

## 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](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/>

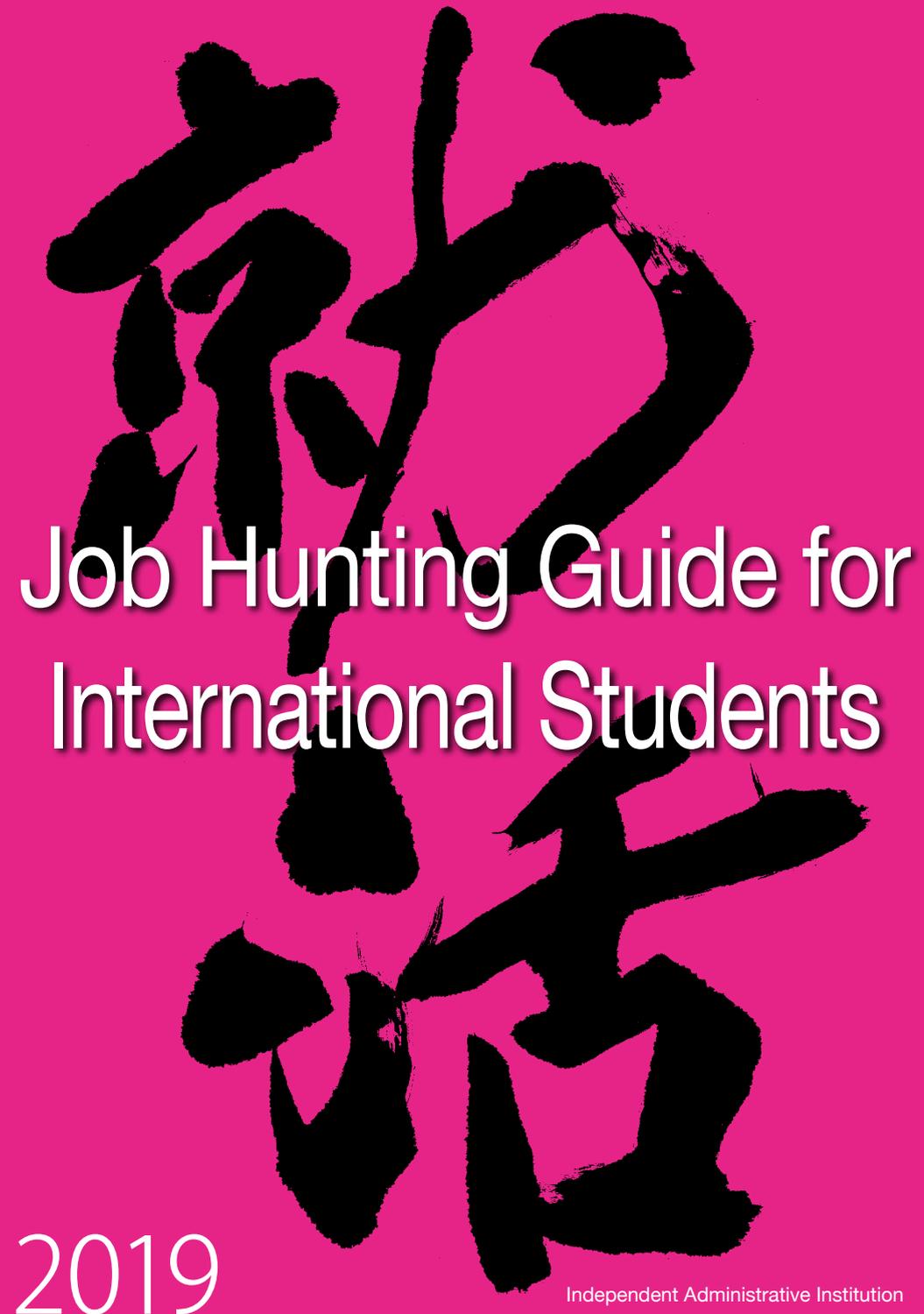
## 4. Immigration Bureau (District Immigration Bureau)

- 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.



## 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.

## Contents

Job Hunting in Japan	2
How to Conduct Job Hunting Activities	4
Status of the Employment of International Students	6
What Japanese Companies Expect	7
<hr/>	
<b>Preparing for Job Hunting Activities</b>	8
Self-analysis and Evaluation	9
Examining Industries and Companies	13
Examining Job Types	19
Visiting Alumni	28
Internships	30
<hr/>	
<b>Applications</b>	32
Applications	33
Company Briefing Sessions	37
Application Forms	40
<b>Job Hunting Manners ①</b> Favorable Job Hunting Styles	44
<hr/>	
<b>From Screening Tests and Job Offers to Joining a Company</b>	46
Written Tests	47
Interviews	49
Job Offers to Joining a Company	53
Before Starting Work	54
<b>Job Hunting Manners ②</b> Manners to Make a Good Impression	56
<hr/>	
<b>Changing Your Status of Residence</b>	58
Application for Change of Status of Residence	59
Qualification Guide	60
Preparing Required Documents	61
<b>COLUMN ①</b> Points-Based Preferential Immigration	62
Treatment for Highly-Skilled Foreign Professionals	63
Job Hunting Activities after Graduating	63
<hr/>	
<b>Job Hunting Reports</b>	64
Job Hunting in Japan: Speaking from Experience	69
<b>Job Hunting Manners ③</b> What is a "First Impression"?	70
<b>COLUMN ②</b> Reasons Why International Students Have a Hard Time Job Hunting in Japan	71
<b>COLUMN ③</b> Tips for Successful Job Hunting	72
<b>COLUMN ④</b> Tips for The Second Half of Your Job Hunting Process	73

# Job Hunting in Japan

## Unique recruitment methods

Japan uses different recruitment methods to the ones you are accustomed to in your own country. It is therefore necessary to carry out your job hunting activities with a full understanding of the differences in scheduling, selection methods, recruitment standards, and other such elements.

### What Does Job Hunting in Japan Entail?

- Job hunting activities in Japan are carried out in a style unique to the world.
- Overseas students come under the same banner as Japanese students and are recruited in the same way.
- Nearly all foreign-owned companies in Japan follow the same style of recruitment as Japanese companies.

### Features of Job Hunting in Japan

#### Bulk Recruitment of New Graduates

The term “recruitment of new graduates” refers to the employment of people who recently graduated from university, graduate school, vocational schools and other such schools, and who are seeking employment for the first time. Job hunting activities in Japan involve this unique style of recruiting new graduates, and the recruitment method adopted by companies involves the bulk recruitment of students who are scheduled to graduate every year, so companies commence their recruitment activities while the students are still studying at school.

#### Joining the Company in April

The school year generally starts in September in most countries of the world, but in Japan students generally start at university and vocational schools in April and graduate in March. Because of this, students in Japan who graduate in March join a company and begin working from April 1.

#### Job Hunting Schedule

Many companies in Japan commence their recruitment activities in accordance with the same schedule. Job hunting activities are also started earlier in Japan than overseas. Students who are scheduled to graduate in March 2019 commence their job hunting activities from March 1, 2018.

#### Employment Examinations

In addition to math, Japanese, English and other written examinations, and examinations such as Japanese essays set by Japanese companies as part of their recruitment programs, a minimum of three different interviews are required.

### Corporate Culture in Japan

#### Lifetime Employment System

The lifetime employment system refers to the style in which a person is employed by the same company from graduation until retirement (60 years old, although this differs between companies). Although this is not clearly stated within employment contracts under normal circumstances, it is customarily expected in Japan that new recruits and companies tacitly agree to this.

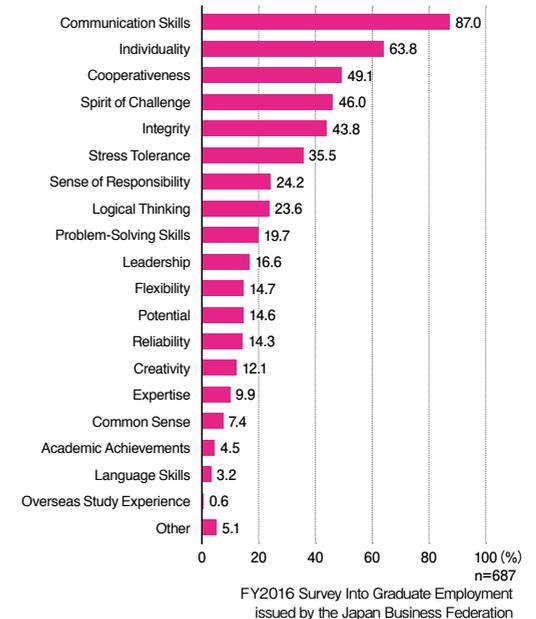
#### Seniority-Based System

This refers to a system in which employees are assigned positions and pay increases in accordance with the number of years they have worked for the company and their age. The system is based on the prerequisite that employees will accumulate work skills and know-how the longer they work for the company and the older they get, and that these skills and know-how will be reflected back on the company performance in the long run. Recently more and more companies switch to a performance-based system after a certain period of time.

### Company Evaluation Standards

There is a tendency for the evaluation standards used by overseas companies and Japanese companies during recruitment activities to differ. A large number of overseas companies use a performance-based system that bases their promotion and pay-rise standards on each individual’s capabilities, work record and results, and they seek employees capable of being effective immediately at the point of recruitment. The standards for evaluations are consequently based on university and college majors, knowledge, and the skills potential employees have learned during internships, etc.

On the other hand, many companies in Japan still follow the lifetime employment system and the seniority-based system, so they seek employees who display qualities indicating that they can be relied on to develop well after entering the company. The list on the right represents the results of a questionnaire asking companies what qualities they place emphasis on during recruitment. Japanese companies evaluate communication skills, individuality, cooperativeness, spirit of challenge and other potential capabilities above academic results, specialty, and language skills.



#### Potentiality-Based Recruitment

The term “potentiality” refers to the qualities a person displays for future improvement and growth. This is a method of recruitment that evaluates a person’s potential capabilities and future prospects at the point of recruitment instead of skills and know-how that can be used for immediate effectiveness. Japanese companies maintain effective training programs for new recruits joining the company, and they tend to recruit human resources based on predictions of their future potential, as opposed to immediate effectiveness.

### Job-Based Employment and Membership-Based Employment

#### Job-Based Employment

A style of employment that limits duties and place of work, etc. The main feature of this style of employment is that the job description is clearly defined and that capabilities are evaluated in accordance with skill levels as specialists. The continuation of employment and treatment are determined in accordance with job continuity and job performance, and it is the most common style of employment overseas. It enables companies to secure capable workers with high levels of expertise. However, because workers are on a contract basis covering a specific area of work, contracts are terminated without the workers being reassigned to other work in the event that the duties they perform are no longer required due to changes in the company’s financial status or policy. This means that workers are at risk of becoming unemployed.

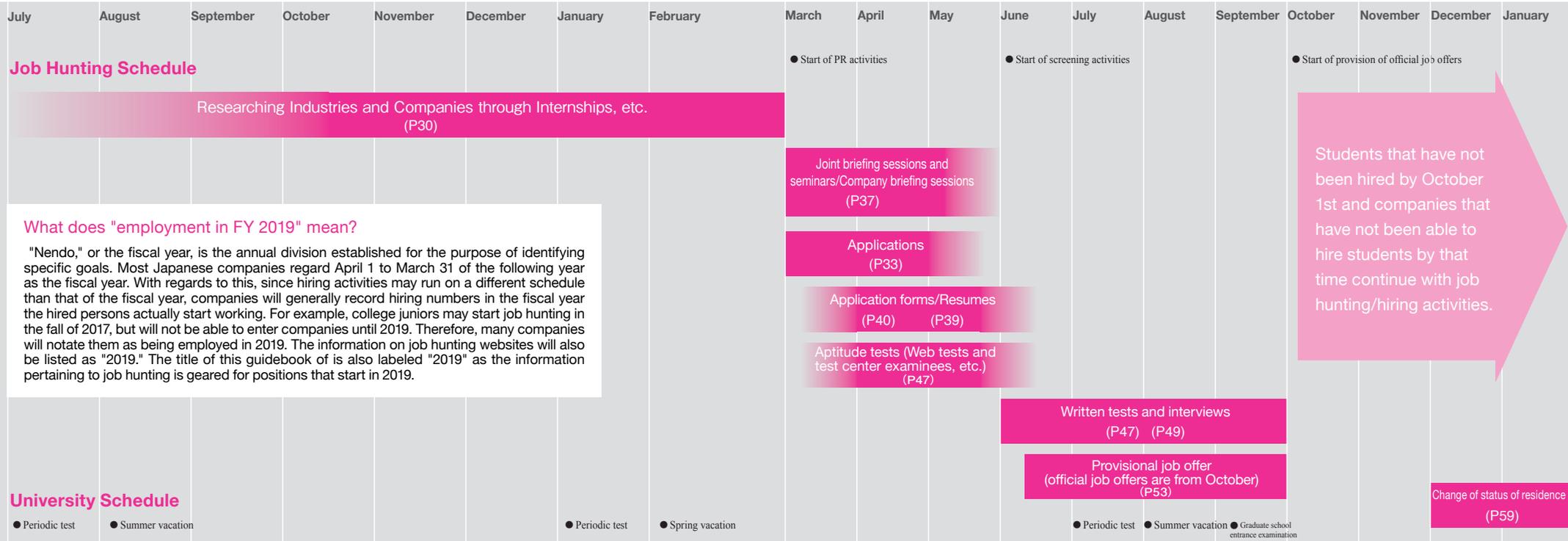
#### Membership-Based Employment

A style of employment that does not limit duties, place of work, or working hours. The main feature of this style of employment is that people are evaluated in accordance with their ability to perform all duties as generalists. This is a style of employment typical in Japan in which companies offer unlimited work in exchange for stable employment and treatment. Companies employ large numbers of graduates in bulk, provide OJT (On-the-Job Training) and internal training courses to ensure that they have the knowledge and experience necessary to perform their jobs. The main feature of this style of employment is that the jobs and workplaces they are assigned are not predetermined, so they can be relocated to any position at the discretion of the company. Owing to this, there is a possibility that recruits will not be assigned to the job and workplace that they desire. This style of employment means that the jobs offered in employee recruitment information are listed as “general work”.

# How to Conduct Job Hunting Activities

## Hypothetical Job Hunting Schedule for FY 2019

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



### What does "employment in FY 2019" mean?

"Nendo," or the fiscal year, is the annual division established for the purpose of identifying specific goals. Most Japanese companies regard April 1 to March 31 of the following year as the fiscal year. With regards to this, since hiring activities may run on a different schedule than that of the fiscal year, companies will generally record hiring numbers in the fiscal year the hired persons actually start working. For example, college juniors may start job hunting in the fall of 2017, but will not be able to enter companies until 2019. Therefore, many companies will notate them as being employed in 2019. The information on job hunting websites will also be listed as "2019." The title of this guidebook is also labeled "2019" as the information pertaining to job hunting is geared for positions that start in 2019.

**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(P9)

Industry and corporate research (P13),examining job types(P19), visiting alumni(P28)

Application form tips(P40)

Interview tips(P49)

### 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

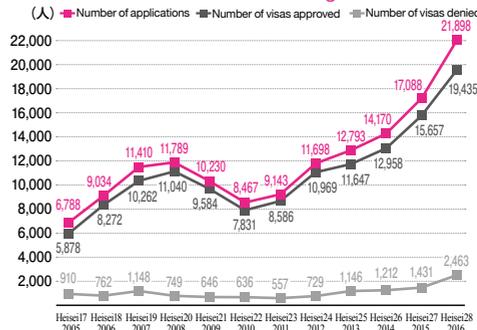
## Number of international students intending to work in Japan

As of May 1, 2016, the number of international students has grown to 239,287, 2 times larger than it was a decade ago (according to the Japan Student Services Organization (JASSO)).

At the same time, in 2016 a total of 21,898 foreign nationals, including international students, applied for a change of status of residence for the purpose of employment at Japanese companies. Of these, 19,435 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 2016* (Immigration Bureau, Ministry of Justice)

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

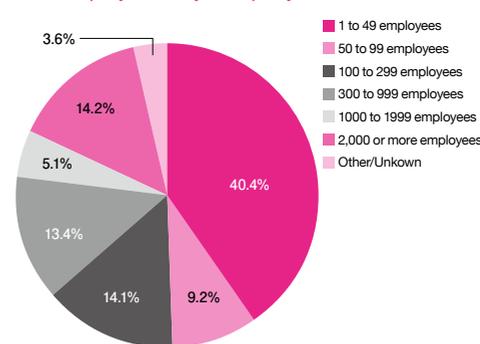


## Sizes of companies where international students find employment

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 80% 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 the highest market shares. 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 2016* (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 (trading), computer-related service, and restaurant 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 (%)
Translation/Interpretation	24.0	Commerce (trading)	20.6	Food	2.4
Sales/Marketing	15.2	Computer-related services	9.4	Electronics	2.3
Overseas work	9.9	Food and drinks industry	5.3	Machinery	2.1
Technology development (IT)	6.4	Hotels and Inns	3.0	Automotive	1.5
Trade work	5.4	Construction	2.6	Chemicals	0.6
Technology development (other than IT)	4.3	Education	2.5	Fiber	0.6
Planning	3.7	Travel industry	2.3	Steel	0.3
Public relations/advertising	3.0	Transportation	2.0	Other manufacturing industries	5.8
Management/Administrative work	2.9	Finance and insurance	1.1	Manufacturing	15.7
Accounting work	2.8	Health care	0.2		
Education	1.7	Other non-manufacturing industries	35.3		
Research studies	1.6	<b>Non-manufacturing</b>	<b>84.3</b>		
Health care	0.8				
International finance	0.4				
Other	17.8				

# What Japanese Companies Expect

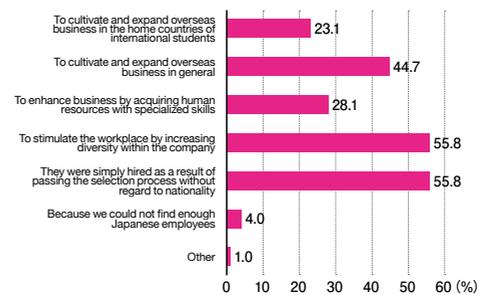
Before starting your job hunting activities, it is important to know what Japanese companies expect of international students.

## 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

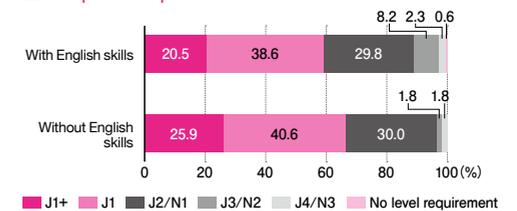


## Level of Japanese language skills required for international students

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



J1+ ..... Able to sufficiently communicate in Japanese in any business setting  
 J1 ..... Able to adequately communicate in Japanese in a wide range of business settings  
 J2/N1 ..... Able to adequately communicate in Japanese in a limited amount of business settings  
 J3/N2 ..... Able to communicate to some extent in Japanese in a limited amount of business settings  
 J4/N3 ..... Able to communicate at a minimal level in Japanese in a limited amount of business settings

## 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 ..... 9

## Examining Industries and Companies

Which industry has the job that I want? ..... 13

## Examining Job Types

Learning the reality of jobs and required skills ..... 19

## Visiting Alumni

The best opportunities to hear what working people really think ..... 28

## Internships

Internships are valuable opportunities to experience working ..... 30

# Self-analysis and Evaluation

## Job hunting starts with self-analysis and evaluation

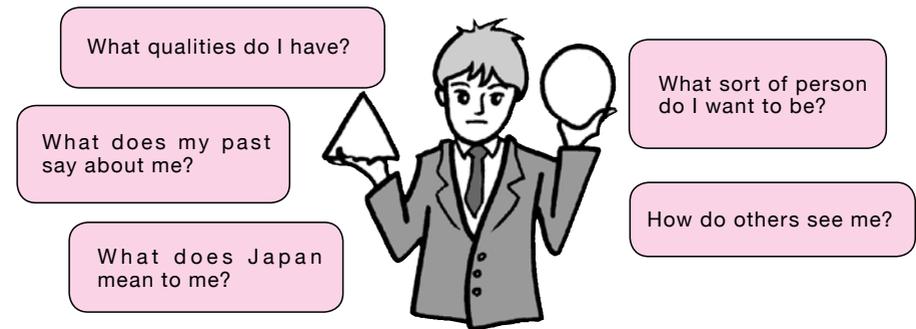
Self-analysis and evaluation involve once again asking yourself questions regarding your strong and weak points, preferences, expertise, skills, interests, dreams for the future, values, and outlook on life, then organizing your thoughts. In other words, self-analysis and evaluation enable you to know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



<b>What qualities do I have?</b>	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.
<b>What does my past say about me?</b> → P10	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.
<b>What sort of person do I want to be?</b> → P11	Consider your goals and aspirations, both personal and career-related.
<b>What does Japan mean to me?</b> → P11	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.
<b>How do others see me?</b> → P12	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 is your connection with Japan?

- Japanese products/films/manga etc.
- Japan has strong links to my home country
- Connections with family members and friends
- Studying Japanese
- Japanese people I know 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.

		<b>Myself</b>	
		<b>Known</b>	<b>Not known</b>
<b>Others</b>	<b>Known</b>	<b>A</b> <b>Open quadrant</b> Things that both I and others are aware of	<b>C</b> <b>Blind quadrant</b> Things that others see in me but I am not aware of
	<b>Not known</b>	<b>B</b> <b>Hidden quadrant</b> Things that I know about myself that others are not aware of	<b>D</b> <b>Unknown</b> 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.

<b>A</b>	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>B</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.
<b>C</b>	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.
<b>D</b>	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) (⇒P15)	Food	Selling goods (⇒P17)	Department stores, supermarkets, and convenience stores	
	Agriculture, forestry, and fisheries		Specialty stores	
	Construction		Real estate	
	Housing and interior design	Providing services (⇒P16)	Traffic	
	Textiles, pulp, and paper		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 (⇒P17)	Newspapers
	Printing and office equipment			Publishing and advertising
Moving goods/money (⇒P15,16)	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...P20
- Finance, accounting, and treasury...P20
- Legal affairs, screening, and patents...P20
- Clerk, secretary, and receptionist...P20
- Advertising and public relations...P20
- Research studies and marketing...P21
- Planning and product development...P21
- Corporate planning...P21
- Sales...P21
- Sales promotion and merchandising...P21
- Basic research...P22
- Applied research and technology development...P22
- Production and manufacturing technologies...P22
- Quality, production management, and maintenance...P22
- Architectural and civil engineering design, surveying and quantity surveying...P22
- Construction management...P22
- Machinery and electronic equipment design...P22

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...P20
- Finance, accounting, and treasury...P20
- Legal affairs, screening, and patents...P20
- Trade clerk and overseas clerk...P20
- Clerk, secretary, and receptionist...P20
- Research studies and marketing...P21
- Planning and product development...P21
- Corporate planning...P21
- Sales...P21
- Sales promotion and merchandising...P21

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...P20
- Finance, accounting, and treasury...P20
- Legal affairs, screening, and patents...P20
- Clerk, secretary, and receptionist...P20
- Planning and product development...P21
- Corporate planning...P21
- Sales...P21
- Sales promotion and merchandising...P21
- Financial advisor...P24
- Exchange dealer and trader...P25
- Loan and financial planner...P25
- Security analyst...P26
- Actuary...P26 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...P20
- Finance, accounting, and treasury...P20
- Legal affairs, screening, and patents...P20
- Clerk, secretary, and receptionist...P20
- Advertising and public relations...P20
- Planning and product development...P21
- Corporate planning...P21
- Sales...P21
- Sales promotion and merchandising...P21
- MR...P23
- Pharmacist...P23
- Medical technician and nurse...P23
- Nutritionist...P23
- Welfare worker, care worker, and home helper...P23
- Nursery school teacher...P23
- Lecturer and instructor...P23
- Business consultant...P23
- IT consultant...P24
- Specialized consultant...P24
- Financial advisor...P24
- Translator...P24
- Interpreter...P24
- Sales staff and attendant...P25
- Buyer...P25
- Esthetician...P25 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...P20
- Finance, accounting, and treasury...P20
- Legal affairs, screening, and patents...P20
- Clerk, secretary, and receptionist...P20
- Advertising and public relations...P20
- Planning and product development...P21
- Corporate planning...P21
- Sales...P21
- Sales promotion and merchandising...P21
- Pharmacist...P23
- Sales staff and attendant...P25
- Store manager...P25
- Supervisor...P25
- Buyer...P25 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 Mass media

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...P20
- Finance, accounting, and treasury...P20
- Legal affairs, screening, and patents...P20
- Clerk, secretary, and receptionist...P20
- Planning and product development...P21
- Corporate planning...P21
- Sales promotion and merchandising...P21
- Programmer...P27
- System engineer...P27
- System maintenance and operation...P27
- System consultant...P27
- Game creator...P26
- Announcer...P24
- Editing and production...P26
- Reporter and writer...P26
- Designer...P26

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.

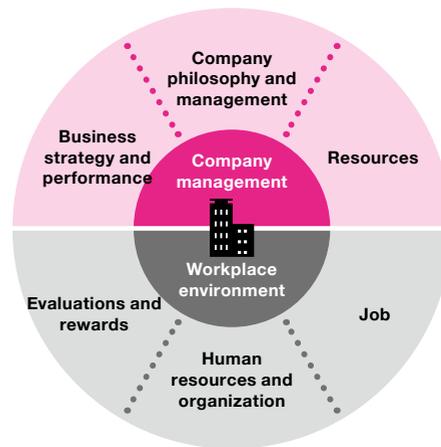
In addition to simply designing software, the software industry has recently begun consulting services for their customers. Information and communications industries offer significant possibilities for new business opportunities and are expected to grow further.

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 society have been categorized into nine occupation groups.

This chapter describes the individual groups and their job content.

[List of occupation groups]

## Clerical and administration 20

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 20

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

## Sales 21

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

## Technologies and research 22

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 23

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 24

Sales staff and attendant Store manager Supervisor Buyer Esthetician

## Finance 25

Exchange dealer and trader Loan and financial planner Security analyst Actuary

## Creative 26

Editing and production Reporter and writer Designer Game creator

## IT 27

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

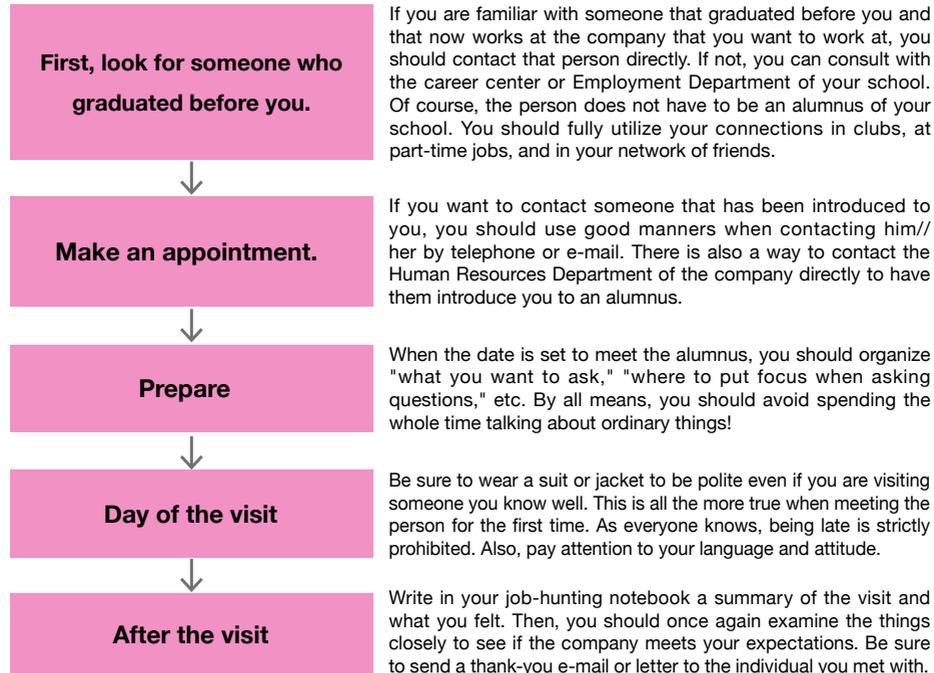
These occupations require a deep understanding of IT technologies and computer network systems, as well as specialized skills. You should acquire the ability to propose the optimum solutions and plans for the client and to accurately manage operations based on specific procedures.

# Visiting Alumni

## The best opportunities to hear 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" (jūkyū-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."

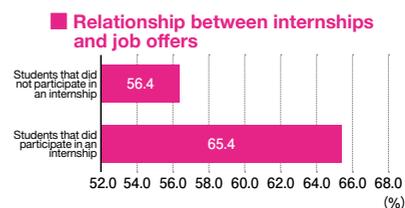
### Reasons for participating in internships

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.



From *International Student Survey (Quality of Life, 2012)*

### 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

**Starting an application is the entrance to job hunting** ..... 33

## Company Briefing Sessions

**Let's develop an eye for companies** ..... 37

## Application Forms

**To fully express your attractive characteristics** ..... 40

# 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 34) 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

ACCESS Humanext (operated by Access Humanext Co., Ltd.)	<a href="http://www.ac-lab.jp/">http://www.ac-lab.jp/</a>
Asagaku Navi (operated by Gakujo Co., Ltd.)	<a href="http://www.gakujo.ne.jp/">http://www.gakujo.ne.jp/</a>
Shushoku Walker Net (operated by J Broad Co., Ltd.)	<a href="http://www.s-walker.net/">http://www.s-walker.net/</a>
Diamond Shushoku Navi (operated by Diamond Human Resources Co., Ltd.)	<a href="http://www.shukatsu.jp/">http://www.shukatsu.jp/</a>
Career+ (operated by DISCO Inc.)	<a href="https://job.career-tasu.jp/">https://job.career-tasu.jp/</a>
Bun Nabi! (operated by Bunkahoso Career Partners Co., Ltd.)	<a href="http://bunnabi.jp/">http://bunnabi.jp/</a>
Mynavi (operated by Mynavi Corporation)	<a href="http://job.mynavi.jp/">http://job.mynavi.jp/</a>
Rikunabi (operated by Recruit Career Co., Ltd.)	<a href="http://job.rikunabi.com/">http://job.rikunabi.com/</a>

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 mass 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 for 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.



Top screen

Step 2

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



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.



Company application form screen

Step 4

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



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 2018

##### ◎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...

# Company Briefing Sessions

## Let's develop an eye for companies

Company briefing sessions, seminars, and similar events are held after applications have been submitted and before moving onto the selection process. Attending the briefing sessions, etc., provides the opportunity to listen to explanations provided by employment officers and get a feeling for the atmosphere within the company.

### ■ Company Briefing Types

Company briefing sessions can be split into three types. Briefing sessions held independently by companies, briefing sessions held jointly by several companies, and seminars held for a variety of purposes. It is recommended that the main features of each of the sessions are fully understood to ensure that attendance is effective.

#### Company Briefing Sessions (Independent)

Briefing sessions held by a single company. The main feature of these briefings is that they provide detailed explanations on the business the company is involved in, the work each department carries out, as well as other details. Reservations are required in advance to attend company briefing sessions. The number of participants is limited, so early reservations are recommended.

#### Joint-Briefing Sessions

Briefing sessions held by many companies gathered in the same forum in hotels and event halls around the country. You are advised to actively use them as an opportunity to compare companies and see a cross-section of various industries.

#### Seminars (Open Seminars)

Seminars held by companies that do not include detailed selection. Held for the purpose of promoting an understanding of the company and the work it is involved in. You are advised to actively use them as an opportunity to come into contact with the company and industry prior to making your final decision.

### ■ Collecting Information on Company Briefing Sessions

It is necessary to register for attending company briefing sessions in advance. Check the application methods and register for your attendance accordingly.

Information on joint briefing sessions can be collected from job information sites, posters available on bulletin boards in schools, and job information magazines.

#### Contact from Companies

Once applications have been submitted to the companies holding briefing sessions, you will be contacted by e-mail or other methods with regard to schedules, etc.

#### Company Website

They are contained in new graduate recruitment information pages on the [Recruitment] section of their websites.

#### Job Information Sites

[Event] pages are also available on websites, and it is possible to run searches by location, date/time and type of event, etc.

#### School Posters

Posters are available on bulletin boards in careers centers, etc.

#### Job Information Magazines

Advertisements for events and lists of event information are available in magazines related to job information placed in career centers.



# Application Forms

## To fully express your attractive character

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.

## Contents of Entry sheet

### Basic details

This is essentially the same as the information on your resume.  
See How to write a resume...P39

### 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 P13)
- 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 P9)
- 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 P9)
- 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

### ■ ④ 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

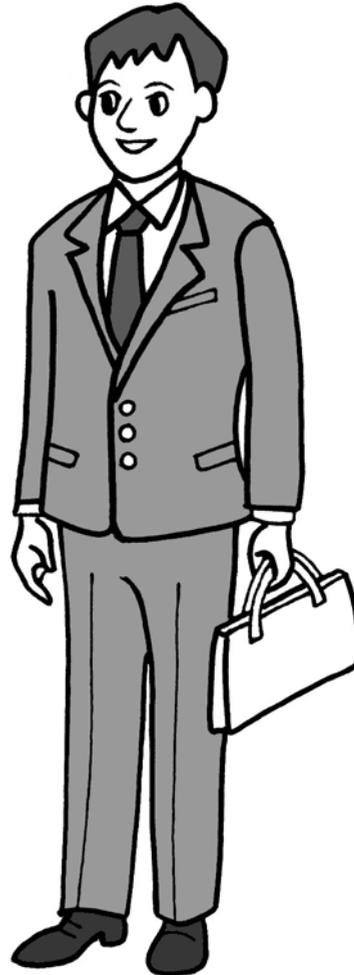
Trousers with a standard width and single-fold hems are preferable. Be sure to iron them to make creases. Your belt and shoes should match.

### ★ 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.

### ★ Watch

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

### ★ Bag

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

# From Screening Tests and Job Offers to Joining a Company

## Written Tests

Be sure to get used to questions in Japanese ..... 47

## Interviews

Use your own words to express yourself ..... 49

## Job Offers to Joining a Company

Act according to your plan until you join a company ..... 53

## Before Starting Work

Employment environment in Japanese companies ..... 54

# 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 - Communication ability - Writing ability (Synonyms, antonyms, proverbs, idioms, honorific language, grammar, etc.)	- Calculation ability - Ability to think logically - Ability to process business operations (Analogism, augmentation, aggregates, permutation, combination, probabilities, profit-and-loss ratio, speed, transit calculation, base n notation system, etc.)	- Social introversion - Introspection - Physical activity - Persistence - Caution	- Desire to achieve - Desire to act	- Sensitivity - Self-condemnation - Mood - Individuality - Confidence - Elation	- Flexibility - Avoidance - Judgment - Self-esteem - 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

- (1) 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
- (2) 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
- (3) 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
- (4) 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

- (1) 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
- (2) 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 %
- (3) 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
- (4) 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

- (1) 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
- (2) 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
- (3) 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
- (4) 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

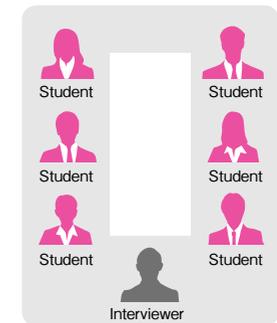


Main roles are: coordinator, secretary, timekeeper, presenter

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 P56)
- 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

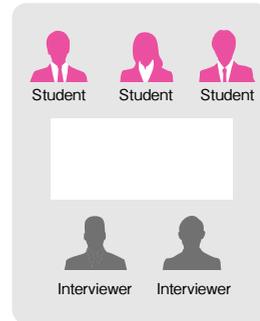
The interviewer devises a set of questions based on the application forms and resumes. The same questions are posed to each applicant in turn.

### ■ Important

- Remember: first impressions are very important! ( → Job Hunting Manners ① "Favorable Job Hunting Styles" P44,45)
- 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

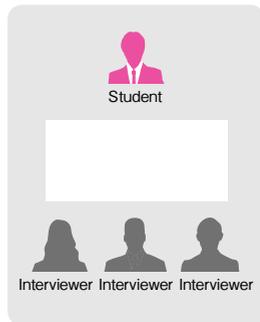
The interviewer prepares questions based on the application form and resume. Firstly, you will be asked about information supplied on your application form and resume. Often, the interviewer will want to hear further details or explanations.

### ■ Important

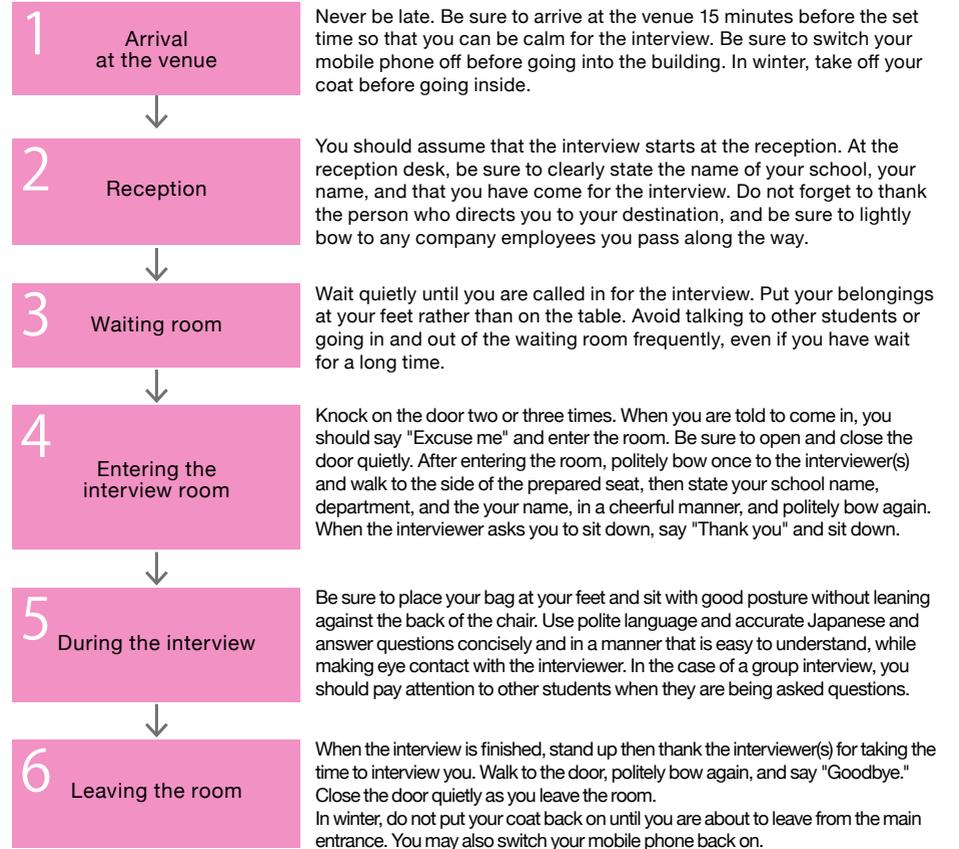
- Re-read your application form and resume and make sure that you are familiar with everything you have written.
- Think back over the responses you have given in previous interviews.
- Be prepared to talk about your qualities and the skills you can contribute to the organization.
- Be prepared for questions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



## ■ Bowing etiquette and posture

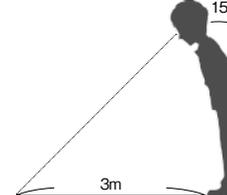
### ■ Full bow

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



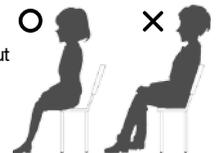
### ■ Half bow

Used to acknowledge a colleague, for example when passing in the corridor  
Angle = 15°  
Eyes fixed on the ground about three meters away



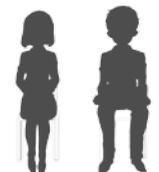
### ■ Seated posture

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.

→ Main point

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

→ Evidence

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

→ 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.

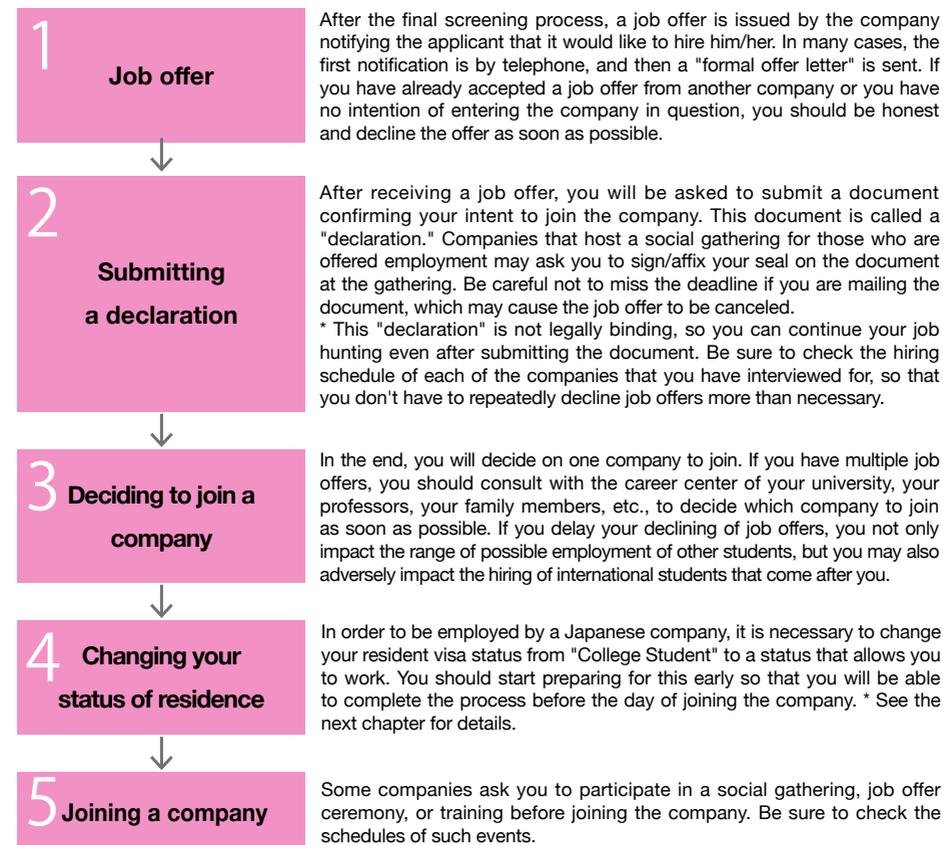
An interview is an objective evaluation of your suitability for the job. So where possible, you should enlist the help of a third person to observe your performance and provide you with suggestions for improvement.

# 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 63.

# 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	召し上げる	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

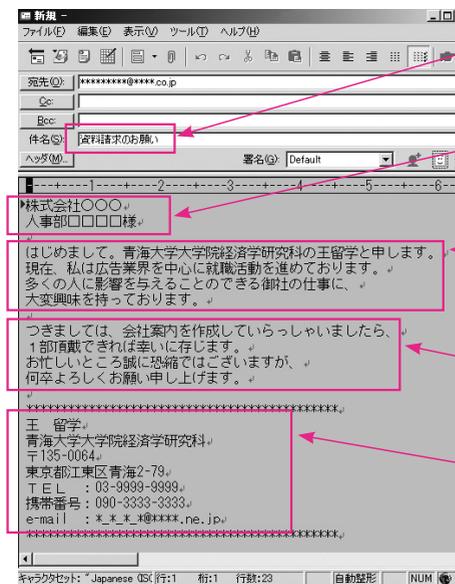
Telephone etiquette

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 ..... 59

## Qualification Guide

Requirements for Changing the Status of Residence ..... 60

## Preparing Required Documents

Checking documents required for application procedures ..... 61

## Job Hunting Activities after Graduating

Procedures for changing your status of residence to continue job hunting ..... 63

# Application for Change of Status of Residence

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

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/Specialists in Humanities/International Services, Intra-Company Transferee, Entertainer, Skilled Labor, and Nursing Care

- 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 28(2016).

### 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	<ol style="list-style-type: none"> <li>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). 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.</li> <li>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.</li> <li>3 The applicant must receive no less compensation than a Japanese national would receive for comparable work.</li> </ol>
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.

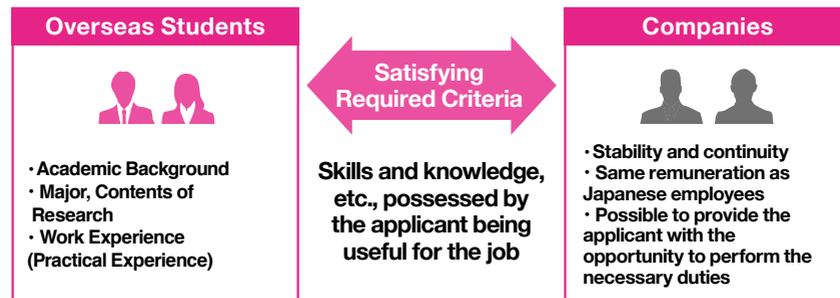
- University graduates can engage in translation from or into their native language, interpretation, and/or language instruction regardless of university major.
- In regards to computer technology related work, persons who pass an information processing skills examination as set out by the Minister of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

# Qualification Guide

## Requirements for changing the status of residence

Four points pertaining to the screening process for changing the status of residence are as follows:

- 1 Applicant's academic background (major, contents of research, etc.) and other background information indicating the possession of the required skills and knowledge, etc.
- 2 Skills and knowledge, etc., possessed by the applicant being useful for the job sought.
- 3 Treatment of the applicant (remuneration) being applicable.
- 4 The scale and business results of the recruiting company indicating stability and continuity, and being able to provide the applicant with the opportunity to perform the necessary duties.



See the Guidelines for Authorization to Change to the "Engineer/Specialist in Humanities/International Services" Status of Residence of Overseas Students for further details.  
[http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri07\\_00091.html](http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri07_00091.html)

### Things to note when changing the status of residence

- 1 Prepare the required documentation as early as possible.  
There are certain documents that must be prepared by recruiting companies, and it is recommended that these are gathered together as early as possible.
- 2 The screening process takes between one and three months from the point of application, so applications must be sent in as early as possible.  
Application acceptance begins in January as a basic principle (December for the Tokyo Regional Immigration Bureau and Osaka Regional Immigration Bureau) so that new graduates can begin work in April. Applications must be submitted again if any documents are insufficient, which raises the possibility of the process not being completed in time for starting work, so they must be prepared as early as possible.
- 3 Applications must be submitted by the person in question as a basic principle.  
If the applicant is not able to apply in person, it is possible for an intermediary who has given a notification of intermediary to the head of the relevant Regional Immigration Bureau to submit the application.
- 4 It is possible to reapply as a basic principle in the event of an application being rejected.  
An appropriate amount of the valid period of stay must remain. Reapplications will not be authorized unless the reason for the application being rejected is improved.

! Websites containing the procedures necessary for changing the status of residence  
 Immigration Bureau <http://www.immi-moj.go.jp/>  
 Tokyo Employment Service Center for Foreigners <http://tokyo-foreigner.jstie.mhlw.go.jp/>

# Preparing Required Documents

## Checking documents required for application procedures

The documentation required for changing the status of residence will differ in accordance with the institution at which you are to be employed. First of all, check which of the following four categories applies to the institute at which you are to be employed.

Category 1	Category 2	Category 3	Category 4
<ul style="list-style-type: none"> <li>1 Company listed on any of Japan's stock exchanges</li> <li>2 Mutual company involved in the insurance industry</li> <li>3 National or regional organization run by Japan or an overseas nation</li> <li>4 Independent administrative institution</li> <li>5 Special corporation or licensed corporation</li> <li>6 Public service corporation authorized by a national or regional public organization in Japan</li> <li>7 Public corporation listed in Appendix #1 of the Corporation Tax Act</li> </ul>	<p>Organizations or individuals for which the withholding income tax sum listed on the total withholding record of employment income included in statements of earnings or other statutory tax reports for the previous year is 15 million yen or more.</p>	<p>Organizations or individuals (excluding those listed in category 2) that have submitted statements of earnings in withholding tax records or other statutory tax reports for the previous year</p>	<p>Organizations or individuals not covered by Categories 1 to 3</p>

The documentation required for all categories is 1 to 4. Documentation 5 to 9 are required for Category 3, and documentation 5 to 10 must be submitted in addition to documentation 5 to 4 for Category 4.

Four points pertaining to the screening process for changing the status of residence are as follows:

- 1 Application for change of status of residence (with photograph of 4cm tall and 3cm wide)
- 2 Passport or Resident Card (including Alien Registration Cards, which are considered to be Resident Cards)
- 3 Documentation providing evidence of the company's eligibility for any of the above-mentioned categories

Category 1: Copy of a quarterly report or documentation providing evidence of the company being listed on any of Japan's stock exchanges (copy)

Documentation providing evidence that the establishment of the company was authorized by a competent authority (copy)

Category 2 and Category 3: Statements of earnings in withholding tax records or other statutory tax reports for employees for the previous year (copy affixed with seal of receipt)

- 4 Documentation providing evidence of the titles of diplomas or advanced diplomas received (vocational school students only)
- 5 Documentation providing evidence of the applicant's activities, etc.

Documentation clarifying the labor conditions given to the worker based on Article 15, Paragraph 1 of the Labor Standards Act and Article 5 of the Ordinance for Enforcement of the Act in the event of a labor contract having been concluded

- 6 Documentation providing evidence of the applicant's activities, etc.

Documentation providing evidence of the applicant's academic background, work experience, and other relevant experiences, etc.  
 1) A resume clarifying the institution, and details and period of work requiring skills and knowledge in which the applicant was engaged with regard to the application

2) Any of the following documents providing evidence of academic background and work experience, etc.

- a. Graduation certification issued by a university, etc., or other documentation providing evidence of having received education that is found equivalent or superior thereto Applicants in possession of qualifications from the DOEACC system need to submit DOEACC qualification certificates (limited to level A, B or C).
- b. Documentation providing evidence of the periods during which the applicant was engaged in the work listed in employment certificates (including certificates issued by universities, colleges and high schools, etc., or vocational schools listing the periods that the applicant majored in specialist subjects pertaining to the relevant skills and knowledge).

\*Documentation providing evidence of at least three years' experience in relevant work in the event of the applicant performing duties that require an understanding of or sensitivity toward the basic concepts of overseas cultures (excluding when applicants who graduated from university are involved in translation, interpretation, or language teaching activities).

- 7 Certificate of the Registered Matters
- 8 Either of the following documents that clarify the contents of the duties performed

(1) Overview of the employing company listing details of the history, officers, organization, and business affairs (including main clients and business results) of the company

(2) All other documentation produced by the employing company that conform to (1) listed above

- 9 Certificate of the Registered Matters
- 10 Either of the following documents that clarify the contents of the duties performed

The information above is only a summary. For more details, please refer to the page of the Ministry of Justice below.  
[http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri07\\_00093.html](http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri07_00093.html)

This is a system in which points are allocated in accordance with the academic background, work experience and annual salary, etc., of foreign nationals with status of residence that permit employment, and applicants who score 70 or more points receive preferential treatment with regard to the easing of requirements for permanent residence, permission for spouses to work, and preferential processing of entry and residence procedures, etc.

## 1 Outline and Objectives of the System

The Points-Based Preferential Immigration Treatment for Highly-Skilled Foreign Professionals was enacted on May 7, 2012, for the purpose of promoting the entry of highly-skilled foreign professionals into the country.

The objective of this system is to promote the entry of highly-skilled foreign professionals into Japan by dividing their activities into the three categories of [Advanced Academic Research Activities], [Advanced Specialized Technical Activities] and [Advanced Business Management Activities], and awarding points in accordance with their [Academic Background], [Work Experience], [Annual Salary], and other criteria depending on the characteristics thereof, and granting preferential immigration treatment to those who achieve a predetermined total of points (70 points).

## 2 Preferential Immigration Treatment

### Three Categories of Activities of Highly-Skilled Foreign Professionals

**Advanced Academic Research Activities [Highly-Skilled Professional (i) (a)]**  
Activities of engaging in research, research guidance, or education based on a contract entered into with a public or private organization in Japan

**Advanced Specialized Technical Activities [Highly-Skilled Professional (i) (b)]**  
Activities of engaging in work requiring specialized knowledge or skills in the field of natural sciences or humanities based on a contract entered into with a public or private organization in Japan

**Advanced Business Management Activities [Highly-Skilled Professional (i) (c)]**  
Activities of engaging in the operation or management of a public or private organization in Japan

Points-Based Preferential Immigration Treatment for Highly-Skilled Foreign Professionals  
[http://www.immi-moj.go.jp/newimmiact\\_3/](http://www.immi-moj.go.jp/newimmiact_3/)

#### Open for Professionals

In collaboration with related institutions, this site provides easy-to-understand information for foreign nationals on Japanese language learning, child education, employment, housing, medical care, and other details pertaining to life in Japan, as well as information for highly-skilled foreign professionals who live in Japan or who are considering living in Japan, such as preferential treatment for immigration, etc.  
[http://www.meti.go.jp/english/policy/external\\_economy/professionals/](http://www.meti.go.jp/english/policy/external_economy/professionals/)

#### [Highly-Skilled Professional (i)]

- (1) Permission for multiple purposes of activities in Japan
- (2) Grant of a five-year period of stay
- (3) Easing of requirements for permanent residence with regard to the period of stay
- (4) Permission for the spouse of the highly-skilled foreign professional to work
- (5) Permission to accompany the parent(s) to Japan under certain conditions
- (6) Permission to accompany a domestic worker to Japan under certain conditions
- (7) Preferential processing of entry and residence procedures

#### [Highly-Skilled Professional (ii)]

- a. In conjunction with the activities of "Highly-Skilled Professional (i)", permitted to engage in almost all of the activities under the authorization for employment
- b. Granted an indefinite period of stay
- c. Eligible for the preferential treatment of the above-mentioned (3) to (6)

\*\*Highly-Skilled Professional (ii) is for foreign nationals who have engaged in activities of "Highly-Skilled Professional (i)" for three years or more.

# 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))  
From December 2016, it is possible to continue job hunting activities for an additional year if the following conditions are satisfied during the second year after graduation.

People who are part of job hunting support programs implemented by regional public organizations (programs that conform to the requirements established by the Ministry of Justice, Immigration Bureau) and who have received a certificate providing evidence that they are part of a program operated by regional public organizations and have no trouble residing in Japan may change their status of residence for their participation in job hunting activities as part of these programs (residence of six months for specific activities) and be authorized to extend their period of residence one more time if they wish to continue their job hunting activities, including cases in which they take part in internships while participating in the program for a second year after graduation.

### 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.

# Job Hunting Reports



## Mr. Elliot Conti

**Nationality:** American

**University:** Osaka City University

**Major:** Faculty of Human Life Science (Masters Degree in Sociology)

**Period of Study in Japan:** April 2014 to March 2017

**Company:** Global Aichi (Incorporated Association)

**JLPT Level:** N1

### Reason for working in Japan

My dream was to return to America and continue my studies, but I realized that my knowledge and skills were more suited to finding work in Japan than America, so I changed my mind. Around that time, I discovered a business opportunity in Nagoya, and it was this that decided me to take up employment in Japan instead of continuing my studies.

### Reason for choosing my company

I am scheduled to work for I selected the company owing to it providing rewarding work and future possibilities. During my student years I often saw talented people having trouble with and worrying about job hunting, which made me realize the significance of raising the chances of finding a job while still a student, and I was captivated by the challenge of engaging in work that would result in the globalization of Japanese companies.

### Work and responsibilities at the company

I am scheduled to work for The mission of Global Aichi is to improve the low employment rates of overseas students and to resolve the problem of labor shortages at Japanese companies. The company's main lines of business are providing employment support for overseas students, hosting Japanese language and training study courses, and providing exchange programs and consulting service for companies. I am involved in a wide range of work in my role as head of the bureau, including teaching, planning, and management.

### Self promotion to companies

I mostly emphasized the skills I had learned at graduate school. My major was sociology, so I promoted my strengths in research design (qualitative research methods) that raises and solves issues through information gathering and data analysis in particular.

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

I was intending to return to my studies at that point, so my pre-application activities involved only two companies. Luckily, I had the opportunity to be interviewed by an administrator, who, conversely, provided me with a suggestion. This suggestion involved the concept for a new line of business, and that is why I work for my present company.

### Effective job hunting strategies

I thought deeply about the place I wanted to be in five years in order to answer the questions of what I really wanted to do and what contribution I wanted to make.

### How I researched industries and companies

Mostly through Internet searches. I checked out the companies that interested me with the use of search engines, etc. I also sought the advice of acquaintances who work in the same field.

### Things to be careful of regarding application forms and resumes

I made sure that I used a style of writing that would emphasize my best points. Although this is not the Japanese style, I placed my focus on the added value that I could provide, and listed everything in detail.

### Things to be careful of during interviews

I prepared an image of the career path I was thinking of in advance to ensure that I expressed my intentions clearly. I formulated detailed examples and presented them in a way that linked them into the job in order to position the job into my long-term vision.

### Questions during interviews

Questions like what I wanted to be in ten years' time, what contribution I could make to the company, how I intended to apply the lessons I had learned in graduate school to the field of business, etc.

### Hopes and plans for the future

My dreams for the future involve an extension of my current work. Initially, I hope to develop Global Aichi so that it is well on track to support as many overseas students and companies as possible within three to five years. What happens after that will depend on the level of growth Global Aichi and I achieve.

### Advice to future job seekers

It is no exaggeration to say that being successful in business relies heavily on your own level of advance preparation. I'm sure that the same can be said for job hunting. I hope all overseas students about to engage in job hunting will make sure that they have established a firm vision for the future before starting. I also hope that they will align this vision with the advance preparations they make for all subsequent stages of the process, such as company research, applications and interviews, and give it their best shot.



## 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. Kim Dong-won

**Nationality:** South Korean  
**University:** Soka University  
**Major:** Department of Economics, Faculty of Economics  
**Period of Study in Japan:** May 2011 to March 2014, April 2016 to March 2018  
**Company:** Teradata Japan, Ltd.  
**JLPT Level:** N1

### Reason for working in Japan

To make the best use of my experiences as an overseas student in my career, and because there are more job opportunities in Japan. Job opportunities in South Korea tend to be only for graduates with science degrees, but there is more widespread employment involving both the sciences and humanities in Japan, and I believe I will have a better chance here with my degree in humanities.

### Reason for choosing my company

I am scheduled to work for I believed the company was giving serious thought to the future of the big data market. Also, big data can only be used for limited areas of business. I chose the company because I was able to empathize with the way in which they anticipate future needs and make the effort to respond to them.

### Work at the company I am scheduled to work for

A form of IT consulting. Creating systems for accumulating big data, and then using that data for analytical purposes. Applying the results obtained from this and providing suggestions to clients in the form of meaningful information.

### Self promotion to companies

I explained to them that my character encourages me to challenge anything I am not comfortable with, and explained the experiences that made me this way. I also explained the experiences I have gained in human relationships, without concentrating only on my studies. I explained how hard I work to overcome all difficulties, and emphasized my tenacious problem-solving skills.

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

I pre-applied to about 30 companies and attended 25 company briefing sessions, and I applied to 13 companies and had one interview.

### Effective job hunting strategies

I made the best use of the interviews I received at the campus Career Center with regard to self-analysis, and I obtained information on actual selection processes from a career course at university.

### How I researched industries and companies

I read news and articles on the industries that interested me in order to get a good grasp of the current situation and challenges for the future within the industry and companies. I also spoke to many other people who work in Japan to obtain indirect experience of the prevalent atmosphere within companies. And lastly, I attended many company briefing sessions and directly questioned the people in charge of personnel.

### Things to be careful of regarding application forms and resumes

I kept in mind the fact that my resume would be read by other people, and was very careful about making sure that it was legible. I made sure that it was easy to understand with no sentence exceeding two lines, and easy to understand by concentrating on keywords.

### Things to be careful of during interviews

I recommend that counter-questions be always prepared for in advance. Counter-questions are asked to discover your level of interest in the company and the degree of your research into the company, etc. I believe that it is possible to impress the interviewers by preparing questions that emphasize your own motives.

### Questions during interviews

The majority of questions concerned my motives. In further detail, I was asked the reasons why I selected that particular industry and company. I was also asked my objectives, preferred department and desired experiences after I joined the company.

### Hopes and plans for the future

I hope to exploit the statistical science I studied at university to become an expert in big data. Although there are only a few cases of it being used effectively in the market so far, my aim is to use technology that will be developed from now on to efficiently enrich the lifestyles of people in general. I would therefore like to work in a field involving not only business, but also the public sector in the future.

### Advice to future job seekers

An acquaintance once told me that job hunting must be carried out in the same way as wife hunting. It is necessary to reveal your true self in order to find a partner with whom you intend to spend the rest of your life. I hope everybody will reveal their true identity while engaging in their job hunting activities so that they are able to encounter a company that matches them perfectly.



## Ms. Nguyen Thi Huong Ly

**Nationality:** Vietnamese  
**University:** Graduate School of Human Sciences, Osaka University  
**Major:** Faculty of Global Human Sciences  
**Period of Study in Japan:** April 2012 to March 2016  
**Company:** JESCO Holdings, Inc.  
**JLPT Level:** N1

### Reason for working in Japan

I wanted to use my sense of values and thought processes, which are different from those of Japanese people, and to provide my skills for creating a new foundation for Japanese companies. I also thought that working in Japan would help me establish environments in which as many overseas students as possible, including those from my mother country Vietnam, can work.

### Reason for choosing my company

I am scheduled to work for The company has actively engaged in administrative strategies for expanding into Asia, and I believe there is more potential for growth. I also thought that I could contribute to expansion into ASEAN nations from various angles by using the international perspective and language skills I gained from my experiences studying abroad. I also decided to join the company as I was deeply attracted to the pleasant atmosphere in the workplace created by the charming employees.

### Work and responsibilities at the company I am scheduled to work for

The business affairs of the JESCO Group mainly involve the construction of electrical facilities and telecommunications work. At the moment, I am a member of the Recruit Team in the Strategic Management Planning section involved in the recruitment of new graduates, and I am mainly in charge of everything to do with the recruitment of overseas students, from briefing sessions up to selection and following up on job offers.

### Self-promotion to companies

I emphasized my abilities to overcome the difficulties involved in being an overseas student as well as my intention to effectively use the experiences I had gathered during that time in my future work, and spoke about the future that I envision for myself.

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

I pre-applied to 80 companies and attended 30 company briefing sessions, and applied to 15 companies, attended 15 interviews, and was offered tentative employment at five companies.

### Effective job hunting strategies

I had four job hunting strategies. The first was a self-analysis and written examination strategy. The second was an industry and company research strategy; the third was to search for the type of job that would suit me; and the fourth was an application form and interview strategy.

### How I researched industries and companies

The first thing I did was to discover what industries were available in Japan. I then considered what and how I wanted to deal with and what company I wanted to work for, made a list of eligible companies, and then imagined the work that I would be doing in detail.

### Things to be careful of regarding application forms and resumes

I wrote down episodes that provided details on my merits and the specific work that would best exploit these merits, and emphasized the points in which the company's vectors matched up with my own strengths.

### Things to be careful of during interviews

In my experience, Japanese interviewers start off with general conversation to alleviate nervousness, and I got the feeling that it was important to enjoy back-and-forth chatting at first to ensure that things go smoothly.

### Questions during interviews

Questions such as the largest difficulty I had faced and the method I used to overcome it, and details on the strengths that I would exploit while engaged in work.

### Hopes and plans for the future

I want to contribute to the world in general by helping expand JESCO's area of activity from its current area of Japan and ASEAN nations. I am therefore aiming at improving my language skills in order to become a professional in global personnel affairs. I am also thinking about writing a book about the experiences I have gained as an overseas student and during my job hunting activities, etc., in Japan.

### Advice to future job seekers

One thing that I want everybody to remember is that job hunting in Japan involves organizations that are staffed mostly by Japanese people. Understanding an unfamiliar culture will result in many confusing and difficult instances, but I hope you will also be prepared for this and accept every challenge that comes your way. It is necessary to work hard to become a person capable of playing an important role in the future without expecting immediate results. I am convinced that the best path to take is to fight until the end no matter what difficulties you face.

# 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 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.

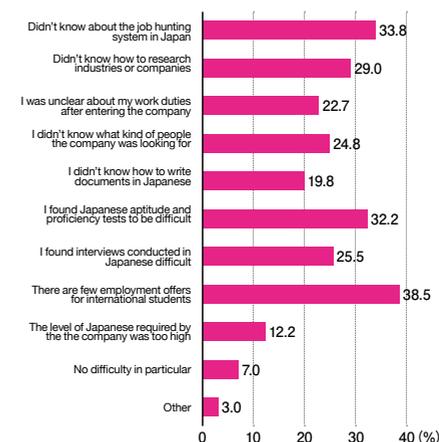
### Difficulties experienced by international students when job hunting

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)

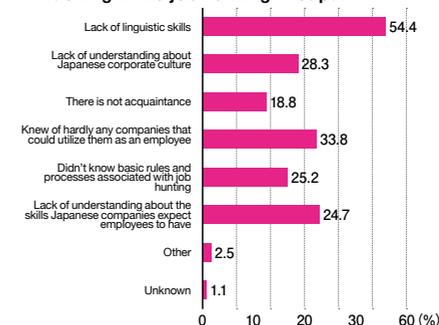
### What international students felt they were lacking while job hunting

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)

## COLUMN 3 Tips for Successful Job Hunting

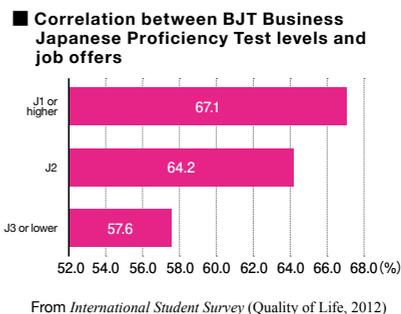
We put together tips on what kinds of efforts you should take during job hunting taking information from Column 2 (difficulties that international students looking for job had faced) into consideration.

### 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.

## COLUMN 4 Tips for the Second Half of Your Job Hunting Process

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.