work in Japan

As of May 1, Heisei 27 (2015), the number of international students has grown to 208,379, 1.7 times larger than it was a decade ago (according to the Japan Student Services Organization (JASSO)). At the same time, in Heisei 27 (2015) a total of 17,088 foreign nationals, including international students, applied for a change of status of residence for the purpose of employment at Japanese companies. Of these, 15,657 were approved. Although these numbers are increasing annually, it is not so simple for international students to find employment in Japan.

From *The Employment of International Students by Japanese Companies in 2015* (Immigration Bureau, Ministry of Justice)

Changes in the number of applications from international students intending to work

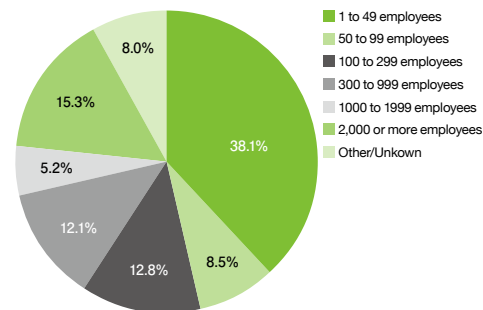


Sizes of companies where international students find employment

Since international students deeply desire to work for a large company, many of them want to enter a famous company. As can be seen according to the data in the graph on the right, approximately 70% find employment at small-to-mid-sized companies which have 999 or less employees and 40% find employment at small-to-mid-sized companies with less than 50 employees. In addition to serving as subcontractors for large companies, many Japanese small-to-mid-sized companies are outstanding, holding world-leading technologies and high market share. Job seekers can expand their employment opportunities by researching what companies do in addition to their sizes.

From *The Employment of International Students by Japanese Companies in 2015* (Immigration Bureau, Ministry of Justice)

Percentages of international students engaged in employment by company size



Industries and job types at places of employment

Many international students are hired to work in commerce and trading, computer-related, and education industries with many of them working in translation/interpretation and sales/marketing. Please think about what kind of industry you would like to work in and the type of job you would like to have.

Industries and job content at places of employment

Industry type	Composition ratio (%)	Industry type	Composition ratio (%)	Industry type	Composition ratio (%)
Sales/Marketing	24.3	Commerce and trading	21.1	Electronics	3.4
Translation/Interpretation	23.9	Computer-related	10.1	Machinery	2.9
Technology development (IT)	7.8	Education	7.5	Food	2.2
Management/Administrative work	7.5	Food and drinks industry	3.2	Transportation equipment (automobiles, etc.)	1.9
Education	6.0	Civil engineering/Construction	2.5	Chemicals	1.0
Planning	4.9	Hotels and inns	2.9	Textiles/Clothing	1.0
Technology development (other than IT)	4.8	Travel industry	2.5	Metals/Iron and steel	0.3
Overseas work	3.4	Transportation	1.8	Other	6.9
Trade work	1.7	Finance and insurance	1.3	Manufacturing	19.7
Accounting work	1.7	Health care	1.8		
Health care	1.5	Other	25.5		
Research studies	1.1	Non-manufacturing	80.3		
Design	0.8				
Public relations/advertising	0.6				
Other	10.0				

From *The Employment of International Students by Japanese Companies in 2015* (Immigration Bureau, Ministry of Justice)

What Japanese Companies Expect

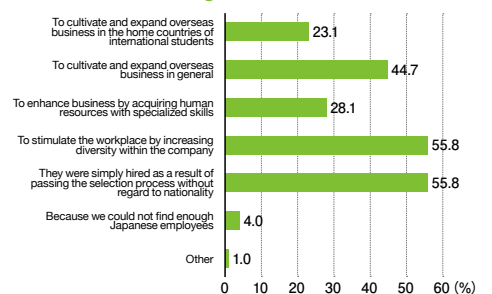
Before starting your job hunting activities, it is important to know what Japanese companies expect of international students.

Reasons for hiring international students

There are three main reasons why Japanese companies hire international students. The first reason is to secure excellent human resources regardless of their nationalities. The second reason is to hire important human resources that serve as a bridge to the global business world. The third reason is for diversity, to secure human resources with different cultural backgrounds. The companies aim to stimulate their organizations by deliberately securing employees with varied backgrounds.

From *Survey on Career and Retention for International Students* (Ministry of Economy, Trade, and Industry, 2015)

Reasons for hiring international students

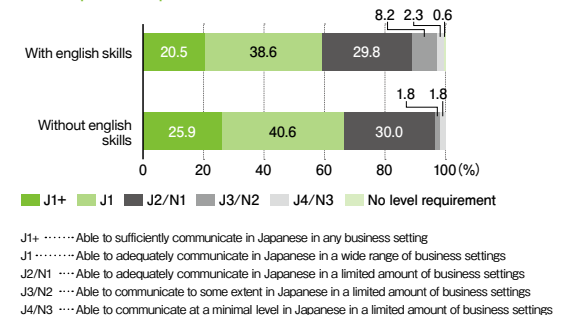


Level of Japanese skills required of international students

Japanese companies focus mostly on the Japanese skill levels of international students engaged in job hunting activities. These job seekers must submit application forms and attend interviews since these are required steps of the hiring process. However, since companies consider interviews to be very important, it will be difficult for an applicant to acquire a job offer if their listening skills or conversation skills are lacking. More than 90% of Japanese companies expect international students without any English skills to be at N1 Japanese proficiency level or above at time of hiring. Although few in number, there are also some companies that will hire English speaking international students at the N2 level.

From *Survey on Career and Retention for International Students* (Ministry of Economy, Trade, and Industry, 2015)

Required Japanese skill level



Skills which employers consider to be important when hiring international students

Japanese skill is considered most important by companies when hiring international students. The second most important skill set is thought to be communication skills. Companies also consider vitality and enthusiasm to be important. Vitality is defined as one's strength to overcome hardships and obstacles whereas enthusiasm makes people want to enter the company. When looking at each industry type, a trend can be seen in the manufacturing industry where importance is placed on professional skills and English skills.

From *Survey on Career and Retention for International Students* (Ministry of Economy, Trade, and Industry, 2012)

Skills/traits which employers consider to be important when hiring international students

Skill/Trait (%)	Manufacturing industry (%)	Nonmanufacturing industry (%)
Japanese language skills	64.8	75.7
Communication skills	55.2	65.4
Vitality	41.9	33.6
Enthusiasm	28.6	29.0
Specialization	26.7	22.4
English language skills	19.0	11.2
Imagination	14.3	14.0
Leadership	9.5	7.5
Where the applicant attended university	4.8	3.7
University academic record	1.9	1.9

Preparing for Job Hunting Activities

Self-analysis and Evaluation

Job hunting starts with self-analysis and evaluation 7

Examining Industries and Companies

Which industry has the job that I want? 11

Examining Job Types

Learning the reality of jobs and required skills 17

Visiting Alumni

The best opportunities to hear what working people really think 26

Internships

Internships are valuable opportunities to experience working. 28

Self-analysis and Evaluation

Job hunting starts with self-analysis and evaluation

Self-analysis and evaluation involve once again asking yourself questions regarding your strong and weak points, preferences, expertise, skills, interests, dreams for the future, values, and outlook on life, then organizing your thoughts.

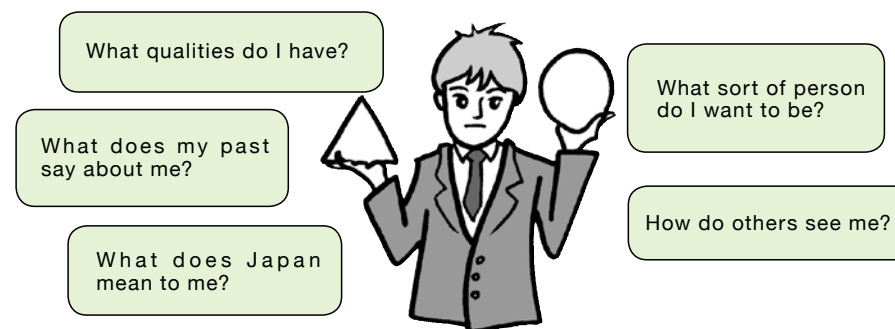
In other words, self-analysis and evaluation will let you know your unknown real character by gazing back over your past, reflecting on your current self, and visualizing your ideal future self.

Objectives of self-analysis and evaluation

- ① To identify the type of job that you want to do, and the type of job you are suited to
- ② To help you make a good impression in your initial application and interview

How to analyze and evaluate yourself

As shown in the figure below, let's start with reflecting on yourself from various angles.



What qualities do I have?	Think about key events or achievements in your life -- these might be within your family, at school, with friends, at a conference or seminar, or at your part-time job. What role did you play? What did you contribute? Prepare a list of these key events and achievements that demonstrate your qualities to a potential employer.
What does my past say about me? → P8	Think back to your childhood. What are some of the events or situations that might have affected you deeply, or that made a strong impression on you as a child? Your past can provide important clues to your personality and character.
What sort of person do I want to be? → P9	Consider your goals and aspirations, both personal and career-related.
What does Japan mean to me? → P9	Think about why you came to Japan to study, and why you want to work in Japan. Consider also your feelings for your home country.
How do others see me? → P10	Consider how you appear to others. Ask your close friends and people you trust to provide an objective evaluation of you.

■ What does my past say about me? — Construct your own personal history

Find out more about your past by constructing your own personal history.

The personal history should begin at around six years of age and progress through each stage of your schooling. In Japan, education is divided into elementary school, junior high school, senior high school, and then university.

It is important to write your ideas about the personal history on paper, rather than just thinking about them.

Even after you have finished, it's necessary to revise your personal history from time to time.

■ How to make your personal history

■ Procedure on making your personal history

- 1 Divide the history into sections marked elementary school, junior high school, senior high school and university.
- 2 In each section, write down what you were good at, what you struggled with, and what you thought about Japan.
- 3 List at least three events or situations that had a strong impact on you at that time.
- 4 How did each one make you feel? How did you respond? What did you learn?

<What sorts of things should I write about?>

Examples: a conference or presentation, a lecture, school or university clubs or societies, friendship groups, part-time job, volunteer work, hobbies and interests, studying overseas...

Schooling (age)	What I was good at (strong points)	What I was not so good at (weak points)	What I thought about Japan	Behavioral characteristics		
				What events or situations had a strong impact on me?	How did they make me feel and how did I respond?	What did I learn from them?
Elementary (7-12)						
Junior high (13-15)						
Senior high (16-18)						
University (19-22)						



At the interview, you should talk not only about events that have had a big impact in your life, but also describe what you thought, how you responded, and what you learned from the experience. Examining your past in this way allows you to identify key turning points in your life and analyze your personality and characteristics. This is a key part of your personal history.

■ What sort of person do I want to be? — Create your own future timeline

The timeline below is a great way to help you clarify your goals and aspirations for the future.

The future timeline is where you set out your life plan for the years ahead. What do you want to achieve in the world?

Where do you want to be in three, five, 10, 20, and 30 years? In all aspects of life, it is important to set yourself concrete goals that you can work towards. In particular, how would getting the job at your preferred company fit into your life plan?

■ How to make your future timeline

■ Procedure on making your future timeline

- 1 Divide your future timeline into specific milestones: three, five, 10, 20, and 30 years from now.
- 2 List your life plan and work goals at each milestone.
Do not worry about whether they are achievable or not -- concentrate on the big picture of where you want to be.
- 3 Try to identify the reasons underlying your choice of goals and objectives.
Why are they important to you?

Years from now	Life plan	Work goals	Reasons	How can I achieve them?
After three years				
After five years				
After 10 years				
After 20 years				
After 30 years				

■ What does Japan mean to me? — Why did I choose to come here as an international student?

In interviews, employers will often ask international students questions such as:

- 1 Why did you choose to study in Japan?
- 2 Why do you want to get a job in Japan/work for a Japanese company?

You should be prepared for these sorts of questions.

In the past: what got me interested in Japan?
In the future: what is the role of Japan in my future?



Your answers should mention things from your past as well as your aspirations for the future.

What Japan means to you

- I like Japanese products/films/manga etc.
- Japan has strong links to my home country
- Family members and friends have connections to Japan/they tell me about Japan
- Studying Japanese
- I know Japanese people in my home country

Note

- Consider the relevance to Japan.
- Even the smallest idea or motivation can tell an important story about you.
- Concentrate less on events or situations and more on how they affected you or what you felt about them.

■ Objective self-analysis — the Johari Window

The Johari Window is an objective self-analysis tool that you can use to reveal important insights about yourself.

The Johari Window is an interpersonal self-awareness model developed by psychologists Joseph Luft and Harry Ingham at the San Francisco State University. It involves analysis of how you see yourself and how others see you with respect to known and unknown constructs.

		Myself	
		Known	Not known
Others	Known	A Open quadrant Things that both I and others are aware of	C Blind quadrant Things that others see in me but I am not aware of
	Not known	B Hidden quadrant Things that I know about myself that others are not aware of	D Unknown Things that neither myself nor others are aware of

■ How to construct the Johari Window and use it for self-analysis

- 1 Compile a list of your strong points (good qualities) and weak points (areas you would like to improve). There should be about 30 in total.
- 2 Ask a friend or acquaintance to compile a similar list of about 20 of your strong and weak points.
- 3 Now sort the items from both 1 and 2 into the A, B and C quadrants.

A	Personality aspects that both myself and others are aware of	These are your natural or inherent qualities, qualities that both you and others are aware of. They represent your strong points that you should emphasize to potential employers.
B	Personality aspects that I know but others do not	These are qualities that others are not aware of, qualities that may surprise others. You can use these qualities to show potential employers that you have more to offer than they first thought.
C	Personality aspects that others see in me but that I am not aware of	These are personality aspects that are apparent to others from what we say and do, but which we are not normally aware of. These represent weak points that need to be addressed.
D	Personality aspects that neither myself nor others are aware of	This area represents your hidden self, a part of you that is hidden away and only comes to light in certain situations. This is not something that you can use to appeal to employers. Nevertheless you should be aware of your potential qualities in this area.

- 4 Look through all the quadrants and pick the five personality traits that best describe you. Now describe an incident or episode that exemplifies all of these.

Examining Industries and Companies?

Which industry has the job that I want?

“Industry” refers to a broad classification such as manufacturing, commerce, distribution and retail. The first step in identifying potential employers is to choose the industry and company you want to work in.

Do your research on different industries. Find out what sort of jobs are available in each industry. This will help you to identify where you will find the types of jobs that you should apply for.

■ Why examine industries and companies?

- 1 To identify the industries and companies that you would like to work in.
- 2 To help you to understand what motivates you to apply for the job. You can use this information in the job application and initial interview.
- 3 To help you clarify your long-term career goals and your personal and professional aspirations.

■ Methods of examining industries and companies

The first step in your research is to study the broad general economic and social trends in Japan. Next, study each industry in detail, using the following five-step process.

1	Analyze economic and social trends
↓	Read newspapers and magazines, and listen to the news.
2	Find out what industries there are.
↓	Consult the internet and relevant publications.
3	Identify all of the industries that interest you and/or that suit your skills.
↓	Look for industries that appear to be consistent with your long-term career goals.
4	Also explore industries that are connected with those industries you identified in Step 3.
↓	This will give you a broader appreciation of your preferred industry.
5	Now make a shortlist of industries in which you are most interested. Use this shortlist to conduct more in-depth research into the industries and specific companies where possible.

Find out which companies are operating in your shortlisted industries.

■ Where to get information for your research

Source of information	Details
Own research	Websites: recruitment agencies, companies (i.e. employers), chambers of commerce, JETRO, etc.
	Publications: industry maps and industry guides from different companies
Employment agencies	University employment agency (typically a Career Center or dedicated section of the university administration)
	Hello Work (government employment service) Hello Work for New Graduates Employment Service for Foreigners (Tokyo, Nagoya and Osaka only)
Visiting Alumni	Alumni associated with your university
Information from briefing sessions	Joint briefing sessions and individual company presentations held outside the university
	Joint briefing sessions and individual company presentations held at the university

■ Industry classifications

“Industry” refers to the classification of business operations. Industries are classified as either manufacturing (the process of transforming input materials into products that provide specific functionality) or non-manufacturing (anything that is not manufacturing).

Non-manufacturing industries are further classified into “moving goods/money,” “selling goods,” “providing services” and “providing information.” This simple classification system makes it easier for you to identify your preferred industry.

Sector	Industry	Sector	Industry
Making goods (manufacturing) (⇒P13)	Food	Selling goods (⇒P15)	Department stores, supermarkets, and convenience stores
	Agriculture, forestry, and fisheries		Specialty stores
	Construction		Real estate
	Housing and interior design		Traffic
	Textiles, pulp, and paper	Providing services (⇒P14)	Transportation
	Chemicals and petroleum		Food services
	Pharmaceuticals and cosmetics		Hotels, travel and sightseeing
	Iron, steel, and mining		Human resources
	Machinery and plant engineering		Education
	Electronic and electrical equipment		Medical and welfare services
	Automobiles and transportation equipment		Public safety and security
	Precision and medical equipment	Providing information (⇒P15)	Newspapers
	Printing and office equipment		Publishing and advertising
Moving goods/ money (⇒P13,14)	Banks		Broadcasting and news service agencies
	Securities and investment trust management		Software and information processing
	Life and accident insurance		Communications and networks
	Trading		Internet technologies



Manufacturers

The key is the capacity to create a variety of products in a timely manner.

Main industries

- Food
- Agriculture, forestry, and fisheries
- Construction
- Housing and interior design
- Textiles, pulp, and paper
- Chemicals and petroleum
- Pharmaceuticals and cosmetics
- Iron, steel, and mining
- Metals and nonferrous metals
- Rubber, glass, cement, pottery, and ceramics
- Machinery and plant engineering
- Electronic and electrical equipment
- Automobiles and transportation equipment
- Precision and medical equipment
- Printing and office equipment
- Other manufacturers

Main jobs and job types

- General affairs, human resources, and labor...P18
- Finance, accounting, and treasury...P18
- Legal affairs, screening, and patents...P18
- Clerk, secretary, and receptionist...P18
- Advertising and public relations...P18
- Research studies and marketing...P19
- Planning and product development...P19
- Corporate planning...P19
- Sales...P19
- Sales promotion and merchandising...P19
- Basic research...P20
- Applied research and technology development...P20
- Production and manufacturing technologies...P20
- Quality, production management, and maintenance...P20
- Architectural and civil engineering design, surveying and quantity surveying...P20
- Construction management...P20
- Machinery and electronic equipment design...P20

Manufacturers support the Japanese economy and Japan as producers of various goods. There are all sorts of manufacturer. They can be divided into many industries according to what they produce. For example, there are automobile manufacturers who produce cars, electronics manufacturers who produce TV sets, PCs, mobile phones, and other devices, and food manufacturers who produce instant noodles, snacks, beverages, etc. In addition to producing daily goods that are familiar to us, manufacturers also produce materials, such as lumber and iron, which are used to produce semi-conductors, electronic components, houses and automobiles.

Society has prospered and is now filled with goods of every type. Consumers desire products that are more convenient, have higher quality, and provide greater novelty. Development capacity is more important to individual manufacturers today as adding higher value has become the key to competitiveness.



Trading companies

Trading professionals connecting people with corporations and corporations with corporations

Main industries

- General trading companies
- Specialized trading companies (agriculture, forestry, and fisheries)
- Specialized trading companies (food)
- Specialized trading companies (housing)
- Specialized trading companies (textiles and apparel)
- Specialized trading companies (pulp and paper)
- Specialized trading companies (chemicals, pharmaceuticals, and petroleum)
- Specialized trading companies (rubber, glass, and cement)
- Specialized trading companies (iron, steel, and metals)
- Specialized trading companies (machinery)
- Specialized trading companies (electronic and electrical equipment, communication equipment, and game products)
- Specialized trading companies (precision and medical equipment)
- Specialized trading companies (printing, office supplies, and office equipment)
- Specialized trading companies (sports and everyday items)
- Specialized trading companies (education)
- Mail order and Internet sales

Main jobs and job types

- General affairs, human resources, and labor...P18
- Finance, accounting, and treasury...P18
- Legal affairs, screening, and patents...P18
- Trade clerk and overseas clerk...P18
- Clerk, secretary, and receptionist...P18
- Research studies and marketing...P19
- Planning and product development...P19
- Corporate planning...P19
- Sales...P19
- Sales promotion and merchandising...P19

From buying and selling products at stores to purchasing oil, natural gas, or other energy resources, trading companies serve as channels between corporations and consumers, as well as between corporations.

There are two prominent types of trading company: general trading companies that handle diverse products ranging from ramen to airplanes, and specialized trading companies that only handle specific products, such as food, textiles, and fuel. The former feature comprehensiveness and the latter expertise. Each employs business know-how acquired through doing business globally. They also have an abundance of internationally minded human resources because of their partnerships with overseas companies. In addition to acting as business intermediaries, trading companies have broken into market development, business management, and other areas in recent years.



Finance

Whether in surplus or shortage, the "lubricant of the economy" supporting Japan

Main industries

- Banks
- Securities and investment trust management
- Credit, loans, and leasing
- Life insurance
- Accident insurance
- Credit unions
- Labor credit associations
- Credit associations
- Finance and venture capital
- Business finance
- Consumer finance
- Mutual aid associations
- Commodity exchange

Main jobs and job types

- General affairs, human resources, and labor...P18
- Finance, accounting, and treasury...P18
- Legal affairs, screening, and patents...P18
- Clerk, secretary, and receptionist...P18
- Planning and product development...P19
- Corporate planning...P19
- Sales...P19
- Sales promotion and merchandising...P19
- Financial advisor...P22
- Exchange dealer and trader...P23
- Loan and financial planner...P23
- Security analyst...P24
- Actuary...P24 etc.

Money is required as an intermediary for the functioning of an economic society which is built on the cycle of production and consumption. The term "finance" refers to this flow of money, and it advances money from those with a surplus to those experiencing a shortage in order to adjust temporary deficiency and excess.

Japanese financial institutions include public sector financial institutions whose objectives are economic development and stability of national life. They also include private sector financial institutions that engage in indirect financing of loan corporations with funds (accumulated in the form of deposits) and direct financing of intermediate trading of stock certificates and bonds. In addition, there are credit and loan companies, as well as lease companies for lending store equipment.

The finance industry has undergone a series of restructurings and has continued to show high activity in the past ten years or so. Such activity includes the emergence of comprehensive financial groups with various industries under their umbrella.



Services

Providing intangible goods to create a prosperous life

Main industries

- Real estate
- Transportation, distribution, and warehousing
- Electricity, gas, and energy
- Food services
- Hotels, travel, and sightseeing
- Medical, welfare, and care services
- Leisure services
- Consulting and research
- Human resources and outsourcing
- Education
- Building management and maintenance
- Security
- Ceremonial functions
- Beauty, cosmetics, and hair dressing
- Agricultural cooperatives (including JA financial institutions)
- Nonprofit, special, and independent, administrative institutions
- Other services

Main jobs and job types

- General affairs, human resources, and labor...P18
- Finance, accounting, and treasury...P18
- Legal affairs, screening, and patents...P18
- Clerk, secretary, and receptionist...P18
- Advertising and public relations...P18
- Planning and product development...P19
- Corporate planning...P19
- Sales...P19
- Sales promotion and merchandising...P19
- MR...P21
- Pharmacist...P21
- Medical technician and nurse...P21
- Nutritionist...P21
- Welfare worker, care worker, and home helper...P21
- Nursery school teacher...P21
- Lecturer and instructor...P21
- Business consultant...P21
- IT consultant...P22
- Specialized consultant...P22
- Financial advisor...P22
- Translator...P22
- Interpreter...P22
- Sales staff and attendant...P23
- Buyer...P23
- Esthetician...P23 etc.

"Services" is a financial term that refers to intangible goods, such as utility and satisfaction, which do not leave any commodities remaining after their sale or purchase. Businesses that handle such goods are called service industries.

There are many service industries in the world. For example, we use transportation and traffic services, such as trains and airplanes, and leisure services, such as amusement parks and movie theaters. If we want to eat delicious food, we use food services, such as restaurants and cafes, to relax. In addition, we use medical services when we are injured or sick. Service industries seek the convenience and satisfaction of consumers to make their lives richer.



Distribution and retailing

The architect of a consumer society connecting producers and consumers

Main industries

- Department stores
- Supermarkets
- Convenience stores
- Distribution and chain stores
- Home centers
- Consumer cooperatives
- Drug stores
- Specialty stores (general)
- Specialty stores (cameras and office automation)
- Specialty stores (glasses and precious metals)
- Specialty stores (food)
- Specialty stores (electrical equipment)
- Specialty stores (fashion and clothing)
- Specialty stores (automobiles)
- Specialty stores (books and music)
- Specialty stores (interior design)
- Specialty stores (other retail)
- Mail order

Main jobs and job types

- General affairs, human resources, and labor...P18
- Finance, accounting, and treasury...P18
- Legal affairs, screening, and patents...P18
- Clerk, secretary, and receptionist...P18
- Advertising and public relations...P18
- Planning and product development...P19
- Corporate planning...P19
- Sales...P19
- Sales promotion and merchandising...P19
- Pharmacist...P21
- Sales staff and attendant...P23
- Store manager...P23
- Supervisor...P23
- Buyer...P23 etc.

The flow of products from production to consumption is called "distribution," and businesses that sell products to consumers are called "retailers."

The key to retailing is quickly understanding the constantly changing needs of consumers and accurately responding to them. Retailers include specialty stores, such as electronics retail stores, where special product knowledge and an extensive range of products are offered to provide a wide variety of selections. Retailers also include convenience stores, which have become the new retailing style, and mail order businesses that are growing rapidly through Internet sales. On the other hand, supermarkets and department stores, which have supported consumption in Japan since the period of rapid economic growth, are constantly facing the demand to develop new business categories and markets while they seek sales styles and methods meeting the needs of the times.



Information and communications

Stock to watch: where technological advances have a major impact on society with excellent market potential

Main industries

- Software and information processing
- Communications
- Internet technologies
- Communications business services
- Data communications
- Game software
- Newspapers
- Publishing
- Broadcasting
- Advertising
- News service agencies

Main jobs and job types

- General affairs, human resources, and labor...P18
- Finance, accounting, and treasury...P18
- Legal affairs, screening, and patents...P18
- Clerk, secretary, and receptionist...P18
- Planning and product development...P19
- Corporate planning...P19
- Sales promotion and merchandising...P19
- Programmer...P25
- System engineer...P25
- System maintenance and operation...P25
- System consultant...P25
- Game creator...P24
- Announcer...P22
- Editing and production...P24
- Reporter and writer...P24
- Designer...P24

The appearance and rapid progress of communications tools, such as mobile phones and the Internet, have made our lives significantly more convenient. We can now order what we want from online shops and use search engines to acquire a variety of information about things we want to know. You could say that this has all been made possible by innovative information technology (IT).

Telecommunications carriers are largely divided into two categories: primary telecommunications carriers with their own communication lines, and secondary telecommunications carriers that provide services using lines leased from primary telecommunications carriers.

In addition to simply designing software, the software industry has recently begun consulting services for their customers. Information and communications industries offer significant possibilities for new business opportunities and are expected to grow further.

The term "mass media" collectively refers to newspaper companies, news service agencies, publishers, broadcasters, advertising agencies, record companies, production companies, and freelance journalists. They communicate a large amount of information to a multitude of people. This characteristic of the industry has resulted in significant impact on opinion-making.

Finding the right company

Once you have identified an industry in which you would like to find work, the next step is to identify potential employers within that industry. When researching potential employers, you should concentrate on two key areas: company management, such as the company philosophy, recent performance and areas of superiority; and the workplace environment, in other words, can you imagine yourself working there?

Company management can be divided into three parts: the company philosophy and management style; business strategy and performance; and resources. Workplace environment can be divided into three parts: the human resources and organization; the job itself; and evaluations and rewards.



Company size

Japan has approximately 3.8 million businesses and small and medium businesses (SMB) represents 99.7% of the total. International students are often keen to work for large corporations that are well-known in their home countries. But it is important to consider potential employers of all sizes, as this will significantly increase your chances of getting a job in Japan.

Benefits by company size

Large	Small/medium
Comprehensive employee training programs	Employees are given important tasks/duties from an early stage
Comprehensive employee welfare schemes	Broadly defined roles, with potential to take on various duties and enjoy a wide range of experiences
Opportunities to be involved in major projects	More likely to be results-oriented, with opportunities to ascend rapidly through the ranks

Employers of international students by size (companies of unknown size excluded)

Industry type	Employees		Industry type	Employees	
	Less than 1,000	1,000 +		Less than 1,000	1,000 +
Machinery and electronics	526	465	Computer-related	1,219	297
Food	294	52	Education	369	48
Transportation equipment (automobiles, etc.)	114	189	Food and drinks industry	448	44
Chemicals	85	74	Hotels and Inns	385	71
Textiles/Clothing	119	30	Travel industry	343	47
Commerce and trading	2,620	436	Finance and insurance	92	104

■ The Employment of International Students by Japanese Companies in 2015 (Immigration Bureau, Ministry of Justice)

Examining Job Types

Learning the reality of jobs and required skills

The many and various jobs that exist in the world have been categorized into nine occupation groups. This chapter describes the individual groups and their job content.

[List of occupation groups]

Clerical and administration 18

General affairs, human resources, and labor Finance, accounting, and treasury
Legal affairs, screening, and patents Distribution and inventory control
Trade clerk and overseas clerk Clerk, secretary, and receptionist

Planning 18

Advertising and public relations Research studies and marketing Planning and product development
Corporate planning

Sales 19

Sales (mainly new customer development) Sales (mainly existing customers) Sales promotion and merchandising

Technologies and research 20

Basic research Applied research and technology development Production and manufacturing technologies Quality, production management, and maintenance Architectural and civil engineering design, surveying, and cost management Construction management Machinery and electronic equipment design

Specialized 21

MR Pharmacist Medical technician and nurse Nutritionist Welfare worker, care worker, and home helper Nursery school teacher Lecturer and instructor Business consultant
IT consultant Specialized consultant Financial advisor Translator Interpreter Announcer

Sales and services 22

Sales staff and attendant Store manager Supervisor Buyer Esthetician

Finance 23

Exchange dealer and trader Loan and financial planner Security analyst Actuary

Creative 24

Editing and production Reporter and writer Designer Game creator

IT 25

Programmer System engineer Network engineer Customer engineer
System maintenance and operation System consultant Sales engineer Customer support

Clerical and administrative

These occupations require contact with all employees, including executives. They support important decision-making for companies, such as developing corporate frameworks and recruitment, in order to enhance business efficiency and improve the workplace environment.

General affairs, human resources, and labor

These occupations support various departments inside companies. General affairs personnel organize workplace environment, operate in-house events, and communicate various messages, etc. Human resources personnel support new employee recruitment, education, and other manpower-related operations. Labor personnel manage employee working conditions and arrange for items related to benefits and social insurance.

Finance, accounting, and treasury

These occupations involve work related to money used in corporate activities. Finance and accounting personnel manage money that their company receives and spends each day and create documents to be submitted to in-house departments, shareholders, and related government offices. Treasury personnel conduct budget and account settlement operations, and in some cases, are responsible for implementing duties in accordance with corporate strategies.

Legal affairs, screening, and patents

Legal affairs personnel are in charge of legal clerical work in overall corporate activities. They also contact and consult with corporate lawyers. Screening personnel check the legality of various contracts arising during the execution of business. Patent personnel apply for and register new products and technologies, and file lawsuits when patents are violated.

Distribution and inventory control

Individuals in these occupations use information systems to comprehensively control processes ranging from placing orders and procuring materials to inventory control and product delivery.

Trade clerk and overseas clerk

Individuals in these occupations are in charge of customs procedures, making declarations, arranging for couriers and warehouses, and making and collecting payments in order to support the smooth import and export of goods.

Clerk, secretary, and receptionist

Clerks are in charge of a broad range of work, including handling phone calls and entering data, as well as buying goods and performing general affairs work relating to benefits. Secretaries are required to perform work ranging from managing the schedule for their supervisor to taking care of their supervisor's daily affairs. Receptionists are in charge of attending to visitors and directing them to the relevant locations.

What you should do while in school

These occupations provide support to ensure the smooth execution of corporate business operations, and involve coordination of the movement of people, goods, money, and information. You should become a director of your seminar class or group to gain experience being responsible for operating an organization or group, and to develop skills for preventing/solving problems and managing others.

Planning

These occupations are required at all types of company. Individuals in these occupations plan and develop new products and devise sales strategies.

Advertising and public relations

To promote the sale of products and services and to enhance corporate image, advertising and public relations personnel communicate financial results, corporate activities, and other company information to the world. The work is conducted with cooperation with advertising agencies.

Research studies and marketing

These occupations involve the study of market trends. Individuals in these occupations use the results of their studies to develop sales strategies for products and services and to develop new products. In addition to products, they analyze advertisements, sales strategies, and distribution channels, etc., in a comprehensive manner.

Planning and product development

These occupations involve understanding the needs of customers in order to create products that sell well. Individuals in these occupations repeatedly create prototypes and conduct monitor surveys to develop distribution channels and sales strategies. Collaboration with research divisions and production divisions is indispensable, because those are the organizations that actually commercialize products based on targets set for pricing, etc.

Corporate planning

Corporate planning personnel utilize their expertise in corporate planning to support presidents, executives, and other members of top management. They have many opportunities to associate with management and are entrusted to make important decisions affecting the future of their company.

What you should do while in school

You need to have the ability to collect, organize, and analyze information and grasp trends. You also need to be able to get things done in order to actualize ideas. You should use activities inside and outside school to develop communication skills and the ability to propose ideas. It is also important to develop thinking skills while planning events, writing reports, or pursuing graduation work.

Sales

Individuals in these occupations target companies and individuals to propose and sell company products and services. They listen and respond to customers' demands in order to acquire the trust of the customer, which leads to sales. They also formulate and lead systems to produce profits.

Sales (mainly new customer development)

Individual sales representatives visit homes to introduce and sell company products, while corporate sales representatives visit companies to obtain contracts. New customer development involves visiting companies/individuals inside an assigned area.

Sales (mainly existing customers)

These sales representatives target regular customers and client companies. It is fundamental for both individual and corporate sales representatives to establish trust with their customers. In addition, they are required to proactively gather information, etc., and make cutting-edge proposals, based on a relationship of trust.

Sales promotion and merchandising

Sales promotion personnel assist in setting goals for each division, office, or sales representative, developing tools and providing data. Merchandising personnel communicate product characteristics and other information to sales channels to provide ways to effectively sell products.

What you should do while in school

The results of the work conducted by individuals in sales occupations directly affect the sales of their company. Building trust is important in maintaining a good relationship with newly developed and existing clients. As a way to train yourself to carefully listen to what others say, you should develop communication skills and the ability to accurately understand the other party's demands. It is also useful to build a wide network of personal connections.

Technologies and research

These occupations involve researching new technologies and creating products in collaboration with sales and production divisions, within set schedules.

Basic research

Basic research personnel develop new areas with the expectation of creating an advantage in the future. In many cases, they conduct joint research with universities and public institutions. In the medical supply field, joint research with overseas groups is also prominent. It is necessary to have foresight to see in which industry area the research theme that one is involved in will become useful.

Applied research and technology development

Applied research personnel use the results of basic research to conduct research that will lead to specific technologies/products. Technology development personnel aim to establish technologies to effectively produce and provide company products and services.

Production and manufacturing technologies

Production and manufacturing technologies personnel are in charge of work ranging from planning and designing production lines, selecting individual equipment, and determining specifications, to installing and maintaining equipment. Within a team, they jointly conduct operations with a division of roles, such as electricity, machinery, and controls. Today, as production of multiple models has become mainstream, the role of manufacturing technology engineers is becoming more significant.

Quality, production management, and maintenance

Quality personnel plan inspections and check the actual sites to prevent problems in the manufacturing process. Production management personnel control production in accordance with business plans and instructions from sales representatives. Maintenance personnel inspect and maintain production lines.

Architectural and civil engineering design, surveying, and cost management

Architectural and civil engineering design can be largely divided into three categories: "housing" for individual homes and apartment buildings, "other architecture" for office buildings and large stores, and "civil" for parks, roads, and tunnels. Surveying involves determining the topography of sites. Cost management personnel calculate and manage budgets related to construction work.

Construction management

Construction management personnel execute control over construction and civil engineering work, and act as field foremen. Their job content varies depending on the content of construction work and the scale of the project. They arrange for workers, control quality, and also manage schedules. In the case of large buildings or civil engineering work, they sometimes coordinate with subcontractors.

Machinery and electronic equipment design

They are the core of commercializing machinery and electronic equipment manufactured by electronic equipment manufacturers and machinery manufacturers. They fully utilize CAD to ensure design that is advanced and stable in functionality and is also user-friendly and beautiful.

What you should do while in school

These occupations place importance on accurate and effective performance of work and specialized knowledge in product development and realization. Your attitude should be one that motivates you to deeply pursue what interests you. It is also useful to acquire qualifications and licenses to enhance your expertise. You should learn research methods that are in accordance with demands through report writing and other work based on materials and data.

Specialized

These occupations only exist in specific industries. They require advanced skills and specialized knowledge of individual fields. In many cases, one of the criteria for you to get a job is having specific qualifications or certification.

MR

MR is an abbreviation for "medical representative." They represent pharmaceutical companies and communicate the efficacy and characteristics of the pharmaceuticals manufactured by their company to doctors and other medical staff.

Pharmacist

Pharmacists dispense medications in accordance with prescriptions issued by doctors. Their job also has an aspect of the service industry because they give instructions and advice to patients and customers on how to take medicine, such as informing them about possible side effects and allergies. They also order pharmaceuticals and control their inventory.

Medical technician and nurse

There are several types of medical technician, including "medical technologists" who examine specimens, "clinical radiologists" who diagnose and treat patients using radiation, and "clinical engineers" who operate and maintain artificial organs. Nurses are in charge of health and hygiene management and treating the diseases of the elderly and other patients.

Nutritionist

Nutritionists are in charge of improving and providing counseling regarding the diet of their patients or customers. Their duties include instructing cooking staff, managing hygiene at food service facilities, calculating calories, and creating menus. In addition, nationally certified senior nutritionists, a higher ranking of nutritionist, conduct nutritional counseling at special care facilities under license from the Ministry of Health, Labour and Welfare.

Welfare worker, care worker, and home helper

Welfare workers provide consultation and care related to welfare, to those who have disabilities or difficulties in performing normal daily activities. Care workers assist the elderly and physically-challenged in developing independence, and give advice on how to provide care. Home helpers visit the homes of the elderly and physically-challenged to provide services.

Nursery school teacher

Nursery school teachers substitute for parents in providing instructions on general daily living in accordance with the age of the children at nursery schools, preschools, etc. In recent years, the scope of their work has been expanding into day-care centers inside department stores, leisure facilities, and companies.

Lecturer and instructor

The job content of these occupations varies. In the case of a private tutoring school, for example, lecturers and instructors mainly work to improve the academic ability of their students and give advice on how to pass entrance exams for the schools each student wants to attend. In the case of providing education to working adults, lecturers and instructors can be responsible for teaching classes in a school setting. They can also visit companies to conduct employee training. There are also sports instructors who provide instruction at sports gyms.

Business consultant

Business consultants act as advisers to business managers and give advice on management issues from an objective standpoint. They also clarify issues and problems regarding businesses, human resources, and systems, to formulate improvement plans and to suggest procedures to execute such plans.

IT consultant

IT consultants are expected to provide consulting that is directly connected to management. Such consulting services include things such as acting as an advisor for the implementation of a new system at a computer manufacturer, drawing up tentative IT strategy plans, analyzing results, and establishing systems, and outsourcing their operation.

Specialized consultant

In recent years, as consulting areas have expanded, specialized consultants have emerged to provide advice and instructions on how to improve business operations meeting the needs of individual industries, such as finance, distribution, and medicine. Also, there are consultants who are involved with a specific operation at a company, such as sales, patents, or taxation business.

Financial advisor

Financial advisors are consulted on and give advice on the management of the assets of individual customers (deposits and savings, insurance, securities, real estate, etc.), land use, inheritance issues, and other related general financial topics.

Translator

Translation jobs in Japan involve correctly converting original foreign text into Japanese using accurate expressions. Literary translation deals with novels, children's books, and other publications, and audio-visual translation involves providing subtitles for movies and TV dramas from overseas. Business translation is conducted in technical fields, such as IT and medicine, and in companies, for the translation of contracts, reports, etc.

Interpreter

Interpreters perform simultaneous or consecutive interpretation. Their job is to support communication between Japanese and foreign people. Simultaneous interpretation refers to providing interpretation at the same time as a speaker is talking, and consecutive interpretation refers to providing interpretation in batches. Business interpretation is used in inter-business transactions and other business operations, conference interpretation is used in international conferences, and broadcasting interpretation is used to provide interpretation for dual-language broadcasting on TV.

Announcer

Announcers use their voice and words to communicate information to many people. In addition to working in TV, they sometimes perform as radio personalities and MCs for events.

What you should do while in school

These occupations exist in specific industries and require advanced and specialized knowledge. Your attitude should be one that motivates you to deeply pursue what interests you. It is also useful to acquire qualifications and licenses to enhance your expertise. As a way to train yourself to carefully listen to what others say, you should develop communication skills.

Sales and services

These occupations involve selling products and providing services at department stores, specialty stores, and mass retailers. Individuals in these occupations also understand consumer needs and promptly propose products, grasping overall trends to allow them to formulate sales strategies.

Sales staff and attendant

Sales staff and attendants attend to customers at department stores, supermarkets, mass retailers, and individual specialty stores. They introduce products according to the customer's taste. They also devise ways to encourage customers to visit their stores by preparing direct marketing, flyers, and product lineups suited to their customer base.

Store manager

Store managers comprehensively oversee the operations of stores, including store organization, human resources, inventories, and sales management. While educating and instructing part-time workers and sales staff, they are also required to find ways to increase profitability.

Supervisor

Supervisors work with businesses such as supermarkets, mass retailers, convenience stores, restaurants, and fast food restaurants, managing multiple locations. They monitor store operation from the aspects of sales and management, and if necessary, they provide instruction.

Buyer

Buyers analyze trends and the preferences of consumers to procure products and raw materials to be placed on store shelves. They search out and create goods in accordance with their company concept or goods having characteristics that will allow them to differentiate themselves from competitors.

Esthetician

Estheticians listen to how their customers want to look, and their worries, and give advice on how to maintain beauty. They also perform body care, nail care, and slimming treatments. In addition to being in charge of technical aspects and attending to customers, they are also entrusted with salon management depending on how long they have been in the business.

What you should do while in school

The ability to build relationships of trust is important in jobs that involve selling products and services to individuals or companies. You should learn how to accurately understand the demands of the other party and how to propose solutions or plans. It is also important to always train yourself to carefully listen to what others say and to build networks with people beyond the boundaries of the university.

Finance

These occupations are only available in the finance industry. Individuals in these occupations utilize their advanced special knowledge of economics trends, stock markets, and financial products in order to operate funds and the capital of individuals and corporate customers.

Exchange dealer and trader

Exchange dealers buy and sell Japanese yen and foreign currencies on behalf of their customers to produce marginal profits in exchange rates. Traders understand the trends of bonds and stock prices and provide related information to customers. Their job is to receive orders from customers to buy or sell, then transmit those orders to dealers.

Loan and financial planner

As specialists in fund management, loan and financial planners earn profits based from funds that are entrusted to them. Loan planners bankroll their company funds at financial institutions, such as banks. Financial planners invest assets in securities and bonds to earn a margin.

Security analyst

Security analysts analyze the future of industries or individual companies and stock price trends based on their wide range of knowledge of economics, industries, and the world. Some security analysts flourish on their own while others work at insurance companies or in the asset management divisions of ordinary companies.

Actuary

This refers to insurance actuaries. Individuals in this occupation utilize a high level of statistical expertise to provide mathematical support to allow insurance companies to maintain sound management while setting adequate premiums and insurance payments for each insurance subscriber.

What you should do while in school

Since specialized knowledge and a deep understanding of finance is required, you should maintain a high level of interest in economic news. You should acquire the ability to collect, organize, and analyze information through your participation in team seminar or group activities. You should also acquire the ability to quickly grasp information and to understand the meaning of new movements.

Creative

These occupations are involved with artistic works or product creation. Communication skills are required to explain ideas to customers. Some individuals in these occupations flourish on their own while others work in the production divisions of ordinary companies or production companies.

Editing and production

Editing and production personnel create print media, such as magazines and books, and Web content, etc. They multitask to conduct a variety of work, including making plans, arranging for staff, making appointments for on-site reporting, and coordinating plans with sales representatives.

Reporter and writer

Newspaper reporters are employed by newspaper companies. Their job is to learn how to conduct on-site reporting and write newspaper articles. Writers have their own specialized fields, such as music and business, and write text to be printed in magazines, books, and advertisements.

Designer

Graphic designers are involved with printed materials. Some graphic designers specialize in advertisements and others specialize in publications. In addition, there are Web designers who are engaged in Web production, fashion designers in the apparel field, and interior designers in the construction field.

Game creator

Game production involves scenario writers who come up with stories, designers who create characters, programmers who establish a system, music personnel, and directors/producers who control the entire project. The title "game creator" is a general term for these occupations.

What you should do while in school

These occupations involve showing the appeal of plans, products, and services to a wide range of the general public. You should acquire skills in planning, and in presenting your ideas in an understandable manner. You should also acquire communication skills and Japanese language skills to allow you to communicate messages. It is advisable to experience working part time in mass media, and producing student newspapers and informational magazines.

IT

With the development and spread of information and communication technologies, there is an increased demand for computer system engineers at computer companies and other companies.

Programmer

Programmers follow specifications to create computer programs. Their job includes creating flow charts to determine process procedures, coding for entering programs, and confirming operations.

System engineer

System engineers grasp the goals and demands of customers and design systems accordingly. This occupation requires the ability to listen to others, propose ideas, and otherwise communicate.

Network engineer

Network engineers develop systems that are specialized for networks within computer systems. Currently, the utilization of networks between locations inside and outside companies, and between companies and consumers, is a significant theme for corporate strategy. Accordingly, network engineers are receiving particular attention among IT occupations.

Customer engineer

Customer engineers lecture on how to operate systems and hardware so that customers can effectively use computer systems. They also perform regular inspections and respond to problems.

System maintenance and operation

System maintenance personnel regularly inspect computer systems, and adjust systems in accordance with the replacement of computers or peripheral devices. System operation personnel are system operators.

System consultant

System consultants provide expert advice and planning when companies implement computerized business systems. They meet with customers to clarify the demands and issues, and propose appropriate solutions.

Sales engineer

Sales engineers accompany sales representatives or visit customers on their own and explain the technical aspects of company products and systems. They assist in securing contracts. Sales engineers are a type of sales representative, but at the same time are expected to conduct activities focused on obtaining the trust of customers.

Customer support

Customer support personnel respond to inquiries from users regarding company products and services. The content of the support varies according to the industry.

What you should do while in school

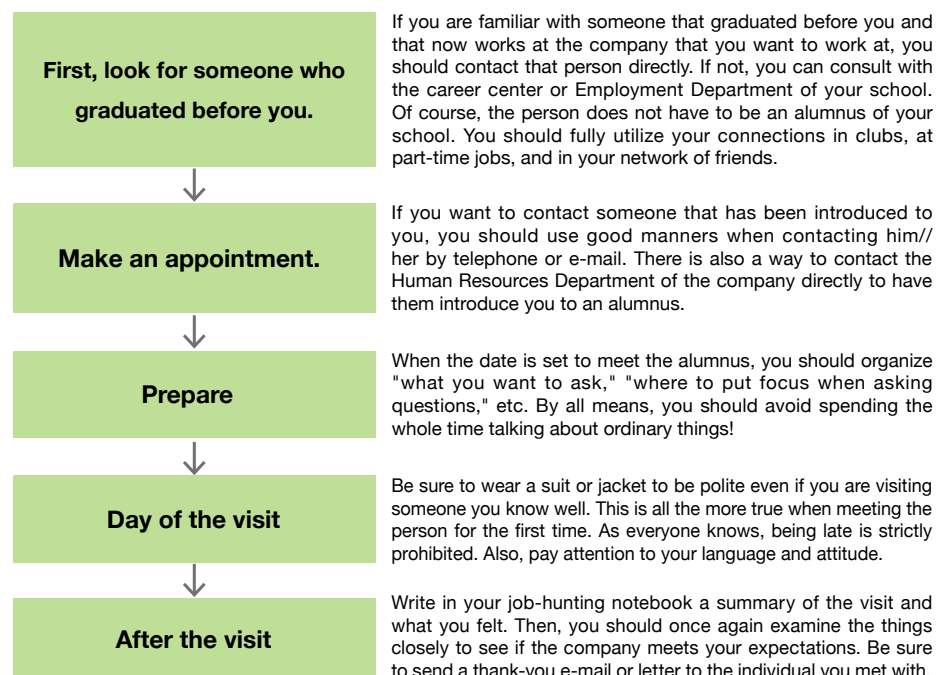
These occupations require a deep understanding of IT technologies and computer network systems, as well as specialized skills. You should acquire the ability to propose the optimum solutions and plans for the client and to accurately manage operations based on specific procedures.

Visiting Alumni

The best opportunities to listen to what working people really think


You can talk directly to people who work at the company and gather information that you cannot obtain from the company brochure and websites.

■ Process of visiting alumni



■ Examples of questions when visiting an alumnus

- | | |
|---|--|
| ● Specific content of work | ● Workplace atmosphere |
| ● Failures and difficulties at work | ● Assignment and career paths |
| ● Reasons for entering the company | ● The company's characteristics as compared to competitors |
| ● Screening process (tests, interviews, etc.) | ● What students should study while in school |
| ● Treatment and benefits | |

 Asking questions about the information listed in the company brochure or website will be taken as an indication of a lack of research, so be sure to ask about other things.

■ How to make an appointment to visit an alumnus (example)

♠ ... Alumni ◆ ... Students

◆ "This is XXX, a student at YYY University. I am calling to ask about visiting a graduate of my school. Would you please put me through to Mr./Ms. _____ of the _____ Department?"

♠ "This is _____ speaking."

◆ "This is my first time calling you. I am XXX, as student at YYY University. I am currently looking for a job and wanted to ask you some questions about your company. Could I take a few minutes of your time?"

♠ "Yes, of course."

◆ "Thank you. I would like to work in the ZZZ industry and have a keen interest in your company. This is why I took the liberty of calling you today. My professor, Dr. _____ provided me with your name."

♠ "Are you a seminar student of Dr. _____, too?"

◆ "Yes. I have been researching various companies on the Internet. I am very interested in your corporate culture and the content of your work, and I would very much like to speak to you in person. I realize that you are very busy, but I would greatly appreciate if you could meet with me."

♠ "I would be happy to. Please come to my office at 5 p.m. next Monday."

◆ "Thank you. I will visit your office at 5 p.m. on Monday, Month, the ____th."

♠ "You can give my name to the receptionist on the first floor."

◆ "I will do that. Thank you so much for your time. I am looking forward to meeting you. Goodbye for now."

Key points

- Upon visiting an alumnus, you must give full consideration to the position of the other party.
 - Be sure to avoid contacting the person in early morning, late at night, just after the business day has started, or before and after the lunch break. When using a mobile phone, make phone calls in a quiet place with good reception.
 - You should use polite phrases, such as "I am sorry, but," "I realize you are busy, but," and "Pardon me, but."
 - Do not begin a phone call with your business, but rather ask if it is a convenient time for the other person.
 - Be sure to repeat and take notes of the date and location to meet. In particular, it is easy to make a mistake with one o'clock (ichi-ji in Japanese) and seven o'clock (shichi-ji in Japanese), so use 24-hour time and say "13 hundred hours" (jūsan-ji in Japanese) and "19 hundred hours" (jūku-ji in Japanese).
 - You should use a cheerful tone of voice to leave a good impression, especially when greeting or thanking the other party right before hanging up the phone.
- Be sure to quietly hang up the phone after confirming that the other party has already done so.

Internships

Internships are valuable opportunities to experience working.

"Systems where students can experience working in the form of training or apprenticeships at companies." In short, the term "internship" means "trying out working at companies."

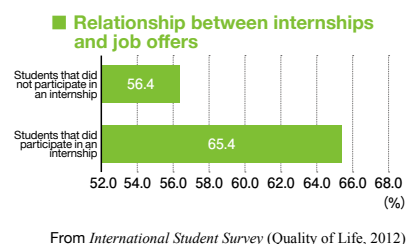
Reasons for participating in internships

Since internships aim to realize the goals of the students that participate in them through work experiences, many companies do not provide monetary compensation for internships. Therefore, if students are clear on what they want to learn and remember from their internship, they will be able to experience things that they would not be able to in a normal classroom setting.

As seen in the graph on the right, international students who participate in internships are more successful at getting hired than international students who did not participate in internships.

The benefits (also the goals) of participating in internships are as follows:

- 1 Students can experience Japanese labor practices, etc.
- 2 Students can improve their communication skills.
- 3 Students can learn how to greet people, take phone calls, and other business manners.
- 4 Students can utilize what they experience in internships when they examine companies and select an industry.
- 5 Students can clearly find out what they want to study at school.



Stories of internship experiences (comments from international students)

Able to learn about Japanese corporate customs and work practices.

- I experienced Japan-specific "business culture" through my internship. Since the culture and customs differ to my home country, it was good for me to understand this "business culture" before starting work for a Japanese company.
- As there was a team talk before work began, we had to arrive 30 minutes before the set working hours every day. I just couldn't understand this.
- I really found out that the atmosphere of Japanese companies differs from companies in my native country. At Japanese companies, people are given directions that are simple and easy to understand.

Useful for job hunting

- I realized that the knowledge taught at schools is strongly connected with society. In addition, I was able to utilize my knowledge and skills from school and learn from actual society things that cannot be studied in school.
- I was able to discover my strengths and weaknesses in business, and I think I will be able to use what I have learned in future job hunting activities.
- Explanations at company briefing sessions are usually given by personnel department employees, so the biggest result of the internship was being able to speak with employees from other departments.

Understanding of industries and job types

- For two weeks, I was lectured in a travel agency, and I prepared a presentation for the final day. The lectures had a variety of topics, from in-house finances to IT, and I was taught just about everything.
- By actually experiencing work during my internship that I thought would be difficult, I was able to discover motivation even in trying circumstances. In this way, I was able to broaden my interest in work.

Internship classifications and how to begin an internship

◎ The three internship classifications are as follows:

- 1 Internship conducted as a required class (recognized for school credit)
- 2 Internship conducted as a non-required activity (not recognized for school credit)
- 3 Internship conducted independently by a company without any connection with a university (not recognized for school credit)

How to begin an internship differs according to internship classification.

Internship classification 1 covers internships conducted as part of a career education course. Therefore, students are told to go to companies to participate in internships for work experience. Companies where the students participate in internships were found by the company, and to which company students will be sent for an internship is decided within each course.

Internship classification 2 covers internships posted by career service divisions of universities, career centers, etc. After carefully reading the posted information, students apply for the internship through the career service division of their university/career center or directly through the company.

Internship classification 3 covers internships posted on job search websites, company websites, etc. Some companies have a selection process (document screening and interview, etc.), and only those applicants who are successfully selected are allowed to participate in the internship.

Styles of internship

Style	Training content	Duration
Observation	Students observe a workplace and have tasks explained to them. In some cases, students can experience a bit of actual work.	1 day to 1 week (short-term)
Lecture	Students listen to a description of the industry, company, and job, in a lecture setting.	1 or 2 days (short-term)
Task solving	Students work in a group to solve given tasks.	1 to 2 weeks
Experience	Students are entrusted with tasks that are similar to those for actual workers. In some cases, students are asked to produce the same result as actual workers.	1 to 2 months (long-term also available)

In case of Employment Service Centers for Foreigners that target international students

Employment Service Centers for Foreigners are public employment security institutions under the jurisdiction of the Ministry of Health, Labour and Welfare. They offer dedicated services such as providing information related to foreign nationals, career consultations and introductions, support and information on foreigner employment for businesses, etc.

- ◎ Placements are secured in various fields ranging from famous companies to excellent local companies.
- ◎ Through cooperation with schools, consideration is given to ensure smooth internship experiences for international students.
- ◎ Lecturers, etc. are provided to students before participating in an internship.
- ◎ Students can continue to receive employment support at the Employment Service Center for Foreigners even after participating in an internship.
- ◎ The Japanese government covers the cost of accident and liability insurance during internships.

Applications

Applications

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Applications

Starting an application is the entrance to job hunting.

Starting an application involves requesting application materials and information from individual companies.

When you start an application, the company will send you employment information, company information, announcements of briefing sessions, etc., via e-mail or direct mail.

As your first step, let's actively start applications for companies that you are interested in.

How to start an application

Starting applications from the company information page of an employment information website

The batch application feature (see page 32) allows you to search for companies according to the type of industry, occupation, etc., and to start applications for multiple companies. This feature is useful for selecting companies in the initial phase of job hunting.

List of major employment information websites

Shukatsu Labo (operated by Access Humanext Co., Ltd.)	http://www.ac-lab.jp/
Asagaku Navi (operated by Gakujo Co., Ltd.)	http://www.gakujo.ne.jp/
JS Nihon no Kogyo (operated by JS Corporation)	http://shushoku.js88.com/
Shushoku Walker Net (operated by J Broad Co., Ltd.)	http://www.s-walker.net/
Diamond Shushoku Navi (operated by Diamond Human Resources Co., Ltd.)	http://www.shukatsu.jp/
Career+ (operated by DISCO Inc.)	https://job.career-tasu.jp/
Bun Nabi! (operated by Bunkahoso Career Partners Co., Ltd.)	http://bunnabi.jp/
Mynavi (operated by Mynavi Corporation)	http://job.mynavi.jp/
Rikunabi (operated by Recruit Career Co., Ltd.)	http://job.rikunabi.com/

Note: The list above indicates employment information websites that are operated by member companies of the New Graduate/Youth Employment Committee, Association of Job Information of Japan (AJIJ).

Starting applications directly through a recruitment website of individual companies

Each company has its own schedule for accepting applications, so it is important to keep checking frequently.

Starting applications through direct mail, etc., from companies

Application announcements are sometimes sent to prospective graduates in direct mail, etc.

■ Starting applications from employment information websites

Register with an employment support website

Register as a member of an employment support website. To register for membership, you must provide your personal information.



Company details screen

Apply for jobs

Once you have registered as a member of an employment support website, you can apply to companies for jobs. Search for companies that you are interested in and then apply for jobs that they are offering.



Company search results screen

Apply to receive detailed company brochures and information on briefing sessions!

Even if you apply to many companies, your applications are displayed in a bookmark list, allowing you manage this information in one location.

*You can also search with keywords such as, "Employment of international students."



Bookmark screen

■ How to start an application

Step 1

Search for companies you are interested in, by industry, occupation, business content, company name, etc.

Step 2

Click "Application" on the company search results screen or the company details screen.

Step 3

Check the application screen and fill out the questionnaire column, if there is one.

* You can check your responses to the questionnaire on the activity record (history) screen.

Step 4

Check the entered information on the confirmation screen and click "Submit" to complete the process.



Top screen



Company details screen



Company application form screen



Company application form entry confirmation screen



When using multiple information websites, be sure not to start redundant applications. Starting an application does not mean that you must take the screening test for that company.



The method of starting an application varies from company to company. In some cases, you only need to send your simplified information. In others, you may need to send an essay introducing yourself or responses to a questionnaire.

■ How to use smart phones

Smart phones are continually on the increase, and skillful use of smart phones is a new and useful trend in job seeking.

① Use in applications and company information briefing reservations

Smart phones can access websites designed for PC use, so applications and company information briefing appointments can be easily done from a remote location.

② Use of PC e-mail accounts

E-mails from companies sent to your PC mail address can be checked remotely, and you can write a reply as necessary. URLs in e-mails can be opened so that you can browse the information.

③ Participate in online company information briefings

Participate in online company information briefings using web-video, and watch in realtime.

④ Use applications that are convenient for job hunting

If you master the use of smartphone apps, you will be able to conduct smart job hunting just like the example below.

Mr. A's smart phone job hunting diary

Job hunting schedule for employment in FY 2017

◎Oct 15

In the school cafeteria, I happened to see my mentor, of an overseas student who had been made a tentative offer by a Japanese company, so I started talking to him. "Congratulations!" I said. "It's all thanks to this," he replies as he showed me his smart phone. It was the same model as mine, so he showed me which application to use.

◎Oct 30

Participated in the Careers Advice Team's job hunting guidance session. Industry and company research shows that the Internet is very effective, so I immediately checked some job-placement websites. At that moment, it felt like my job search had started for real.

◎Dec 1

Over the past few days I have been using a quiz app to study business manners that I should master for job hunting. I assume that's why I was praised at my part-time job and told that my manners have improved!

◎Feb 1

The full-scale job hunting season is almost here. Today, I installed an exclusive job hunting support app that allows me to manage all of my job hunting information in one place. I'm interested in Company A, so I will store information gathered from the website by using a document management tool.

◎Mar 1

Participated in my first joint briefing session event. I checked the route to the venue and time required on my smart phone, so I arrived with plenty of time. I mentioned the event on a social networking site, and my friend who is an overseas student who was also attending contacted me and we met up.

◎Apr 1

The deadline for application forms has drawn close. Today I used an app that allows me to exchange job hunting data while at home. Before filling out my application sheets, I will refer to the sample applications of senior students to prepare my submissions.

◎Jun 1

Last night, I kept thinking, "Tomorrow is the interview," so I couldn't get to sleep. I started performing a simulation via an interview practice app, and soon fell asleep. I used the app today as well, before I left home. So, this is it...

Joint Briefing Sessions and Seminars

Other opportunities to experience a company environment

What is a joint briefing session?

"Joint briefing sessions" are briefing sessions that use hotels or event halls across Japan to gather many companies in a single venue. You should actively utilize these seminars as opportunities to compare companies and observe various industries in a cross-sectional way.

- Large-scale joint briefing sessions include several thousand companies.

■ What can you do?

- You can talk to human resource personnel from many companies in just one day.
- In addition to visiting company booths, you can participate in lectures and events supporting your job hunting.
- At individual company booths you can submit applications and reserve seats for briefing session of another company..



In many cases, each company sets up its own booth and students can talk to company staff one-on-one for a short time. It is advisable to arrive at the venue early because the booths of popular companies tend to have long lines of people.

What is a seminar?

Seminars that are hosted by companies and that do not include specific screening. Companies host open seminars in order to encourage an understanding of their company and work. Let's actively utilize open seminars as opportunities to experience companies and industries before deciding on your first choice of company.

■ How to participate

Open seminars schedules, content, and other details are released on individual company websites and employment information websites. In addition, information in an open seminar may be sent via e-mail to those who have sent applications to the hosting company. You need to use these information sources to check on how to participate, and register yourself as a participant.

Supporting job hunting

In order to improve job hunting skills, students can experience and learn how to "analyze and evaluate themselves" and "examine the company." This type of open seminar is held at an earlier time, such as before the New Year.

Examining industries

This type of open seminar is held to encourage an understanding of the industry to which the hosting company belongs. The role of the industry, products handled, and services provided are introduced to enhance interest in the entire industry.

Examining companies

This type of open seminar is held to encourage an understanding of the business conducted by the hosting company, the roles of individual divisions, and the job content. Some seminars devise ways for students to deepen their understanding of work. After listening to a description of the entire business of the company during such seminars, for example, students can visit the booth of an occupation that they are interested in.

Small group

This type of seminar is held at a small venue or café where students can talk casually and at length to company employees, etc. The number of participants is limited and students can participate by reservation only. Students can listen informally to employees and get a sense of the atmosphere of the company.



You can search for the dates of briefing sessions, seminars, and other information on individual employment information websites. You should frequently check them because the information is constantly updated.

Company Briefing Sessions

Develop a discerning eye for companies

Company briefing sessions, company seminars, plant tours, and other events are held during the period between sending an application and proceeding to the screening process. By participating, you can directly hear from recruitment personnel and experience the atmosphere of the company.

In addition, you can acquire more detailed employment information. These days more companies are holding online company briefing sessions through videos or live streaming on their websites.

How to apply for participation

As a general practice, information on dates, etc., is sent via e-mail or other methods to students who have sent applications to the hosting company. Some companies do not send such information so you should check company websites and employment information websites. If you need to register yourself beforehand, be sure to check how to apply and register yourself to participate.

Things to do on the day before

- Conduct your own research on the participating companies.
 - Go to corporate websites and read them carefully to understand their management philosophies, business introductions, employment information, etc.
 - Check out news related to the companies via news websites, newspapers, magazines, etc.

At the venue on the day of the briefing session

- Be aware that human resource personnel are watching, and behave in a way to leave a good impression
 - Pay attention to your conduct and speech in the halls and bathrooms as well as the reception desk
 - If you are allowed to choose your own seat, create a positive impression by sitting as close to the front as possible and asking questions without fail
- Actively ask questions to resolve any issues that your research could not provide answers to
- Get a sense of the company atmosphere and the mood of the employees that cannot be understood from websites or PR brochures

- Things to note**
- Don't be late ⇒ Check in at least 10 minutes early
 - Set your mobile phone on silent mode. ⇒ Don't cause a nuisance.
 - In addition to greeting the human resource personnel and executive officers, you should also greet people at the reception desk and other locations
 - If you have a question, first state your name and then speak in a cheerful, clear fashion. When you receive an answer, you should express your gratitude.
 - Know how to conduct yourself and have good manners without paying too much attention to it.

- What to bring**
- Something to write with
 - Organizer/memo pad
 - Map to the venue
 - Letter of invitation to the briefing session
 - Company information materials
 - Personal seal
 - Resume (Bring your personal seal and resume, just in case.)
 - Copy of the application form

※ Be sure to prepare yourself fully before the session because, in some cases, the company conducts interviews, aptitude tests, written tests, etc., after a briefing session.

There's no point to just attending company briefing sessions; you should clarify your goals and study carefully in advance, and participate with the determination that you will definitely take away some type of benefit from the event.

How to write a resume

Your resume is one of the official application documents. As a rule, your resume should be handwritten unless otherwise directed. You should fill out your resume carefully and legibly.

履歴書

平成 28 年 4 月 1 日 現在

写真 (30mm×40mm)

ふりがな おう けいすけ 性別 男

氏名 王 留學

生年月日 1999 年 4 月 2 日生 (満 28 歳)

ふりがな とうきょうに ちゅうけい あけし

〒135-8630 東京都 江東区 豊島 2-2-1

電話 (03) 9999-9999

年 月 学歴・職歴

2019 年 4 月	中国経済大学 経済学部 卒業
2018 年 4 月	青海大学 日本語専修課程入学
2018 年 3 月	同課程修了
2018 年 4 月	青海大学大学院 経済学研究所修士課程入学
2018 年 3 月	同課程修了見込
2016 年 10 月	中国平安貿易公司 上海支社 法人営業
2016 年 3 月	一身上の都合により退職

※ 黒または青のインク、楷書、算用数字で記入のこと

- Write the date of submission.
- Write the date of mailing if sending by post.
- Write in *hiragana* if the instruction is in *hiragana*. Write in *katakana* if the instruction is in *katakana*.
- Attach a photograph of you in a suit, taken at a photo studio. Write the name of your school, department, and your full name on the back of the photograph.
- If you have your personal seal, use a red ink pad and affix your seal correctly.
- Write your address accurately. If you live in an apartment/condominium, be sure to include its name and room number.
- Use the Japanese era name for years in dates. Use Arabic numerals.
- If you have any job history prior to your study in Japan, write it below your academic history.

自己紹介書

得意な科目または研究課題
専攻科目 英語、貿易実務
論文「アジア経済の発展とアジアの現状」

授業に関する範囲以外に力を注いだ事例 (クラブ活動、スポーツ、文化活動など)
在東京中国留学生会の幹事を務め、所属する同級生を中心に日本での留学生生活を順調に送れるよう様々な世話や各種交流会の企画を行いました。

趣味・特技・免許・資格
TOEIC 800点、日本語能力試験 N1
普通自動車第一種免許
水泳、テニスに興味を持っています。

私の特徴
明るく外向的で自信があります。一度決めた事は最後までやり抜くという信念を持っています。

今までの各種で実感がなかったこと、あるいはその前向きに挑戦したいこと
母国での実務経験と日本での留学経験は、他社との中国における高い競争力に貢献したいと考えています。

- Write concisely without going into the designated space. However, sentences that are too short are also a problem. It is a good idea to create a draft so you can be sure that letters fit with good balance.
- Write the official names of licenses and qualifications. Write down any qualifications that you acquired in your home country.
- Write down what you want to express as most appealing, including your personality and strong points, in a detailed manner. Use expressions that give reasons and provide background.
- It is important to indicate your degree of interest in the company and enthusiasm about joining them.

※ Refer to "Example of completed entry sheet" (P38).

When you make a mistake, you need to rewrite the whole thing. Do not use white-out. When you finish writing your resume, check it once again for any missed items and make a copy of it before submitting.

Application Forms

To fully express your attractive characteristics

Employers use the application form as an initial screening process based on applicant characteristics.

The application form constitutes a formal request to a potential employer to take the employment test.

Notwithstanding some differences in format and content between employers, the application form will normally include basic information such as your university and contact details, as well as short descriptive pieces outlining your reasons for applying (your motivations), your personal qualities and what makes you suitable for the job.

Information provided on the job application

エントリーシート

ふりがな 氏名	性別	年次	年	月	日	写真
ふりがな 住所	〒	年 月 日 (満 歳)				
メールアドレス	電話番号					
番号	年	月	学 校 ・ 職 業			
自己PR						
学生時代に力を入れたこと						
志望動機						
免許・資格等			趣味・特技等			

Basic details

This is essentially the same as the information on your resume.
See How to Make Your Resume...P37

Composition

Most application forms include short-answer questions on three topics: your reasons for applying, your personal qualities, and your key academic achievements. You should make sure that you have answers prepared for these three questions at the very least. Students often have difficulty keeping their written answers short enough to fit within the word count.

In describing your qualities, choose one quality and describe that in detail. Be sure to talk about how that quality makes you suitable for the job.

Use this section to talk about your academic achievements at university, including the challenges you faced and what you gained from the experience.

Describe your motivations for applying, and why you want to work at this particular company. Explain what you can contribute to the company.

List your licenses and qualifications. Use the formal titles or descriptions. Include any qualifications attained in your home country.

How to acquire an application form

The way you acquire an application form varies from company to company. You should check "how to send an application" and "the flow of recruitment" listed on employment information websites and individual company websites in advance, so as not to miss the opportunity for taking the test.

Company website

Usually available as a download from the company website, although sometimes you can enter the information directly into an online form.

Distributed at Company Briefing Sessions

Distributed at Company Briefing Sessions and similar events.

Included with general materials provided by the company

Included in the information pack sent out by the company.

Notes on filling out application forms

① If you are submitting a handwritten applications, be sure to make multiple copies for creating drafts.

You cannot use correction liquid. Make a draft first and then a clean copy.

② When handwriting, fill out the form carefully and legibly.

Incorrect characters or missing syllables/characters are unacceptable. Even if you don't have good handwriting, fill out the form carefully.

③ Avoid leaving blank spaces.

Use the space effectively so that you don't leave any blank space.

④ Be sure to make a copy of the completed form.

You need a copy to check what you wrote before going to a seminar or interview.

⑤ Write down the "school name/department/your name" on the back of the photograph to be attached.

Photographs sometimes come off during sorting at a company.

⑥ Have a person who is good at Japanese look over the completed form.

Make sure to have someone check to see if there is any mistake with Japanese characters or expressions.

⑦ Submit the form early, not when a deadline is approaching.

• Some companies start screening based on the order of arrival.

• Many students submit their forms at the last minute before the deadline. In some cases, the company may end up not spending enough time reading your application form.

• In the case of the Internet, you may have a difficult time sending your application form because the server is congested before the deadline.

• In many cases, students end up not being able to make the deadline and are excluded from the screening process.

■ How to write an application form

Most application forms include short-answer questions on three topics: reasons for applying, your personal qualities, and your key academic achievements.

■ ① Reasons for applying for the job

Tell the employer why you wish to work for them, what type of work you would like to do, and how you think you can contribute to the organization.

POINT

- It is important to do your research first so that you have a good understanding of the company and the industry in general. (→ Industry and Company Research P11)
- Under "Reasons for Applying" explain why you are keen to join the company.
- Explain clearly how you have the skills required for the job and describe how you can contribute to the organization, with reference to your particular qualities and attributes.

■ How to structure your answer

- 1 State why you are attracted to the company (i.e. the main point)
↓
- 2 Give reasons for this conclusion—include any relevant events or situations
↓
- 3 State how you would be useful to the company—describe your qualities and attributes and how these would contribute to the organization

■ ② Self-promotion

Describe your personality, including your qualities and attributes, and how you would apply these in your job.

POINT

- Self-analysis is a good way to identify your qualities and attributes. (→ Self-analysis and Evaluation P7)
- Rather than trying to describe all of your qualities, it is more effective to focus on just one and describe it in detail.
- Describe some situations where you demonstrated this quality.
- It is important to explain how you would harness this particular quality in performing the job you are applying for.

■ How to structure your answer

- 1 Nominate a single quality (i.e. the main point)
↓
- 2 Describe one or more events or situations that illustrate this quality
↓
- 3 Explain how you would harness this particular quality in your job and/or how it would contribute to the organization.

■ ③ Key academic achievements

Don't just list your academic achievements—describe the challenges you faced along the way and what you gained from the experience.

POINT

- Self-analysis is a good way to identify your key achievements at university. (→ Self-analysis and Evaluation P7)
- Talk about some of the events or situations that inform your educational challenges and achievements.
- Describe what you gained from these experiences and how they contributed to your personal or professional growth.
- Where possible, include numerical results or reports of your achievements.

■ How to structure your answer

- 1 Nominate one key achievement in your academic career (i.e. the main point)
↓
- 2 List one or more events or situations that illustrate how you worked towards your goal
↓
- 3 Describe what you gained from the experience and how it contributed to your personal or professional growth

■ ③ Common short-answer questions on the application form

Application forms that include blank spaces for applicants to draw pictures or paste photos have become popular in recent years, particularly among organizations that are looking for new recruits with the capacity to contribute from the outset.

Also, employers are starting to move away from the standard "tell us about yourself in 200 characters" question and focusing more on clarity of expression and concepts.

This suggests that employers are using the application form as a way to identify new recruits who have the capacity to contribute from the outset and who are able to demonstrate their competencies. As you prepare your application forms, always keep in mind what it is that employers want to see from their new recruits.

Application form example questions

- If you were a food, what would it be? Tell us in no more than 400 characters. (Food)
- What type of job are you looking for with us? How will you contribute to our company? (Trading)
- Why do we need you? In your answer, describe one of the hardest challenges you have faced in your academic career. (Machinery)
- What have you learned from your failures or disappointments thus far in life? (Trading)
- Where is the best place you have been to in your life? Why did you like it? (Travel)
- If you had three million dollars to spend, how would you use it to contribute to world peace? (Information and communications)

Favorable Job Hunting Styles

★ Hair style

Long hair is not preferable. Be careful not to have any sleep-mussed or untidy hair, or any dandruff!

★ Face

Be clean shaven. Extremely thin eyebrows are not preferable. Pay attention to your teeth and breath.

★ Glasses

Avoid colorful and loud frames. Watch out for dirty lenses.

★ Cologne

It is better not to wear any cologne.

★ Nails

Be sure to trim your nails short and wash them to remove any dirt.

★ Shirt

White is the basic color. Be sure to choose a shirt that fits you around the collar and sleeves. Pay attention when wearing a colored or patterned T-shirt or dark undershirt, because they can be seen through a white shirt. Watch out for a dirty collar and cuffs. You should wear a clean, washed shirt.

★ Accessories

Do not wear any accessories.

★ Tie

Avoid flashy ties.

★ Suit

Dark blue, gray, or black are the basic colors. Choose a solid or finely striped tie. Ordinarily, wear your tie with a single knot, not a double knot.

★ Trousers

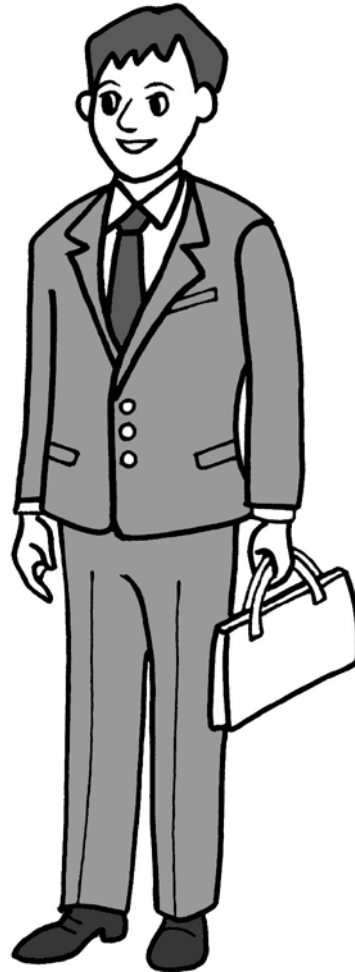
Trousers with a standard width and single-fold hems are preferable. Be sure to iron them to make creases. Your belt and shoes should match.

★ Shoes

You should choose simple and comfortable black shoes. Be sure to check for scuffing on the heels, and polish your shoes properly.

★ Socks

White socks and sneaker socks are taboo. Choose socks that are the same color as your suit, or that are black or dark blue.



★ Watch

You should avoid wearing a flashy watch. You must not use your mobile phone to check the time during the interview or test.

★ Briefcase

A black or brown briefcase is mainstream. A briefcase big enough for A4 size documents is convenient. Be sure to avoid backpacks and casual bags.

Companies do not intend to hire students who stand out with their appearance and unique character. They are checking to see if you are well-groomed and dressed based on social common sense. There is no need to dress yourself up with expensive items. Be sure to dress, behave, and speak neatly so as to give a better impression to the other party.



★ Hair style

If you have long hair, bind it with an elastic band or a hair pin. Be careful not to have any sleep-mussed hair!

★ Face

Heavy makeup is not preferred. Pay attention to your teeth and breath as well.

★ Glasses

Avoid colorful and loud frames. Watch out for dirty lenses.

★ Perfume

Avoid wearing strong perfume.

★ Nails

Nails should not be too long. It is not good to wear flashy nail polish or nail art.

★ Blouse

White is the basic color. A shirt in a solid, pale color is also acceptable. Avoid wearing a shirt in a primary color or with patterns. Be sure not to wear a shirt that is cut too low. Choose something pleasant and clean.

★ Accessories

Simple pierced earrings should be fine. You should remove all your rings.

★ Suit

Solid dark blue, gray, or black suits are the basics. As a rule, wear a single suit with two or three buttons, not a double suit.

★ Skirt/trousers

Your skirt must be of a length that allows your knees to be half covered when you are standing. Wearing trousers will give an active image. Trousers with single-fold hems are mainstream. Be sure to iron them to make creases.

★ Shoes

You should choose simple and comfortable black shoes. Be sure to polish your shoes properly. Pumps with heels that are from three to five centimeters high are best.

★ Pantyhose

Choose something plain with no patterns, and a color similar to your skin tone.

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Written Tests

Be sure to get used to questions in Japanese.

The difficult screening step for international student is taking "written tests."

International students are expected to take the same tests as other Japanese students, so careful preparation is necessary.

As a rule, written tests are in Japanese and you are required to have the ability to read and comprehend Japanese. You should refer to Shushoku Shikiho (Recruitment Quarterly; Internet version is also available) and Kaisha Shikiho (Japanese Company Handbook) to find out which tests are required for the company that you want to join and prepare yourself early.

Types of written test and their approaches

- ① **Aptitude tests:** Tests to measure an individual's job aptitude and tolerance for stress, in which students intuitively answer questionnaire-like questions. Such tests include "SPI3," "CAB," and "GAB."
- ② **General knowledge tests:** Questions are based on various fields, including social studies, Japanese, English, culture, mathematics, science, and current affairs.
- ③ **Composition and essays:** Tests in which students write about their ideas on a given topic.
- ④ **Web tests:** Tests on the Internet, including "Test Center" and the "Tamatebako Series."
- ⑤ **Other tests:** "ENG," "GFT," "Kraepelin," "IMAGES," "SCOA," etc.

■ "SPI3" is the test used most commonly by Japanese companies.

Competency aptitude tests		Personality aptitude test			
Language competency test	Non-language competency test	Personality features			
Japanese	Mathematics and science	Dynamic aspects	Ambition	Emotional aspects	Social relation aspects*
- Language proficiency	- Calculation ability	- Social introversion	- Desire to achieve	- Sensitivity	- Flexibility
- Communication ability	- Ability to think logically	- Introspection	- Desire to act	- Self-condemnation	- Avoidance
- Writing ability	- Ability to process business operations (Analogism, augmentation, aggregates, permutation, combination, probabilities, profit-and-loss ratio, speed, transit calculation, base n notation system, etc.)	- Physical activity		- Mood	- Judgment
(Synonyms, antonyms, proverbs, idioms, honorific language, grammar, etc.)		- Persistence		- Individuality	- Self-esteem
		- Caution		- Confidence	- Skepticism and thinking
		Adaptability to professional duties		Adaptability to organizations*	

*New additions in SPI3

■ Keys to taking SPI3

- ① Get accustomed to the question patterns! --- Answer many practice questions!
- ② Carefully allocate time, because there are many questions!
- ③ Read the questions and possible answers first, and then read the long sentences! --- Eliminate the need to read twice!
- ④ In some cases, use the elimination method! --- Useful for some questions!
- ⑤ Don't make mistakes when adding, subtracting, multiplying, and dividing! --- Be fast and accurate!



The Global SPI is available in English and Chinese, but the Japanese-language SPI is the main test. You should use test preparation books, websites, and other materials to fully research and prepare for this test.-

■ SPI3 Workbook (example)

● Language course

- Choose the most suitable proverb for the meaning of the following sentence.
If you treat others well, eventually you will be rewarded.
① Reward from a previous life ② All things come to those who wait ③ Pardon makes offenders
④ The good you do for others is good for yourself ⑤ What goes around, comes around
- Choose the item with the closest meaning to the underlined part of the example sentence.
(Example) I cannot push myself too hard
① Effective outlook ② Effective medicine ③ Ask the teacher ④ Generous ⑤ Listen to music
- Choose the word with same relationship as that of the 2 words shown in the example.
(Example) Interference: Non-interference
Extension: _____ ① Interruption ② Suspension ③ Short-term ④ Curtailment ⑤ Reduction
- Choose the most suitable object that shows the meaning of the following words.
Make a name for oneself
① To develop a reputation ② To forget someone's name ③ A name plate won't stay up
④ To avoid responsibility ⑤ To participate in an election campaign

[Answers] (1)→④ The good you do others is good for yourself (2)→① Effective outlook (3)→⑤ Reduction (4)→① To develop a reputation

● Non-language course

- Mr. A commutes to work from his house by car. At a speed of 50 kph on the way there and 60 kph on the way back, the return journey takes 15 minutes less. How many kilometers away is his workplace from his house?
① 55 km ② 60 km ③ 65 km ④ 70 km ⑤ 75 km
- There is 200 g of a 3 % saline solution and 400 g of a 4 % saline solution.
If these two saline solutions are mixed together, what percentage is the salinity?
① 2.6 % ② 3.6 % ③ 4.6 % ④ 5.6 % ⑤ 6.6 %
- Gasoline stands P, Q and R sell petrol and diesel.
Q sells petrol for 2 yen per liter more than P, and 5 yen less than R. The average price of diesel at the 3 stores is 82 yen per liter, which is 4 yen higher than the cost of diesel at R, and 23 yen less than the average cost of petrol.
If the price of diesel at P and Q is the same, what is the difference in the price of P's petrol and diesel?
① 18 yen ② 19 yen ③ 20 yen ④ 21 yen ⑤ 22 yen
- When the following statements are true, which of the below is certain?
A. If you like Spring, you like tennis. B. If you like winter, you like skiing.
C. If you like studying, you like Spring.
① If you like Spring, you like studying. ② If you like winter, you like studying.
③ If you don't like skiing, you don't like Spring. ④ If you like studying, you like tennis.
⑤ If you don't like Spring, you don't like tennis.

[Answers] (1)→⑤ 75 km. (2)→② 3.6%. (3)→① 18 Yen. (4)→④ If you like studying, you like tennis.

● General knowledge

- Preliminary tremors causing seismic waves are known as P-waves, but what are the seismic waves causing principal shocks known as? Choose from the following options.
① S-wave ② L-wave ③ N-wave ④ EW-wave ⑤ V-wave
- What are the 3 musical elements? Choose from the following options.
① Rhythm, melody, harmony ② Beauty, joy and grandiosity ③ Strength, length and melody
④ Force, height and tone ⑤ Length, size and tone
- Of the administrative divisions in Japan, the one with the largest area is Hokkaido, but which prefecture has the second largest surface area? Choose from the following options.
① Akita prefecture ② Iwate prefecture ③ Aomori prefecture
④ Nagano prefecture ⑤ Gifu prefecture
- During economic growth, what is the decrease of primary industry and the increase of secondary and tertiary industries known as? Please choose from the following options.
① Venture business ② Bubble economy ③ De-industrialization
④ Advanced industrial structure ⑤ Double economic structure

[Answers] (1)→① S-wave. (2)→④ Force, height and tone. (3)→② Iwate prefecture. (4)→④ Advanced industrial structure

Interviews

Use your own words to express yourself.

Interviews are the most important part of the screening process. Use the self-analysis and evaluation and the examination of industries and companies that you have conducted as a base to prepare yourself to use your own words to communicate to the interviewer why you are applying for the job, what your strengths are, and what views you have.

■ Types of interviews

In Japan, the interview and examination process generally takes place over three separate sessions. This allows a number of different observers to evaluate the applicant's behavior and thought processes at different times, in order to determine whether the applicant is a suitable recruitment target. The most common interview formats are group discussion, group interview and one-on-one interview. Other formats include completing a task as a group, and delivering a presentation. Here, we will look at the three most common interview formats: group discussion, group interview and one-on-one interview.

① Group discussion

■ General

A group discussion involves four to six applicants discussing a topic nominated by the employer. The interviewers observe the discussion and rate the applicants objectively. The aim is to determine how well each applicant functions as part of a group.

■ Format

Applicants: multiple groups of four to six people each
Interviewers: multiple
Timing: first interview
Note: Varies between employers

■ Procedure

1 Self-introduction



2 Allocation of roles

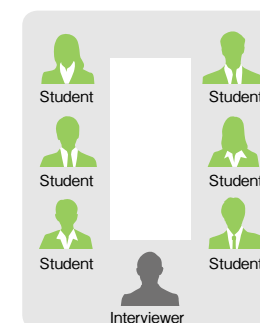


Main roles are: coordinator, secretary, timekeeper, presenter

3 Discussion



4 Presentation



■ Important

- Take care with your choice of words during the discussion. (→ Job Hunting Manners ② Manners to Make A Good Impression P54)
- Try to avoid changing your opinion too often, or conversely being stubborn and trying to force your opinion upon others.
- Allocate the time carefully.
- Appearing too negative or too forceful during allocation of roles and during the discussion can count against you.
- Group discussion is not a debate. The idea is to work together to create consensus within the group.

② Group interview

■ General

Group interviews are often used when dealing with a large number of applicants, as a way of eliminating underperforming applicants and identifying those suitable for a one-on-one interview. In a group interview, there is usually less time available to each applicant to respond to the interviewer. Also, unlike the one-on-one interview, applicants in a group interview are effectively competing amongst themselves to progress to the next stage.

■ Procedure

The interviewer devises a set of questions based on the application forms and resumes. The same questions are posed to each applicant in turn.

■ Important

- Remember: first impressions are very important! (→ Job Hunting Manners ① "Favorable Job Hunting Styles" P42,43)
- Speak clearly and confidently. Do not mumble your words.
- Prepare answers to common questions that are short and to the point.
- Prepare a spoken description of your qualities and attributes that lasts for about one minute.
- Be polite and respectful while other candidates are speaking.

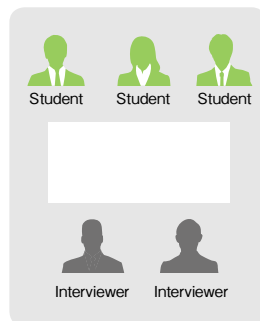
■ Format

Applicants: two to six

Interviewers: multiple

Timing: first and second interviews

Note: Varies between employers



③ One-on-one interview

■ One-on-one interview

Compared to a group interview, the one-on-one interview allows the interviewer more time to directly assess your qualities and personal characteristics.

The one-on-one interviewer will analyze your responses and examine your attitude and demeanor, your expression, and your use of language.

■ Procedure

The interviewer prepares questions based on the application form and resume. Firstly, you will be asked about information supplied on your application form and resume. Often, the interviewer will want to hear further details or explanations.

■ Important

- Re-read your application form and resume and make sure that you are familiar with everything you have written.
- Think back over the responses you have given in previous interviews.
- Be prepared to talk about your qualities and the skills you can contribute to the organization.
- Be prepared for questions about whether you are genuine about wanting a job at the company.
- Make sure you are neat and focused.

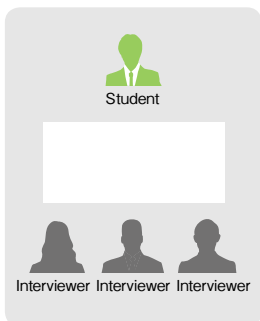
■ Format

Applicants: one

Interviewers: multiple

Timing: first and second and final interviews

Note: Varies between employers



■ Interview process

- 1 Arrival at the venue**
Never be late. Be sure to arrive at the venue 15 minutes before the set time so that you can be calm for the interview. Be sure to switch your mobile phone off before going into the building. In winter, take off your coat before going inside.
- 2 Reception**
You should assume that the interview starts at the reception. At the reception desk, be sure to clearly state the name of your school, your name, and that you have come for the interview. Do not forget to thank the person who directs you to your destination, and be sure to lightly bow to any company employees you pass along the way.
- 3 Waiting room**
Wait quietly until you are called in for the interview. Put your belongings at your feet rather than on the table. Avoid talking to other students or going in and out of the waiting room frequently, even if you have waited for a long time.
- 4 Entering the interview room**
Knock on the door two or three times. When you are told to come in, you should say "Excuse me" and enter the room. Be sure to open and close the door quietly. After entering the room, politely bow once to the interviewer(s) and walk to the side of the prepared seat, then state your school name, department, and the year name, in a cheerful manner, and politely bow again. When the interviewer asks you to sit down, say "Thank you" and sit down.
- 5 During the interview**
Be sure to place your bag at your feet and sit with good posture without leaning against the back of the chair. Use polite language and accurate Japanese and answer questions concisely and in a manner that is easy to understand, while making eye contact with the interviewer. In the case of a group interview, you should pay attention to other students when they are being asked questions.
- 6 Leaving the room**
When the interview is finished, stand up then thank the interviewer(s) for taking the time to interview you. Walk to the door, politely bow again, and say "Goodbye." Close the door quietly as you leave the room. In winter, do not put your coat back on until you are about to leave from the main entrance. You may also switch your mobile phone back on.

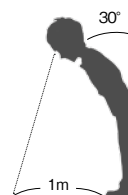
■ Bowing etiquette and posture

■ Full bow

This is the standard form of bowing in Japan, used to make a request or express appreciation.

Angle = 30°

Eyes fixed on the ground about one meter away

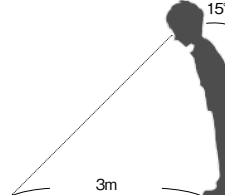


■ Half bow

Used to acknowledge a colleague, for example when passing in the corridor

Angle = 15°

Eyes fixed on the ground about three meters away



■ Seated posture

How to sit with good posture
• Sit tall—stretch your back out
• Do not use the backrest
• Sit forward in your seat



Placement of hands and feet

• Women: Keep legs together and place hands on the knees
• Men: Have legs slightly apart, clasp hands together and rest on thighs
• Try to keep your hands and feet still during the interview



■ Responding to questions

The questions at the interview are often the same as the questions on the application form. The interviewer may ask questions while reading from your application form. Your answers must be consistent with the information provided on the application form. For this reason, it is important to read through your application form before you come to the interview.

The interviewer may also ask you for background information to supplement the details on your job application. Prior to the interview, you should prepare a number of answers to potential questions that you are likely to encounter.

You should also make sure that you have done your self-analysis and industry and company research so that you are equipped to answer any other questions that the interviewer may ask you. Remember that you only have a short time to promote yourself to the interview panel. For maximum impact, try to keep your answers concise and to the point.

Practice structuring your answers in three parts:

Main point → Evidence (events or situations that demonstrate the main point) → Relevance to employer

Typical answers to interviewer questions

♠ ... Interviewers

◆ ... Students

♠ What did you work hard on when you were at university?

◆ I put a great deal of effort into improving my cross-cultural communication skills.

◆ I tried to hone my language skills by engaging with people of different nationalities, cultures and backgrounds, both on Facebook and in real life.

◆ This experience has given me excellent communication skills. I believe that I can use this for XXX at your company.

→ Main point

→ Evidence

→ Relevance to employer

■ Typical interview questions

- Have you ever used our products? What did you think of it/them?
- How would you feel we weren't able to give you a job in your preferred position/department?
- What are your expectations of our company/your job?
- Why did you decide to study in Japan? Why do you want to work for a Japanese company?
- How long do you plan to stay/work in Japan?
- Have you had any success with your other job applications?
- Is there anything you would like to ask us?

[Preparing for the interview]

■ Practicing on your own

Use your mobile phone or other device to take video of yourself answering a question. Watch the video and observe your eye contact, clarity of speech and use of language.

■ Mock interview

Ask a friend or the university career counselor to act as interviewer in a mock interview situation.

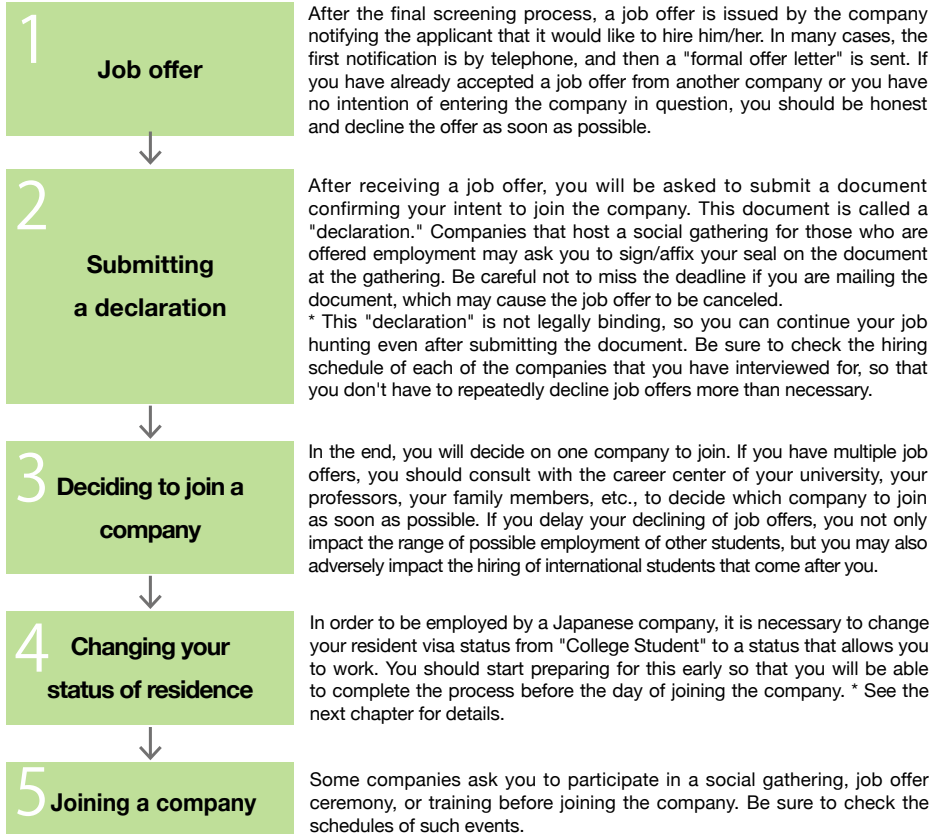
An interview is an objective evaluation of your suitability for the job. So where possible, you should enlist the help of a third person to observe your performance and provide you with suggestions for improvement.

Job Offers to Joining a Company

Act according to your plan until you join a company.

Until you receive a job offer from a company of your choice, you should persevere in your job hunting activities. You should understand the flow of the process from receiving a job offer to entering a company, and act in deliberate fashion.

■ Flow of the process from receiving a job offer to entering a company



What if you're not able to receive a job offer?

- Don't panic. Calmly think about possible reasons and come up with countermeasures.
- Look into fall hiring, and gather information on companies that hire employees throughout the year.
- Consider registering yourself with a temp staff or employment agency.
- You can continue job hunting even after graduating. See page 59.

Before Starting Work

Employment environment in Japanese companies

For non-Japanese nationals working in Japan, labor related laws shall apply to the laborer to secure the same working conditions as a Japanese laborer.

At the same time, duties to enter and pay taxes towards insurance systems such as roudou hoken (labor insurance) or shakai hoken (social healthcare) become obligatory.

■ Working Conditions

In principle, non-Japanese laborers in Japan shall be assured the same working conditions as Japanese laborers, including wages, working hours, retirement, and dismissal.

① Equal treatment

An employer (companies, etc.) shall not engage in discriminatory treatment for working conditions based on the nationality of the laborer.

② Specifying work conditions

An employer shall specifically state in writing the contract period, place of work, working hours, and other conditions upon establishing a work contract.

③ Remuneration

An employer shall establish the wage and currency, and pay that amount to the laborer directly at least once per month.

Also, regardless of nationality and gender, an employer cannot employ a person under the minimum wage.

Moreover, taxes and insurance payment shall generally be deducted from wages before payment.

④ Working hours, holidays, and leave

Working hours shall be up to 8 hours per day and up to 40 hours per week (however, exceptions exist depending on the structure of the industry or office).

There are companies with varied working hours based on certain needs (working hours based on a week, month, or annual basis or flex time).

⑤ Safety and health

An employer must work towards the prevention of work-related injuries, improving work environment and conditions, as well as conduct safety and health education and health checks for laborers in order to ascertain the safety and health of laborers.

■ Shakai Hoken (social insurance) system

In principle, non-Japanese nationals are required to enter insurance systems such as roudou hoken (labor insurance) and shakai hoken (social insurance) if they are working in Japan.

① Workers' accident compensation insurance

Insurance benefits for injuries, illnesses, disabilities, or death due to job-related causes or during the commute to work.

Premiums shall be borne by the employer.

② Unemployment insurance

Benefits for laborers in the event of loss of employment to provide for basic needs in order to facilitate reemployment.

③ Health insurance

One-off payments paid to the insured to provide for basic needs of laborers and their families to cover medical expenses for sickness or injuries out of the workplace, childbirth, or death.

Premiums shall be borne by the employer and the insured equally.

④ Welfare annuity insurance

Insurance benefits for the old age, disability, or death of the laborer.

Premiums shall be borne by the employer and the insured equally.

Non-Japanese laborers who have enrolled into welfare annuity insurance for 6 months or more are entitled to claim a Lump-Sum Withdrawal Payment within 2 years of returning to his or her home country.

■ Taxation

Taxes imposed are the national "Income Tax" and the local "Municipal Tax".

The employer shall deduct (withhold) these taxes from the laborer's wages.

Moreover, non-Japanese laborers must settle tax obligations (unpaid taxes, etc.) for the year before returning to their home country.

① Income Tax

Tax rates are imposed based on annual income between January and December, regardless of nationality.

Income tax shall be deducted from monthly wages based on estimated annual gross income.

Proper tax amounts shall be adjusted at the end of the year (year-end adjustment).

② Municipal Tax

Taxes imposed by the local government of the region the laborer is registered under as of January 1 every year, regardless of nationality.

Tax amounts differ based on the previous year's income, number of dependents, and other factors.

■ Welfare Program

Welfare programs refer to various systems, facilities, services, and more provided in addition to wages by the company to the employee and his or her family.

Companies are legally obligated to pay into shakai hoken and roudou hoken as a part of this program, but there are other company-based benefits aimed to increase employee motivation.

① Housing: Rent subsidy, bachelor dorms, company housing, property accumulation savings, etc

② Health and Leisure: Management of hospitals, clinics, exercise spots, rest homes, and other facilities, health consultations, counseling, support for cultural and physical activities

③ Other: Monetary congratulations and condolences, provision of uniform and working clothes

Lately, various welfare programs have started using a point system, and more companies have started to adopt a "cafeteria plan" where you can choose the services you need within a certain amount of points.

Using honorifics

Honorifics are an indispensable element in building trust with others. The key to using honorifics naturally is acquiring accurate knowledge, and at the same time, proactively using them in various situations in real life to get used to them. Above all, you should respect others so that honorifics will come naturally out of your mouth.

Types of honorific

- ① Respectful terms... words of respect directly in connection with the acts, status, and possessions of the other party
- ② Humble terms... words of modesty in connection with the acts and possessions of oneself
- ③ Formal terms... words used when it is necessary to respond politely and elegantly to others

	Respectful terms	Humble terms	Formal terms
いる	いらっしゃる	おります	います
行く	いらっしゃる	参る、伺う	行きます
来る	お越しになる	参る	来ます
言う	おっしゃる	申す	言います
聞く	お聞きになる	伺う	聞きます
見る	ご覧になる	拝見する	見ます
食べる	召し上る	いただく	食べます
与える	くださる	差し上げる	与えます
する	なさる	いたす	します
思う	思われる	存じます	思います

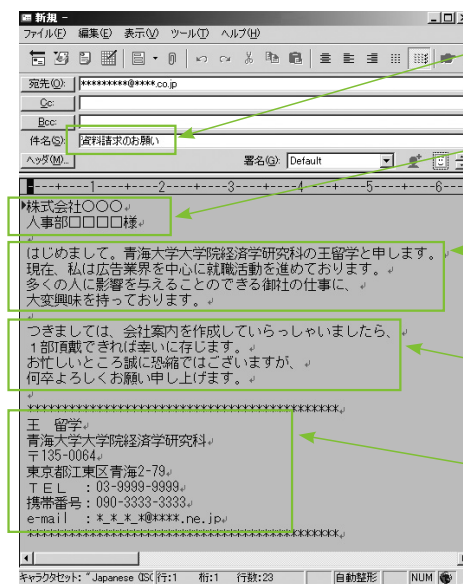
Telephone etiquette

Telephones are familiar communication tools in our daily lives. When using them for job hunting activities, you cannot talk as you would speak to your friends. Since the other party cannot see your face when you are speaking on the phone, your language and tone of voice will determine the impression that you give. Be sure to be considerate and polite.

- ① Avoid making phone calls early in the morning, late at night, immediately before or after start and finish times, and during lunch breaks. When using your mobile phone, make the call from a quiet place with good reception.
- ② Before making a phone call, you should have your notebook and calendar ready.
- ③ You should be able to describe your name in *kanji*, alphabet, and *katakana*.
- ④ After introducing yourself and greeting the other party, you should check to see if he or she has time to talk to you.
- ⑤ You should speak clearly using an easy-to-hear voice. State your business concisely.
- ⑥ Be sure to thank the other party and wait until he or she has hung up before you do so yourself.

E-mail etiquette

You will often communicate via e-mail with companies during the course of your job hunting. Its biggest advantage is the speediness and the sureness of its content. Be careful with your language and writing format when sending expressions of gratitude, requests for informational materials, or inquiries via e-mail.



① Title

Choose a title that concisely states your business.

② Destination

State the destination (department and name) at the beginning of the e-mail.

③ Self-introduction

Don't jump into your business first. State who you are, and then address the main issue.

④ Main text

Write your business simply and concisely.

⑤ Signature

Attach your signature (your school name, your full name, e-mail address, telephone number, etc.) at the end of the e-mail.

Key points

- Separate your text into paragraphs to make your e-mail easier to read.
- Once an e-mail has been sent, you cannot retrieve it, so be sure to check its content, and look for missing or incorrect characters once more before sending.
- Refrain from passing around or disclosing the e-mail address of individuals without their permission.
- Avoid using emoticons (such as ":)") or Internet slang (such as "lol").
- When using a free e-mail address, etc. be sure to choose a business-like e-mail address.
- Pay attention to the "Sender Name" displayed when you send an e-mail. Be sure to correct the name if you have set a nickname, etc.
- If you need to communicate with the other party at once or you must offer an apology, make a phone call.
- Unless it is an emergency, avoid using the e-mail function of your mobile phone.
- Be sure to write back promptly when you have received an e-mail.

Changing Your Status of Residence

Application for Change of Status of Residence

Changing from "College Student" to a visa allowing you to work 57

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Checking documents required for visa application 58

Job Hunting Activities after Graduating

Procedures for changing your status of residence to continue job hunting 59

Application for Change of Status of Residence

In order to work in Japan, international students are required to change their status of residence from "College Student" to a status of residence that allows them to work.


■ Residence statuses which allow a person to work in Japan

- 1 Residence statuses which allow a person to work in Japan without regard to job type or industry:
Permanent Resident, Spouse or Child of Japanese National, Spouse or Child of Permanent Resident, and Long Term Resident
- 2 Residence statuses which allow a person to work with restrictions regarding job type, industry, and work content:
Highly Skilled Professional, Professor, Artist, Religious Activities, Journalist, Business Manager, Legal/Accounting Services, Medical Services, Researcher, Instructor, Engineer/Specialist in Humanities/International Services, Intra-Company Transferee, Entertainer, and Skilled Labor

- The Highly Skilled Professional residence status is for those who have at least a certain number of points calculated based on academic background, professional career, annual salary, etc.
- The Engineer/Specialist in Humanities/International Services status accounted for approximately 90% of the residence statuses held by international students that changed their residence status for the purpose of working in Japan in Heisei 27(2015).

■ Engineer/Specialist in Humanities/International Services

Activities	Activities to engage in services, which require skills or knowledge pertinent to physical science, engineering or other natural science fields, or to engage in services, which require knowledge pertinent to jurisprudence, economics, sociology or other human science fields, or to engage in services which require specific ways of thought or sensitivity based on experience with foreign culture, based on a contract with a public or private organization in Japan.
Main jobs and job types	Management, finance, general affairs, legal affairs, planning, product development, design, marketing, advertising, public relations, interpretation, translation, language instruction, production technology, research and development, engineering, programming, architectural design, system administration, etc.
Requirements and criteria	<p>① Major in the subject of the industry you want to pursue to get the necessary knowledge and graduate from university, or receive at least equivalent education. Or, complete special training at a vocational school (only in cases coming under the necessary completion requirements as set out by the Minister of Justice). Or, acquire a decent knowledge of the industry you want to enter based on 10 years or more of business experience (includes time spent majoring in subjects related to the aforementioned knowledge at a technical college, high school, second half of secondary school, or specialty course at a vocational school).</p> <p>In cases in which the applicant is to engage in work related to information processing in which skills and knowledge are required, the applicant is not required to satisfy the requirements as set out by the Minister of Justice as long as he/she has passed the specified examination on information processing skills or has obtained certification as set out by the Minister of Justice for information processing skills.</p> <p>② In cases in which the applicant is to engage in work that requires specific ways of thinking or sensitivity grounded in a foreign culture, the applicant must have at least three years of experience for work in translation, interpretation, language instruction, public relations, advertising, overseas transactions, clothing or interior design, product development, etc. In cases in which the applicant is to engage in work such as translation, interpretation, or language instruction, no work experience is required if the applicant has graduated from a university.</p> <p>③ The applicant must receive no less compensation than a Japanese national would receive for comparable work.</p>
Period of Stay	Five years, three years, one year, or three months

 Inquiries will be made concerning whether or not subjects majored in at university or vocational school are related to knowledge and skills required for the work you intend to engage in.

- University graduates can engage in translation, interpretation, and/or language instruction regardless of university major.
- In regards to computer technology related work, persons who pass an information processing skills examination as set out by the Minister of Justice or has obtained certification in the field can engage in such work regardless of what their major was at university or vocational school.

Preparing Required Documents

Checking documents required for visa application

In principle, the person applying for permission to change their status of residence from "College Student" to a valid working visa must go in person to the immigration bureau with jurisdiction in the area they live in, immigration offices (excluding the Narita, Chubu, and Kansai Airport offices), or branch offices. In principle, applications will be accepted from January (December for the Immigration Bureaus in Tokyo and Osaka) of the graduating year in order to allow graduates to start working from April. Inspections for change of status of residence take from around one to three months, so you should consult the immigration bureau with jurisdiction in your area regarding procedures for the application for changing status of residence when you receive a job offer. You should check to see which documents are necessary and prepare them at an early stage. If you apply early and there are no issues, you will receive the notice of results much earlier than your graduation. However, to receive final permission you must submit proof of graduation.

■ Documents required for a change to a "Specialist in Humanities/International Services" or "Engineer" visa

- (1) Application form
- (2) Passport and resident card (the former alien registration card), to show
- (3) Other documents to be submitted

For details, visit the Immigration Bureau website.

<http://www.immi-moj.go.jp/>

(From the website, click on "Click here to view application forms" under "Immigration procedures.")


In addition to documentation you must prepare and create, there are miscellaneous documents required from your future employer and school, so you should set aside ample time to request documents from related parties.

■ Screening points

- (1) Whether the applicant possesses suitable skills and knowledge based on his/her academic history (major, research content, etc.) and other background
- (2) Whether the content of the relevant job can utilize the applicant's skills and knowledge
- (3) Whether the applicant's treatment (remuneration, etc.) is sufficient
- (4) Whether stability and continuity can be expected based on the hiring company's size and performance, and whether the hiring company can actually provide opportunities for the applicant to utilize his/her job

■ Reapplication

Even if you are denied a work visa in the screening process, you can still reapply as long as your current visa is valid. You will not be able to obtain a work visa upon reapplication if the reasons for denying your visa application are not resolved. Check again to see if you satisfy all the requirements listed above as "Screening points," then prepare and submit the necessary documents.



Websites giving the procedures for changing your status of residence

Immigration Bureau : <http://www.immi-moj.go.jp/>
Tokyo Employment Service Center for Foreigners: <http://tokyo-foreigner.jsite.mhlw.go.jp/>

Job Hunting Activities after Graduating

Procedures for changing your status of residence to continue job hunting

In the event that you cannot find employment by the time you graduate, you may apply to change your visa from "College Student" to "Designated Activities (to continue seeking employment)" to continue job hunting activities for a year after graduating. (This visa is valid for six months and may be renewed only one time for another six months. (namely, 1 year in total))

■ Eligible individuals

- Those who have graduated from a university (including two-year colleges) or a regular course at a graduate school
- Those who have graduated from a professional training college and got a diploma

■ Documents required for application

- (1) Application form for changing status of residence
- (2) Passport and resident card (the former alien registration card), to show
- (3) Certification showing the ability to pay all expenses to be incurred during the stay in Japan (proof of money transfer, copy of a bank statement, etc.)
- (4) Bring your most recent university or college graduation certificate. If you studied at a technical or vocational school, you should also bring your transcript of results, your specialist degree certificate, and documents that outline the specialist training you have undertaken.
- (5) Recommendation letter from the university enrolled in just before application
- (6) Documents verifying you have continued job hunting (job hunt records, screening result document, etc.)

If you secure a job while on a "Designated Activities" visa, you will be required to change your residence status to "Engineer/Specialist in Humanities/International Services."

■ Notes

- You will have limited opportunities to find a job since many Japanese companies primarily target new graduates when planning their acquisition of human resources, and additionally, the period between April and September, in which you will continue job hunting, is when recruitment for the following year is underway.
- You may be asked to wait to join the company until April of the following year even if you are offered a position.
- It will be difficult to gather information because you will be required to conduct job hunting activities under a schedule that differs from the one for regular "new graduate hiring." In addition, it will be difficult to communicate your eagerness to apply for a job because of the delay in timing.

In the case you have been offered a position that starts in April of the following year, you may stay in Japan until you start work by changing your visa to "Designated Activities (for persons with job offers)." However, you must apply to change your status of residence because the content of your activities differs from job hunting activities. The necessary documents are as follows.

- (1) Documents certifying that you have the economic ability to pay for all expenses to be incurred during your stay in Japan
- (2) Documents required to change your status of residence to a work visa, such as "Engineer/Specialist in Humanities/International Services"
- (3) Documents certifying the job offer and the date the job offer was issued, such as a formal offer letter sent from the future employer
- (4) A declaration indicating compliance with the obligation to communicate information, etc.
- (5) Documents certifying the content of training sessions, etc., if you intend to participate in training at the future employer before placement in the company

Job Hunting Reports



Mr. Taufan Hadi Pandusegoro

Nationality: Indonesian

Place of study: Ritsumeikan Asia Pacific University

Major subject: Asia Pacific Management

Period of study in Japan: September 2005 to September 2009

Place of work: Fujitsu Ltd.

JLPT Level: N1

Reason for working in Japan

I decided to work in Japan because I wanted to find out how Japanese companies can compete at an international level. Looking at Japanese companies which are active worldwide, I wondered why many companies in Asia cannot do business on a global level. So I thought that I could answer these questions by entering a Japanese company and working together with its employees.

Reason for choosing my company

I chose Fujitsu because it is experiencing the fastest global growth among large Japanese companies. When I was job hunting, the company offered many low grade products overseas despite holding top share of the Japanese market. However, there are many examples of improved overseas training and new business development. I had a strong impression that the company was going to really start going places.

Business of my company and job details

I work in computers and mainly responsible for creating demand forecasts and production plans for computers to be sold overseas.

Self promotion to companies

I promoted myself saying that I could contribute to the company's global growth using my manufacturing knowledge and English skills. I told the company that I took a manufacturing class which focused on the Toyota Production System and participated in an internship at an aluminum factory during my university years.

Start of my job hunting activities and number of companies applied to

I attended 30 company briefing sessions, competed pre-entry for 15 companies, and had interviews with around 15 companies.

Effective job hunting strategies

I read books that give tips on preparing job application forms. These books explained the importance of completing applications that screeners want to read and how to write for them since human resources department personnel read thousands of job application forms. I referred to points on sentence structure and using bold and large fonts for phrases that I wanted to emphasize.

How I researched industries and companies

I referred to company websites and always read the employee interviews that appear in the employment information section. In addition, I further my level of understanding about companies by attended company briefing sessions and reading materials which I received at the sessions many times.

Things to be careful of regarding application forms and resumes

Be careful not to write too much. Two points to follow are: 1. Write concisely (Since it was difficult for me to write in kanji, I thought about what I wanted to express and wrote concise, short sentences.) 2. Tell a story (If question content is connected then you can create a story and be more persuasive.)

Things to be careful of during interviews

Be sure to listen. In group interviews, interviewers appreciate those who listen. When other students are speaking, try not to think about what you want to say because you will miss what is being said around you.

Questions during interviews

● "Do you use a computer manufactured by our company?" — I was asked this question when I said, "I would like to contribute to your company's overseas computer business development." At the time I wasn't using one of their computers, so I purchased one immediately after the interview. It is a high-quality computer and I have been using it regularly for six years.
● "Are you planning on returning to your country?" — International students are often asked this question during company interviews. The purpose of this question varies according to company. My answer was, "Although I would like to work in Japan for as long as possible, I would also consider moving back to my country if it was necessary to do so."

Hopes and plans for the future

I would like to become a bridge that connects Japan with the rest of the world. It is certainly my future dream to become a bridge. Bridge happens to be a word that is often found in job application forms submitted by international students. Now I feel like I am getting closer to realizing my dream on a daily basis.

Advice to future job seekers

Please actively attend joint briefing sessions and company briefing sessions which are unique to Japan. These are once in a lifetime opportunities for new graduates looking for work to listen in depth about various industries and companies.



Ms. Li Tanlin

Nationality: Chinese

Place of study: Doshisha University

Major subject: Culture and Information Science
(Faculty of Culture and Information Science)

Period of study in Japan: September 2012 to March 2017

Place of work: NEC Solution Innovators, Ltd.

JLPT Level: N1

Reason for working in Japan

I chose Japanese as my first foreign language during junior high school in China. Then in high school, I passed the Japanese Language Proficiency Test N1 level. At Doshisha University, I took an undergraduate degree at the Faculty of Culture and Information Science. I majored in Japanese communication and cultural appreciation skills. I wanted to get a job in Japan so I could utilize the knowledge I gained at university.

Reason for choosing my company

The company is involved in a wide range of areas, including public infrastructure and private-sector projects. They are also expanding overseas. I wanted the challenge of working for a global enterprise.

Company job content

I will be using ICT to develop solutions to major issues of public concern in a variety of fields including health care, logistics, tourism, finance, retail, local government and primary industry.

Self-promotion to companies

I emphasized all the hard work I had done at university, as well as during my internship and within friendship groups. I listed the qualities and capabilities that I developed through hard work, and then described how I would apply these to my work.

Start of my job hunting activities and number of companies applied to

Following the lifting of the advertising ban in March 2016, I submitted pre-applications to about 30 companies. I went to joint briefing sessions for about 20 companies, including the Jobs Expo, and submitted formal applications to 15 companies. I was granted interviews at nine companies. Five of these used the group discussion format for the first interview.

Effective job hunting strategies

You should be thinking about looking for a job from the autumn semester of third year. Start going to job seminars at your university. Summer and winter internships are excellent preparation for application forms and interviews. Self-analysis is also a good way to identify the type of work and the industry that you are best suited to.

How I researched industries and companies

I read up on industry manuals, searched recruitment websites and went to briefing sessions for companies that I was interested in. I also went to a few informal corporate chat sessions. These are a great way to hear from the people who work at a company.

Things to be careful of regarding application forms and resumes

Be sure to read over your application form and resume after you've finished to check for spelling errors and omissions. Ask your friends and the career adviser to give you advice on how you sound—in particular, whether you have communicated your key points well and whether you are effective at promoting yourself.

Things to be careful of during interviews

When you get asked a question that you have prepared an answer for, give a clear, bright response and try not to appear nervous. When you get a question that you are not prepared for, the best approach is to think clearly about it and be honest in your response.

Questions during interviews

It depends on the company and the job you're applying for, but generally they ask you about things that you've written on the application form. I was often asked about why I wanted the job, or to describe a particular achievement at university that required considerable effort, or what sort of work I wanted to do in the company. They often asked me what I studied at university, and about my strengths and weaknesses.

Hopes and plans for the future

With the age of IoT approaching, I am keen to use IT to address global issues such as poverty and the environmental problems. To this end, I want to develop specialist skills, to grow and develop as a person, and become someone who can make a real difference to the world.

Advice to future job seekers

It's important to believe in yourself right from the start. Don't be afraid to try new things, and don't give up even if you fail. Keep trying until you get to where you want to be. In particular, make sure you are well prepared for online examinations, aptitude tests, and examinations held at testing centers. You're assured of a good outcome.



Mr. Isuramu Mohamado Aminuru

Nationality: Bangladeshi

Place of study: Shokei Gakuin University

Major subject: Culture and Communication Activities

Period of study in Japan: 2008 to March 2015

Place of work: Shima Co., Ltd.

JLPT Level: N2

Reason for working in Japan

I wanted to serve as a bridge connecting Japan and Bangladesh by working at a Japanese company. Through my experiences of studying Japanese and entering a Japanese university, I have come to like Japanese technology and services, and above all, the Japanese work ethic. I want to make use of the knowledge I gained from studying Japanese and through my university studies.

Reason for choosing my company

The company had a good atmosphere and I was attracted by the passion behind its motto of "creating a company capable of providing cheerful greetings." Most importantly, the company has a overseas sales department, so I thought that I would be able to work in overseas sales which is what I wanted. The overseas sales department has an international atmosphere in which foreigners can easily work. The department also does business with Bangladesh, so I wanted to join the company thinking that I could be involved in the Asia market in the future, including doing business with Bangladesh.

Company job content

The company is involved in the sale of used cars and parts for used cars in Japan and countries overseas. It exports to Asia countries, including Malaysia and the Philippines, Africa, and other regions.

Self promotion to companies

I talked about how I could make use of my linguistic abilities since I am able to speak Bengali, English, Japanese, and Hindi. In addition, I talked about the volunteer activities and international exchange activities that I participated in during my university years.

Start of my job hunting activities and number of companies applied to

I competed pre-entry for approximately 30 companies, attended around 20 company briefing sessions, submitted application forms to 20 companies, and had interviews with around 10 companies.

Effective job hunting strategies

Studying about job hunting activities in Japan is an effective strategy. I actively attended career support classes and job hunting guidance sessions at my university where I collected information. In addition, thinking that there are many more job offers for international students in the Kanto region than there are in the Tohoku region, I also attended company briefing sessions in Tokyo.

How I researched industries and companies

Analyzing companies really takes a lot of effort. I primarily used employment websites to search for information including how companies hire international students. Also, I performed detailed searches for companies that were connected to the work that I was interested in doing, which is overseas sales.

Things to be careful of regarding application forms and resumes

Be sure to promote yourself as much as possible writing in a concrete, easy to understand manner. When writing the reason for applying for a job, I wrote about what I really wanted to do rather than trying to fit the company.

Things to be careful of during interviews

Most interviews are conducted in Japanese. During interviews, I was careful to slowly answer questions in an easy to understand manner with a clear voice while maintaining eye contact with the interviewers. Before an interview, I would once again look at the company's website and review company materials.

Questions during interviews

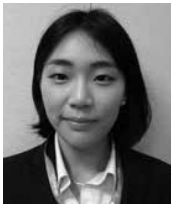
I was asked about what I wanted to do in the future, my life at school, why I wanted to work in this particular industry (why I wanted to work at their company), how long I wanted to work in Japan, what I studied at university, my strengths and weaknesses, etc.

Hopes and plans for the future

In the future, I want to become a bridge between Bangladesh and Japan. I want to open a company overseas sales office in my home country to serve as a base for expanding the market of our overseas department.

Advice to future job seekers

Try to prepare for your job hunting activities as early as possible. During the job hunting process, it is important to analyze companies and make schedule adjustments. I recommend consulting with university professors and getting advice during job hunting activities in the early stages. In addition, please take advantage of the Internet to get international student information and collect information by looking over information designed for students that are Japanese nationals.



Ms. Shin Jihye

Nationality: Korean

Place of study: Hitotsubashi University

Major subject: Law

Period of study in Japan: April 2011 to March 2015

Place of work: JX Nippon and Energy Corporation (currently temporarily transferred to JX Nippon Oil & Gas Exploration Corporation)

Japanese Level: Equivalent to N1

Reason for working in Japan

I found out that I naturally wanted to work in Japan while studying at a Japanese university. Although there is also the possibility of returning to my home country in the future, I wanted to build a career in Japan.

Reason for choosing my company

I have been interested in the Exploration and production (E&P) industry since I lived in Korea. I chose the company that I am currently working for because I thought that I could deepen my understanding from the upstream and downstream to extend to the entire industry.

Company job content

I am currently involved in managing projects in Myanmar, Thailand, and Vietnam. Each project is in a different phase (exploration phase, development phase, or production phase), and the goals of each project also differ. In order to achieve project goals, we negotiate operators, partners, and various companies so that projects run smoothly. As for detailed work, I am involved in overall budget management in order to maximize profits from each project, economic evaluations, and production quantity control.

Self promotion to companies

I presented my strengths in a logical manner. I mainly talked about my experience in an athletics club that I participated in during my university years, my leadership skills and ability to take action which I am able to demonstrate in group settings, such as seminars, and my ability to get along with others.

Start of my job hunting activities and number of companies applied to

I competed pre-entry for 50 to 60 companies, attended around 30 company briefing sessions, and had interviews with around 20 companies.

Effective job hunting strategies

Be sure to somehow increase your level of experience. Analyzing companies during job hunting is just the tip of the iceberg. To really find out whether or not a company was right for me, I attended a variety of company briefing sessions given by companies without regard to industry or size and talked to many employees in order to decide on what would be the core of my job hunting activities.

How I researched industries and companies

I specifically put in much effort to meet with alumni. Since company briefing sessions primarily provide general explanations about work, I thought ahead of time about the questions that I would ask when meeting with alumni to directly hear honest opinions from employees about their companies.

Things to be careful of regarding application forms and resumes

Be sure to write things in a logical manner. The reason why job application forms ask questions about things such as what you worked hard at during university is because they want to find out what kind of person the applicant is from their experiences. I wrote about experiences that would consistently appeal to the company and made an effort to not omit anything during interviews.

Things to be careful of during interviews

Be sure to speak clearly and give the interviewers the impression that you want to work together with them. Since interviewers are thinking about whether or not they want you to become their subordinate in addition to thinking about the skills that you possess, I let them know about my merits while speaking with them. In addition, because international students are thought to be challenged in the area of Japanese, I made an effort to speak in a clear, easy to understand manner.

Questions during interviews

I was asked about what prompted me to want to study in Japan, the biggest difference between Japan and my home country, why I want to work in Japan, the reason I applied to their company, the core of my job hunting activities, my career plan, what I worked hard at during my university years, experiences in which I demonstrated my leadership skills, work that I would like to do at their company, etc.

Hopes and plans for the future

Although it is my first year at the company, it provides an environment where it is easy to grow since there are many opportunities available. Through my work I want to study and experience working on many projects. In the future, I want to expand my specialized knowledge, particularly in the field of contracts.

Advice to future job seekers

There are times when one's feelings will change even after entering the company that they most wanted to work for and regret it when they select a company because it is easy to enter or because of its name value. During job hunting, it is important to select a company giving thought to your future and career. I recommend looking at many companies and meeting with many people.

Job Hunting in Japan: Speaking from Experience

The true voice of experienced job seekers regarding the problems, hardship, and failures of job hunting in Japan.

It would be difficult to accurately say what I wanted to say at interviews in Japanese. I feel that it is necessary to actively interact with Japanese students to become used to communicating in Japanese more naturally.

Chinese (Female)

There were sections on online applications that asked for my statement of purpose, so I just bookmarked them because they were too long. Before I knew it, the application deadline passed...I was unprepared.

Indonesian (Male)

I took the SPI without preparing at all. I didn't know how to pace myself, and spent too much time on certain questions. In particular, I could barely understand the questions about the Japanese language. Test should be taken with ample preparation.

Vietnamese (Male)

In any case, I started my job hunt way too late. Being in the engineering department, there were many including myself considering graduate school and did absolutely nothing about job hunting.

You must open the path to your own future.

Korean (Male)

I didn't know if companies were hiring exchange students or not, so I didn't even try. After hearing about a fellow exchange student going to an interview, I became more proactive and decided to change my approach to job hunting.

Chinese (Female)

I didn't have experienced exchange students who have sought employment in Japan, so I didn't know the reasons Japanese companies would hire exchange students. I wasn't sure what to say at one interview, and just remained silent.

Taiwanese (Female)

Japanese-language abilities required for job hunting in Japan.

It is certainly not easy for international students to polish their Japanese-language skills. When engaging in Japanese-language communication, you must choose your words according to the person you are speaking with and sometimes the situation as well. Your choice of words greatly influences the impression you give. When you reflect on your life in Japan, perhaps there were many cases in which you were confused by subtle nuances of phrasing.

However, you must be versed in the unique phrasing of Japanese and word choices – and be fully able to use Japanese – in order to find a job at a Japanese corporation and succeed in the business world. Accordingly, Japanese corporations expect that international students will have extremely advanced Japanese-language skills.

Many Japanese corporations screen international students who have studied in Japan according to whether they already have sufficient Japanese-language abilities. For example, even if you have passed Level N1 of the Japanese Language Proficiency Test, it will likely be difficult to find a job if corporations judge that you lack the ability to carry out business in Japanese. To ensure that your job search is successful, it's important to diligently study Japanese and master high-level Japanese-language skills.

What is a “First Impression”?

A first impression is the feeling someone has when they come in contact with another person for the first time. First impressions are used to initially evaluate an applicant during an interview test. It is said that it is imperative to make a good first impression in order to have a better interview. First impressions are not determined by you but rather by other people. Look at the points below and check what other people think. Improve any points where you are lacking.

1 Expression

Your expression is the strongest facet of the visual impression that you give. A natural smile is an expression that gives a good first impression. In order to smile naturally, it is crucial to be relaxed. So prepare properly in advance and go in with confidence.

In addition, the way you look at others is also important. Your expression changes depending on the way you look at other people and things. Be sure to maintain eye contact with the person you are speaking with.

2 Personal appearance

Cleanliness is an important part of one's personal appearance.

Cleanliness is most important and involves wearing clothes and arranging your hair and makeup so that you do not make the other party feel uncomfortable. Things that affect your level of cleanliness include whether or not your clothes or shoes are dirty or wrinkled (in the case of clothes), whether or not you have any sleep-mussed hair, whether or not your makeup is too heavy, and whether or not your nails are trimmed.

3 Posture

Stretching the back muscles naturally makes a person look confident. This posture makes the best first impression. Since you will be sitting a lot during interviews, be careful to also maintain good posture while in a seated position. It is important to make each movement full. Make movements full by properly stopping your movement.

■ How to bow gracefully

Do not just bow your head down. Avoid bowing by only moving your head downward. A bow is performed by bending at the waist.

Hand position differs according to gender. Women place both hands together in front of their body whereas men drop their hands down to their sides when bowing. It is more graceful to keep the fingers straight when bowing.

4 Manner of speaking

What you should pay most attention to while speaking is the volume of your voice. Speaking in a small voice will give interviewers the impression that you do not have any confidence. When speaking, speak slowly with a big voice and, most importantly, speak with clear pronunciation. Many international students become nervous and end up speaking too quickly. Make sure to speak as slowly as possible.

Reasons Why International Students Have a Hard Time Job Hunting in Japan

Here we will analyze why international students have a hard time job hunting in Japan while looking at related data. We put together information regarding the difficulties that experienced job hunters had trying to find a job in Japan and what they wish they had prepared to make things easier.

Difficulties experienced by international students when job hunting

The graph on the right shows the results of a questionnaire provided to experienced job hunters about what they found difficult when job hunting. Among the results the three main difficulties appear to be as follows:

- Did not understand enough about job hunting activities
- Japanese level not high enough for use in business settings
- Little employment information available for international students

Compared with other countries, preparations for job hunting activities in Japan seem to take time because of Japan's unique hiring method and culture. In addition, a high level of Japanese proficiency is necessary for use in business settings. Japanese that is used in daily conversation is insufficient. It appears that students have difficulty particularly in job hunting activities because written test questions as well as documents which need to be submitted are all in Japanese. Since there are few companies that advertise with the intention of wanting to actively hire international students, it is difficult to search for companies that are hiring international students.

■ Difficulties experienced during job hunting



From Survey on Career and Retention for International Students (Ministry of Economy, Trade, and Industry, 2015)

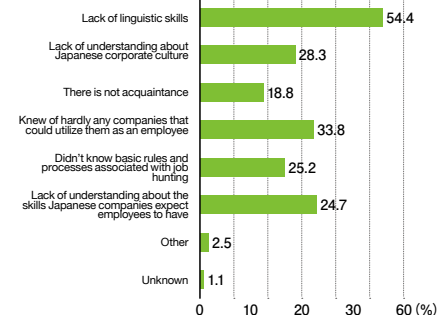
What international students felt they were lacking while job hunting

The graph on the right shows the results of a questionnaire provided to experienced job hunters on what they felt they were lacking while job hunting in Japan. Among the results the two main things that they felt they were lacking appear to be as follows:

- Insufficient understanding of industries and companies
- Insufficient Japanese skills

Companies in Japan have unique business customs. It appears that international students have a hard time figuring out what kind of skills companies demand and finding the companies capable of utilizing them as employees. In addition, it seems that many experienced job hunters felt that their Japanese skills were not up to the level that companies were looking for.

■ What international students felt they were lacking while job hunting in Japan



From Research on Employment Support for International Students by Japanese Universities (Ministry of Health, Labour, and Welfare, 2014)

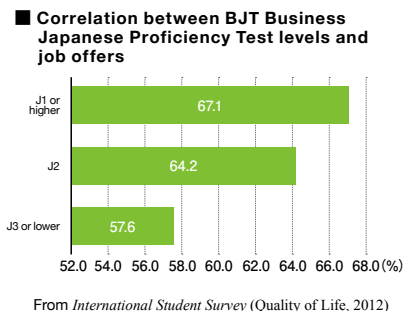
We put together tips on what kinds of efforts you should take during job hunting taking information from Column ① (difficulties that international students looking for job had faced) into consideration.

Did not understand enough about job hunting activities

- Obtain an understanding early on about how job hunting is carried out in Japan and make necessary preparations.
- Start job hunting activities in March of the year before you are scheduled to graduate. It is important to prepare early.
- It is important to prepare for related expenses. For job hunting, you will need money for clothing, including a suit, bag, and shoes as well as transportation money.
- Receive career counseling on a regular basis to make sure that you haven't made any mistakes in your job hunting process.
- There are many international students who quickly give up job hunting because of difficulties experienced. It is important to complete all job hunting activities without giving up.
- Collect various types of job hunting information from former international students who were hired or are working.
- Network with Japanese students and collect information from them.

Japanese level not high enough for use in business settings

- Obtain the proper skills for addressing people by interacting with Japanese of different social positions (your seniors, juniors, boss at your part-time job, teachers, and company employees).
- Get in the habit of reading Japanese newspapers to obtain knowledge about current affairs and Japanese reading comprehension skills.
- There are many documents that you will be submitting during job hunting activities. Practice writing in Japanese on a routine basis.
- The Japanese that you use for daily conversations and the Japanese that you use when working in a Japanese company (or when job hunting) are different. Strive to some extent to gain proficiency in business Japanese.
- There is a recent trend also among Japanese companies to place importance on English proficiency. Therefore, try to obtain proficiency in English in addition to Japanese.



Lack of employment information

- Not all Japanese companies hire international students. Therefore, actively attend joint briefing sessions and interview meetings designed for international students.
- Make use of your university's career center, outside job support organization (Employment Service Center for Foreigners), etc.

In the second half of your job search, there will be many times when you will be happy and then disappointed regarding job offers. Here we will look at what you should do when you receive multiple job offers and what you should do if you still haven't received any.

If you have received job offers from two or more companies

Near the end stage of the job hunting process there are times when applicants will receive two or more job offers from different companies. In this case, you must turn down the job offers from companies that you will not enter.

When turning down job offers, please be aware of the following points.

① Turn down job offers over the telephone, not via e-mail

Regardless of how many times you have been selected to receive job offers, you will not convey your sincerity by simply turning down a job offer via an e-mail. Please do your best to refuse job offers over the telephone.

② It is ok not to tell other companies which company you have decided to work for

When turning down a job offer, there are times when the company representative you are speaking with will ask you which company you chose to enter. You are not obligated to provide them with the name of the company that you will work for.

③ When you turn down a job offer and run into problems such as being held at a company for many hours

When turning down a job offer, companies may request that you come to their location and explain to them about the situation. When doing so, there are times when you will be held up for many hours at the company and pressured to sign a letter of acceptance in order to persuade you to change your mind. In such situations, quickly consult with your university's career center or career services division. For example, even if you sign a letter of acceptance or written oath, they are not legally binding. If you feel that you are being forced to change your mind about the offer, deal with the situation in a calm manner.

Companies take time and effort to provide applicants with job offers. Therefore, there is a strong trend among companies for wanting students which they provided with job offers to enter their companies. Try to be sincere with companies so that they agree with your decision.

Job hunting activities after companies start providing official job offers

Since many companies start employee selection activities around the same time, the busiest time during job hunting is one to two months after beginning such activities. Afterwards, because there are many companies that will hold employment offer presentations (events in which official job offer notifications are provided) in October, companies aim to finish selection activities by the time of the presentation and continue hiring activities in order to fill all open positions. However, there are times when companies continue with hiring activities until March because they were unable to fill all positions which means that you still have a chance to be selected by a company from October. There are many cases where small-to-mid-sized companies in particular start selections after the selection peak period to avoid overlapping with employment periods of large companies. Companies will finish selection activities once they fill in their open positions. Therefore, apply early to companies that you are interested in.

To enter a company on April 1st, it is necessary to complete all change in residence status procedures by the end of January. So try to obtain a job offer before that time so that you can apply for change in residence status.