

Useful "JASSO Job Hunting Support" websites

https://www.jasso.go.jp/ryugaku/after_study_j/job/info.html

1. Employment Service Centers for Foreigners

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

2. Public Employment Offices (Hello Work Offices)

- Services: Employment counseling
- Locations: Each prefecture
- Languages supported: Japanese
- Hello Work locations where foreign languages are supported: 47 prefectures
- Languages supported: English, Chinese, Portuguese, Spanish, Korean, Tagalog, Vietnamese, Thai, Nepali and French (varies by region)
- Consultation methods: Telephone and in person
- Hello Work Internet Service
URL: <https://www.hellowork.mhlw.go.jp/>
- Hello Work for new graduates
URL: <https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000132220.html>

3. Immigration Information Centers

- Services: Counseling on procedures for entering Japan, visa applications, etc.
Phone: **0570-013904**(IP Phone, from overseas: **+81-3-5796-7112**)
- Locations: Sapporo, Sendai, Tokyo, Yokohama, Nagoya, Osaka, Kobe, Hiroshima, Takamatsu, Fukuoka and Naha
- Languages supported: English, Chinese, Korean, Spanish, Portuguese and Vietnamese. (varies by region)
- email: info-tokyo@i.moj.go.jp(Languages supported: Japanese and English)
- URL: <https://www.moj.go.jp/isa/consultation/center/index.html>

4. Immigration Services Agency and Regional Immigration Bureaus

- 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: <https://www.moj.go.jp/isa/>

5. The Japan Chamber of Commerce and Industry

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

All You Need To Know About Job Hunting in Japan!

Job Hunting Guide for International Students 2023

Independent Administrative Institution
Japan Student Services Organization (JASSO)

Job hunting
in Japan
求職活動
日本
求職
日本
求職
日本

Job Hunting Guide for International Students 2023 is available as PDF data. If you wish to download one, please access the listed URL.

Japanese (外国人留学生のための就活ガイド)

URL:https://www.jasso.go.jp/ryugaku/after_study_j/job/guide.html



Chinese (Simplified) (外国留学生就业活动指南)

URL:https://www.jasso.go.jp/ryugaku/after_study_j/job/guide.html#4



Chinese (Traditional) (外籍留學生就業活動指南)

URL:https://www.jasso.go.jp/ryugaku/after_study_j/job/guide.html#5



Korean (외국인 유학생을 위한 취업준비안내)

URL:https://www.jasso.go.jp/ryugaku/after_study_j/job/guide.html#6



Contents

Before Starting to Job Hunt in Japan	2
Job Hunting in Japan	4
Job Hunting Schedule	6
Status of the Employment of International Students	8
What Japanese Companies Expect	9
The Voice of Former International Students	10
COLUMN ① How to Learn Business Japanese	11
Preparing for Job Hunting Activities	12
Self-analysis and Evaluation	13
COLUMN ② Collecting Information on Job Hunting	17
Examining Industries	18
Examining Company	22
Examining Job Types	24
COLUMN ③ Online Job Hunting	32
COLUMN ④ Make Full Use of Employment Support Companies and Websites for International Students	33
Visiting Alumni	34
Internships	36
Job Hunting Manners ① Dress and Grooming to Give a Good Impression	38
Job Hunting Manners ② Manners to Make a Good Impression ①	40
Job Hunting Manners ③ Manners to Make a Good Impression ②	42
COLUMN ⑤ Cost of Job Hunting	44
Applications	45
Applications	46
Company Briefing Sessions	47
Application Forms	50
From Screening Tests and Job Offers to Joining a Company	54
Written Tests	55
Interviews	59
COLUMN ⑥ Tips for the Second Half of Your Job Hunting Process	64
Job Offers to Joining a Company	65
Job Hunting Activities after Graduating Before Starting Work	66
	67
Changing Your Status of Residence	69
Application for Change of Status of Residence	70
Engineer / Specialist in Humanities / International Services	71
Specified Skilled Worker	74
Designated Activities	75
COLUMN ⑦ Points-Based Preferential Immigration Treatment for Highly-Skilled Foreign Professionals	76
Job Hunting Reports	77

Before Starting to Job

Hunt in Japan

Many aspects of job hunting in Japan are unfamiliar for international students. It appears that many that are job hunting are at a disadvantage compared to Japanese students.

Before starting to job hunt, make sure you understand the following two points.

POINT 1

Understand Japan's unique job hunting activity and schedule

First, start by understanding the characteristics of job hunting in Japan and how the process is different from your own country. Although the schedule varies by each company, job hunting activities in Japan usually start with applications, company briefing sessions, written tests, and other activities in March the year before graduation—while still in school. Preparation such as internships, industry research, and self-analysis must be started even earlier. It makes a difference to understand the job hunting process, how job hunting works early on, and to start necessary preparations.

POINT 2

Gain Japanese skills for business scenes

What companies look for in international students is their "Japanese ability" and "communication skills". Japanese language ability is required in order to explain yourself properly at interviews.

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

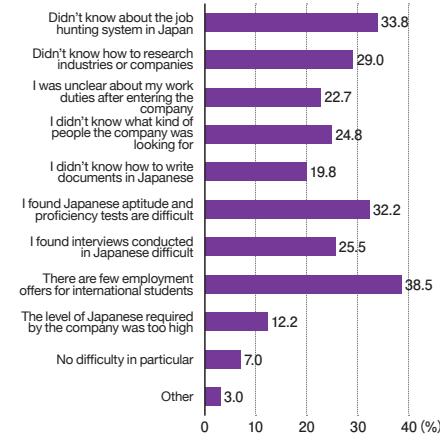
Skill/Trait	Manufacturing industry (%)	Nonmanufacturing industry (%)
Japanese language skills	64.8	75.7
Communication skills	55.2	65.4
Vitality	41.9	33.6
Enthusiasm	28.6	29.0
Specialization	26.7	22.4
English language skills	19.0	11.2
Imagination	14.3	14.0
Leadership	9.5	7.5
University one attended	4.8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

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

As you can see from the graph on the next page, international students who experienced job-hunting were troubled in areas such as "not understanding the structure of Japanese job hunting" and "not knowing how to research industries and companies". They also felt a lack of language ability.

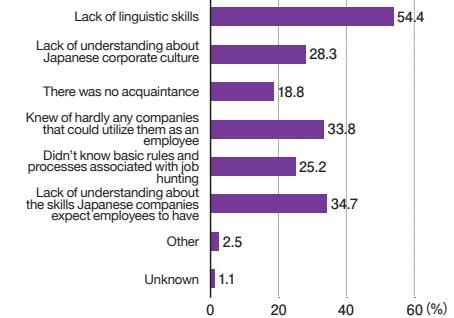
Please use this guidebook to take early action for your job hunting in Japan, and work on gaining Japanese language skills.

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 in Japan



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

Big changes in job hunting

Due to the spread of COVID-19, job hunting has also changed greatly. Conducting selection process face-to-face has been difficult, and the number of companies adopting the selection process online has increased rapidly. As a result, you need to understand how to use IT equipment and be fully prepared.

Online company briefing sessions

Online internship

Online interview

Job Hunting in Japan

Job hunting activities in Japan are very unique and very different from job hunting in your own country. In order to succeed in job hunting in Japan, it is important to know about the recruitment circumstances in Japan.

Features of Job Hunting in Japan

■ Simultaneous job hunting

Many companies in Japan commence their recruitment activities in accordance with the same schedule. The job hunting schedule for the employment of graduates scheduled for 2023 starts with accepting applications forms on March 1st, 2022. The selection will start on June 1st.

■ Simultaneous Recruitment of New Graduates

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 is called "recruitment of new graduates". Job hunting activities in Japan involve this unique style of recruiting new graduates, and the recruitment method adopted by companies involves the simultaneous recruitment of students who are scheduled to graduate every year. Companies commence their recruitment activities while the students are still studying at school. In "recruitment of past graduates", the number of companies that you can apply to and the number of applicants may decrease greatly.

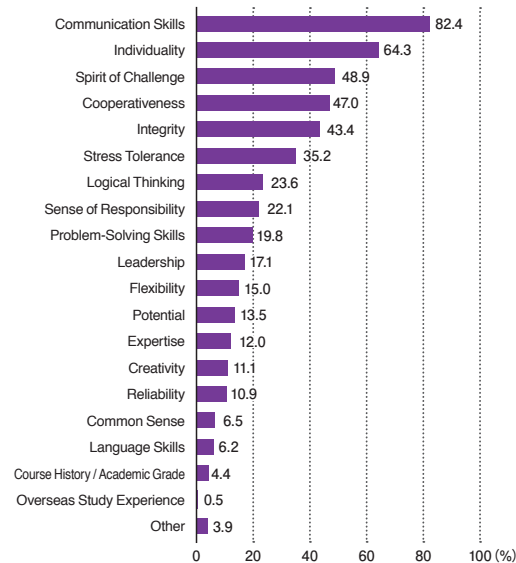
■ Joining the Company in April

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 1st.

■ Potentiality-Based Recruitment

The potentiality-based recruitment means hiring personnel with the potential expected to be grown after joining the company, even if they can't play an active role immediately with work-ready skills. Therefore, companies think highly of the communication ability, independence, challenge spirit, and cooperation that they have. In "recruitment of new graduates", the "potentiality-based recruitment" is adopted more often than "mid-career recruitment" that requires work-ready skills.

■ The key points in the selection process (choose five)



From FY2018 Survey Into Graduate Employment
(The Japan Business Federation)

Employment System 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. That's why it is important for new graduates to join the company immediately after graduation, and "hiring new graduates" has become the mainstream in Japan.

■ Seniority-Based System

This refers to a system in which employees are assigned positions and salary 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. However, recently there have been many companies switching to a performance-based system after a certain period of time.

The Changing Style of Employment

The employment system described above is a common practice in Japan, but there is a movement to review the traditional employment system. The impact of COVID-19 has also accelerated it.

Some companies have changed from the conventional "Membership-Based Employment" approach, in which people are assigned to work, to "Job-Based Employment" in which people are assigned to work.

■ 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 simultaneously, 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 titled as "general work".

■ 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 is determined in accordance with job continuity and job performance, and it is the most common style of employment mainly in Western countries. 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.

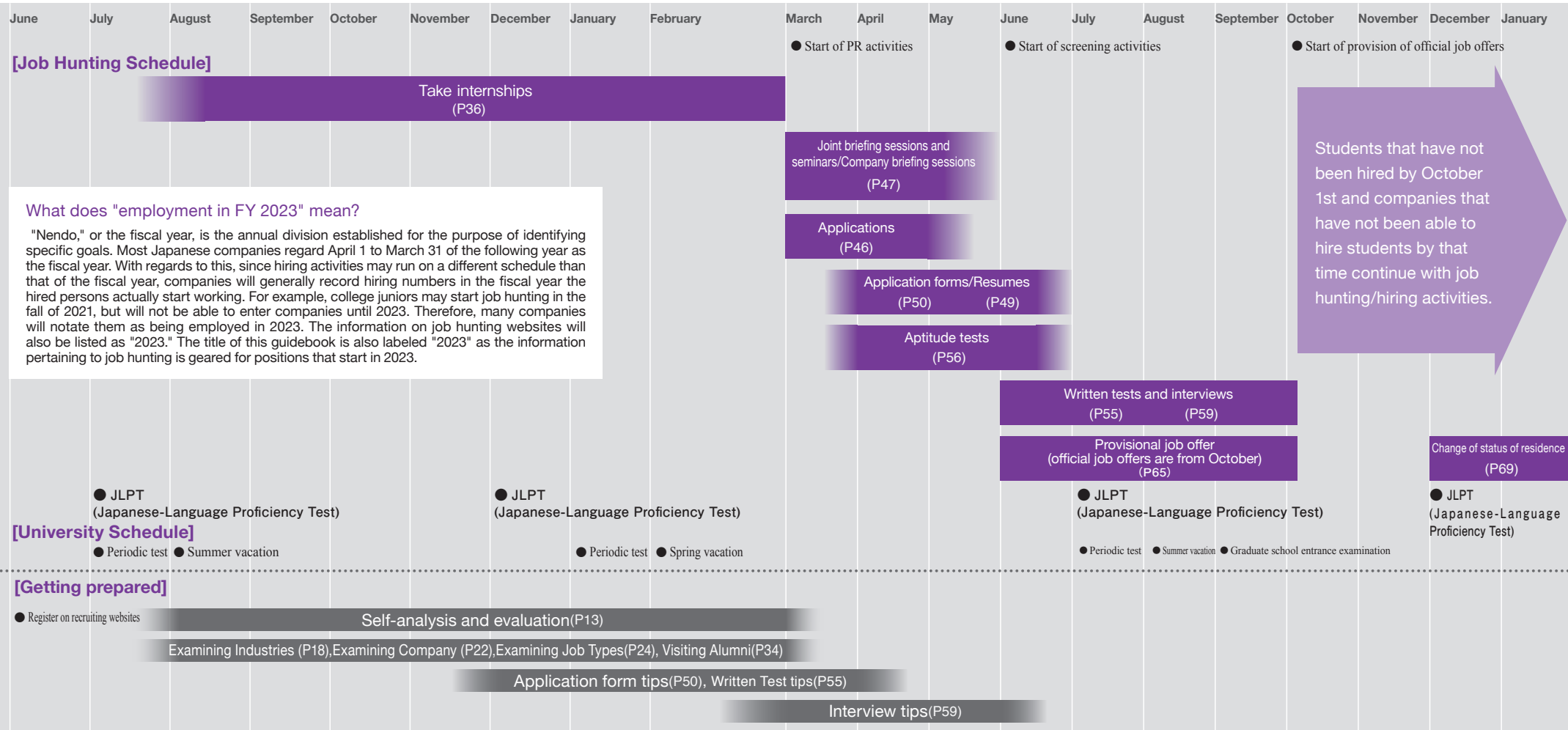
Job Hunting Schedule

The key is to start early and gather information!

International students tend to start job hunting later than Japanese students. Begin job hunting activities early. This is the key to successfully finding employment in Japan.

First, let's look at what you need to do and when you need to do it.

Hypothetical Job Hunting Schedule for FY 2023



What does "employment in FY 2023" 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 2021, but will not be able to enter companies until 2023. Therefore, many companies will notate them as being employed in 2023. The information on job hunting websites will also be listed as "2023." The title of this guidebook is also labeled "2023" as the information pertaining to job hunting is geared for positions that start in 2023.

[University Schedule]

● JLPT (Japanese-Language Proficiency Test)

● Periodic test ● Summer vacation

● JLPT (Japanese-Language Proficiency Test)

● Periodic test ● Spring vacation

Written tests and interviews (P55) (P59)

Provisional job offer (official job offers are from October) (P65)

● JLPT (Japanese-Language Proficiency Test)

● Periodic test ● Summer vacation ● Graduate school entrance examination

Change of status of residence (P69)

● JLPT (Japanese-Language Proficiency Test)

[Getting prepared]

● Register on recruiting websites

Self-analysis and evaluation (P13)

Examining Industries (P18), Examining Company (P22), Examining Job Types (P24), Visiting Alumni (P34)

Application form tips (P50), Written Test tips (P55)

Interview tips (P59)

■ Employment for September Graduates

On the simultaneous recruitment calendar, September graduates will take their employment tests as new graduates at the same time as students graduating six months later.

With many companies, graduating in September and getting a job offer still means that the actual start of employment is in April the following year. With some companies, the start is in October. Make sure to confirm this in advance.

■ Year-Round Recruitment

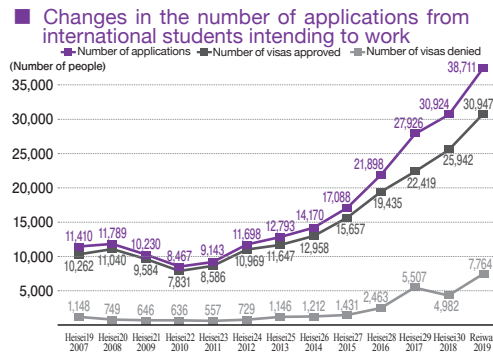
Most companies recruit new graduates simultaneously to start employment in April, assuming graduation in March for job hunting by new graduates. However, an increasing number of companies, mostly companies based overseas and IT companies, are offering year-round recruitment, hiring throughout the year. The increasing trend is expected to continue.

Status of the Employment of International Students

Number of international students intending to work in Japan

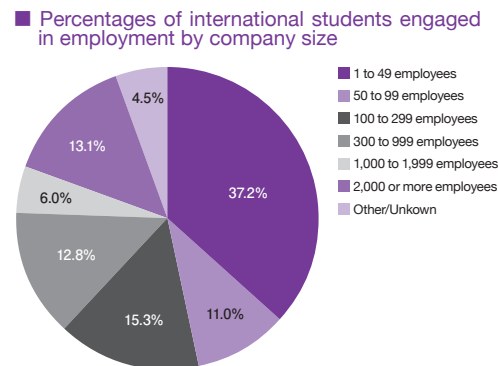
As of May 1, Reiwa 2 (2020), the number of international students has grown to 279,597. The number of international students in regular courses at universities and junior colleges and vocational schools is increasing. (according to the Japan Student Services Organization (JASSO)) In Reiwa 1 (2019) a total of 38,711 international students applied for a change of status of residence for the purpose of employment at Japanese companies. Of these, 30,947 were approved. Although these numbers are increasing annually, it is not so easy for international students to find employment in Japan.

From *The Employment of International Students by Japanese Companies in 2019* (Immigration Services Agency of Japan)



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 less than 1,000 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 2019* (Immigration Services Agency of Japan)

Industries and job types at places of employment

Many international students work in wholesale and retail industries, and many of them work in translation and interpretation.

Industries and job content at places of employment

Industry type	Composition ratio (%)	Industry type	Composition ratio (%)	Job Types	Composition ratio (%)
Wholesale and retail	14.6	Groceries	2.4	Translation/Interpretation	23.2
Employment placement and labor outsourcing	10.4	Electrical machinery and apparatus	2.0	Overseas transactions	11.4
Information and communications	9.5	Transportation machinery and equipment	1.6	Corporate sales	10.8
Lodging	6.5	Metal product	0.7	Information processing and information and communications	7.0
Restaurant service	4.8	Textile product	0.5	Technology development (other than information processing field)	4.4
Academic research, professional and technical services	4.4	Plastic product	0.3	Planning Affairs (Public Relations and Advertising)	3.7
Education	3.9	Machinery and equipment for production	0.2	Construction, civil engineering and surveying technologies	3.6
Real estate and goods leasing	3.5	Other	7.3	Accounting work	3.1
Construction	3.3	Manufacturing subtotal	15.0	Education	2.4
Medical and welfare	2.3			Research studies	2.4
Transportation and Correspondence Delivery Business	2.0			Planning (Marketing Research)	1.8
Finance and insurance	0.7			Administrative work (excluding management)	1.5
Other	19.0			Management/Administrative work	1.0
Non-manufacturing subtotal	85.0			Other	23.8

From *The Employment of International Students by Japanese Companies in 2019* (Immigration Services Agency of Japan)

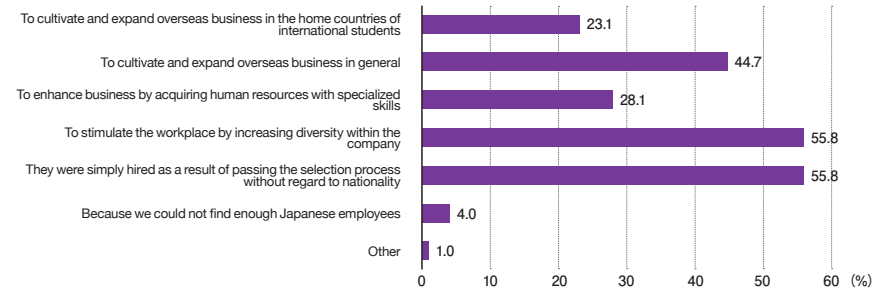
Note: this chart shows the result with the rule to count all of the multiple answers.

What Japanese Companies Expect

Reasons for hiring international students

The first reason why Japanese companies hire international students is "As a result of conducting hiring activities regardless of applicant's nationality, the international student was hired." This is a sign of the hiring policy, "secure excellent human resources regardless of nationality". The second reason is the concept of diversity. The companies aim to stimulate their organizations by deliberately securing employees with varied backgrounds. The third reason is to hire people who can serve as a bridge between the company and overseas, and develop or expand overseas business.

Reasons for hiring international students

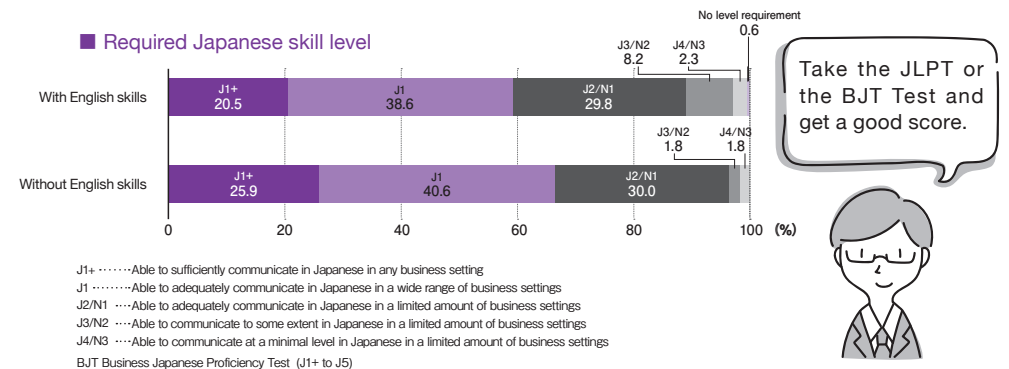


From *Survey on Career and Retention for International Students* (Ministry of Economy, Trade, and Industry, 2015)

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, "the ability to understand explanations (listening skills)" and "the ability to communicate about oneself (speaking skills)" are necessary. More than 90% of Japanese companies expect international students without any English skills to be at Japanese Proficiency Level Test N1 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.

Required Japanese skill level



J1+Able to sufficiently communicate in Japanese in any business setting
 J1Able to adequately communicate in Japanese in a wide range of business settings
 J2/N1Able to adequately communicate in Japanese in a limited amount of business settings
 J3/N2Able to communicate to some extent in Japanese in a limited amount of business settings
 J4/N3Able to communicate at a minimal level in Japanese in a limited amount of business settings
 BJT Business Japanese Proficiency Test (J1+ to J5)

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

The story of experienced job-seekers regarding the challenges and what they should have done when job hunting in Japan.



I regret not being able to do enough company research. Rather than trying to look into as many companies as possible, I felt that I could have worked more efficiently by doing company research and understanding international student employment. Even companies that promote diversity and globalization, you need to investigate deeply which countries they are actually expanding into and whether they are related to your countries of origin.

Mongolia (Female)

Compared to Japanese students, I received a job offer late. I think it wouldn't have been that late if I had done self-analysis and industry research in my junior year, narrowed down the industry to a certain extent, and participated in internships and briefing sessions.

Vietnamese (Male)



I had a hard time preparing my resume. I think it's better to prepare early and have your teacher or Japanese friend check it before you submit it. Also, you should practice Japanese pronunciation and interview manners before the interview.

Chinese (Female)

I should have prepared for the online interview earlier. Since I didn't have earphones, I sometimes couldn't catch what the interviewer said. I also wondered if I should look at the screen or the camera.

Taiwanese (Female)



Most of the questions asked during the interview are almost the same, so I wish I had studied more Japanese so that I could answer the questions properly.

Korean (Female)

Japanese business society has its own language and customs. You need to have language skills to explain yourself properly at an interview. Here are some useful Japanese learning ways to help you in job hunting.

1. Learn with a book

Books on business Japanese are widely published. There are a variety of ways to learn Japanese from business scenes to business customs unique to Japan, to specialize in conversation and learn examples of conversations depending on scenes and situations, and to learn how to write business documents.

2. Attend a course

There may be business Japanese classes held regularly at the international exchange center in schools or at local government centers. It is recommended for those who want to learn systematically and comprehensively. Also, some universities have courses to improve Japanese language skills as a class subject. Details are posted on the websites of schools and local governments.

3. Study on the Internet

Due to COVID-19, it is difficult to hold face-to-face seminars and briefing sessions, but Japanese language schools and other organizations are holding online courses. Also, there are many videos about business Japanese on Social Media so watching them is one of the ways to learn Japanese.

4. Participate in an internship

Experience in the workplace allows you to experience real Japanese business practices and improve your communication skills in practice. You can also check your compatibility with the industry and the company, and the direction of your job hunting. (See page 36 about internships)

5. Take an exam

There are some exams that specialize in business Japanese. By taking a test, you can measure your business Japanese skills. There are tests that you can take on a computer at a designated venue in various places or on your own computer or smartphone. The BJT Business Japanese Proficiency Test is authorized by the Immigration Services Agency of Japan as a certification standard for Japanese language proficiency and can also be used as a point for the "Points-Based Preferential Immigration Treatment for Highly-Skilled Foreign Professionals" (see page 76).

To improve your Japanese, I recommend you to join a seminar class and discuss with Japanese people.



University Career Center Staff

Preparing for Job Hunting Activities

Self-analysis and Evaluation

Job hunting starts with self-analysis and evaluation 13

Examining Industries

Examine companies that belong to the industry you are interested in 18

Examining Company

Research a company which belongs to the industry you desire 22

Examining Job Types

Learning job types and required skills 24

Visiting Alumni

The best opportunities to hear what working people really think 34

Internships

Internships are valuable opportunities to experience working 36

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. It is important not to choose a company because it is a famous or big company, but to look for a job according to your own criteria.


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 find out what you should appeal to on an application form or at an interview

How to analyze and evaluate yourself

Start your self-analysis by looking back on yourself about "Past (So far)" and "Future (from now on)".

What does my past say about me? → P14	Write down specific episodes from your childhood to the present, such as "things that were fun", "what you work hard on", "things that were challenging", and "things that had an impact on you" etc. Looking back on why you think so can be a clue to your suitability for future jobs.
What sort of person do I want to be? → P14 - 15	Consider your goals and aspirations, write down what/where you want to be in 3, 5, and 10 years.
What does Japan mean to me? → P15	Analyze yourself as an international student. "Why did you decide to study in Japan?" "Why do you want to work in Japan?". Organize your thoughts from the past and the future so that you can answer in the interview.

 Another way to "know yourself" is to ask people around you, such as friends, how you are perceived and your strengths and weaknesses. By doing so, you will be able to know things about yourself that you didn't realize.

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

Find out more about your past by constructing your own personal history. By gazing back on your past and writing down what happened in the past, you can learn what you cherish and what you value.

■ How to create your personal history

- 1 Write down your experiences and events, what you were good at and what you were not good at, and so on, in each educational background of elementary school, junior high school, high school, university, and graduate school.
- 2 Write down what you thought, what you did, and what you learned from the experience.

Your personal history - Examples

School (Age)	Experiences, events, what I was good at, what I was bad at, etc.	Thoughts, actions, and lessons learned from experiences and events.
Elementary (6-12)	· Played basketball with my friends in the park almost every day	· Learned the joy in achieving something as a team
Junior high (12-15)	· Got a computer for my birthday	· Grew interest in games and started learning game programming by myself
Senior high (15-18)	· Started reading Japanese manga	· Grew interested in Japan and wanted to learn about Japan more
University (18-22)	· Went to Japan to study	· Found my positive attitude towards things I was interested in
Graduate school (22-)	· Learned about Japanese economy system	· Decided to become a bridge between Japan and my home country



At the interview, you should talk not only about events that have had a big impact on your life, but it's important to describe what you thought, how you responded, and what you learned from the experience in your own words. It is important to look back on the past and understand your behavioral traits and values.

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

Create your future timeline to help you clarify your goals and aspirations for the future. Your "Future timeline" should be written chronologically about how you want to succeed in the company and how you plan your life after graduation.

■ How to make your future timeline

- 1 Create a chart, divide your future timeline into specific milestones: 3, 5, 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 Write down the reasons underlying your choice of goals and objectives.
Why are they important to you?

Future timeline - Examples

Time	Life plan	Reasons	Work goals	How can I achieve them?
After 3 years	· Expand my network	· Want to build a good relationship	· Learn the basics of business in Japan	· Act positively
After 5 years	· Get married	· Want to build a foundation for life in Japan	· Participate in a new project	· Make the most of my ability
After 10 years	· Buy a house in the suburbs	· Want to live a life where I can feel nature	· Become the leader of a project to promote a new business	· Have a wide field of vision
After 20 years	· Set up an exchange event to connect my country and Japan	· Want to repay my country	· Get transferred to a department that deals with overseas	· Work in earnest
After 30 years	· Give lectures based on my own experiences	· Want to help many people through my experience	· Take charge of the section that deals with overseas	· Become a trusted person



By setting goals, you can make it clear what needs to be done. Also, you can answer smoothly when you are asked the reason for applying at the interview.

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 "Why did you choose to study in Japan?", "Why do you want to get a job in Japan/work for a Japanese company?"

In the past What got me interested in Japan?
In the future How and why you would like to engage with Japan in the future.

Organize your thoughts based on things from your past as well as your aspirations for the future, and prepare your answers for an interview.



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.

How I analyze myself

The voice of experienced job-seekers regarding how they did "self-analysis". Some of them said, "My self-analysis finally helped me understand what I wanted to do."

- I analyzed my strengths and weaknesses, hobbies, and past experiences. In addition, I asked questions to teachers and classmates to analyze myself. As for the question of "Things that were fun and challenging in my school days" which was often asked in the interview and the application form, I listed each episode and looked back on how I grew up learning from them. **Taiwanese (Female)**

- I participated in a job preparation class held by the university's Career Center in the fall semester of my junior year, prepared a self-analysis sheet, and conducted self-analysis. After that, I used the job hunting application to analyze my strengths, weaknesses and personality. **Chinese (Male)**

- I wrote down on paper what I did from high school to now and what I learned. I wrote it not only once, but wrote it again, and after a while, that helped me to remember a lot of things I had learned. That helped me remember a lot of things I had learned. **Vietnamese (Female)**

- I analyzed and summarized my hobbies, strengths, and weaknesses to see if I matched the type of industry I am interested in and the skills I need. I also took aptitude tests at school and used the results as a reference to check which industries were appropriate for me. **Taiwanese (Female)**

- I looked through my diary to find out what I did when I was successful or when I solved a problem and what my strengths and weaknesses were. **Korean (Female)**

- I looked back on why I decided to study in Japan. From there, I analyzed the sense of values I gained from Japanese society as I lived. We also conducted a self-analysis focusing on the values I had gained by interacting with people at universities and part-time jobs, and the values I had from the influence from my family environment. **Bangladesh (Male)**

- Visiting Alumni was very helpful for self-analysis. I was able to see if I could do the job and if I was interested in the job by asking the former students who were working at the company what kind of work they do. **Mongolia (Female)**

Collecting Information on Job Hunting

In order to succeed in getting a job in Japan, it is important to start preparing early and at the same time collect information about job hunting correctly.

Make use of the Internet

Job hunting Site (See page 46)

Employment support and information site for international students (See page 33)

Website of each company

Chamber of Commerce and Industry

JETRO, etc.

Read related books and magazines

Publications such as industry maps and industry guides from different companies.

"Job hunting section" in bookstores, libraries, and school libraries are full of books and magazines on employment.

Visit the Career Center or Career Services Division (including International Exchange Center etc.) on campus.

The career center and Career Services Division are places where you can gather information related to job hunting such as job offers from companies, useful books and magazines, company briefing session information, and job hunting reports from former students. They also provide instructions about interviews and writing your resume and application forms. You should go and get a consultation frequently during job hunting.

Make use of Employment Service Centers for Foreigners and Hello Work (government employment service).

Job postings and internship information specialized for international students are available. They also provide individual job counseling. (Refer to the back cover)

Participate in company briefing sessions

Joint company briefings held inside or outside the school provide an opportunity to gather information on multiple companies. In addition, some companies hold individual company briefings. Many companies now organize those opportunities online. Please check the information on employment information websites the internet or the bulletin board at the career center.

Visit Alumni

You can talk directly to former students who are actually working. For details, see page 34.

Examining Industries

Examine companies that belong to the industry you are interested in.

“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.

Once your interests are clear through self-analysis, find out what industry suits you. "Industry research" is the first step in choosing the company you want.

Why examine industries and companies?

- 1 In order to find out what industries there are in Japan.
- 2 To identify the industries and companies that you would like to work in.
- 3 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.

How to examine industry

In order to conduct industry research, we first learn what industries there are in Japan, then narrow down the industries you are interested in and investigate them in detail. Proceed with studying each industry in detail, using the following five-step process.

1 Analyze economic and social trends.

Watch and listen to the news.

2 Investigate 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 where possible.

Find out which companies are operating in your shortlisted industries.



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...P24
- Finance, accounting, and treasury...P24
- Legal affairs, screening, and patents...P24
- Clerk, secretary, and receptionist...P24
- Advertising and public relations...P25
- Research studies and marketing...P25
- Planning and product development...P25
- Corporate planning...P25
- Sales...P25
- Sales promotion and merchandising...P25
- Basic research...P26
- Applied research and technology development...P26
- Production and manufacturing technologies...P26
- Quality, production management, and maintenance...P26
- Architectural and civil engineering design, surveying and quantity surveying...P26
- Construction management...P26
- Machinery and electronic equipment design...P26

Manufacturers support the Japanese economy and Japan as producers of various goods. There are all sorts of manufactures. 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 semi-conductors, electronic components, materials used to produce houses and automobiles.

The challenge for manufacturers is how they can increase sales these days when goods are not selling well. In addition to manufacturing high-quality products, it is becoming more important to create products with a story that attracts and resonates with consumers.



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...P24
- Finance, accounting, and treasury...P24
- Legal affairs, screening, and patents...P24
- Trade clerk and overseas clerk...P24
- Clerk, secretary, and receptionist...P24
- Research studies and marketing...P25
- Planning and product development...P25
- Corporate planning...P25
- Sales...P25
- Sales promotion and merchandising...P25

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 companies: general trading companies that handle diverse products ranging from Ramen (noodles) to airplanes, and specialized trading companies that only handle specific products, such as food, textiles, and fuel. The former type features 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...P24
- Finance, accounting, and treasury...P24
- Legal affairs, screening, and patents...P24
- Clerk, secretary, and receptionist...P24
- Planning and product development...P25
- Corporate planning...P25
- Sales...P25
- Sales promotion and merchandising...P25
- Financial advisor...P28
- Exchange dealer and trader...P29
- Loan and financial planner...P29
- Security analyst...P29
- Actuary...P29

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.



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...P24
- Finance, accounting, and treasury...P24
- Legal affairs, screening, and patents...P24
- Clerk, secretary, and receptionist...P24
- Advertising and public relations...P25
- Planning and product development...P25
- Corporate planning...P25
- Sales...P25
- Sales promotion and merchandising...P25
- Pharmacist...P27
- Sales staff and attendant...P28
- Store manager...P29
- Supervisor...P29
- Buyer...P29

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.



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...P24
- Finance, accounting, and treasury...P24
- Legal affairs, screening, and patents...P24
- Clerk, secretary, and receptionist...P24
- Advertising and public relations...P25
- Planning and product development...P25
- Corporate planning...P25
- Sales...P25
- Sales promotion and merchandising...P25
- MR...P27
- Pharmacist...P27
- Medical technician and nurse...P27
- Nutritionist...P27
- Welfare worker, care worker, and home helper...P27
- Nursery school teacher...P27
- Lecturer and instructor...P27
- Business consultant...P27
- IT consultant...P28
- Specialized consultant...P28
- Financial advisor...P28
- Translator...P28
- Interpreter...P28
- Sales staff and attendant...P28
- Buyer...P29
- Esthetician...P29

"Services" is an economic term that refers to intangible goods, which provide benefits or satisfaction, and 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.



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...P24
- Finance, accounting, and treasury...P24
- Legal affairs, screening, and patents...P24
- Clerk, secretary, and receptionist...P24
- Planning and product development...P25
- Corporate planning...P25
- Sales promotion and merchandising...P25
- Programmer...P30
- System engineer...P30
- System maintenance and operation...P31
- System consultant...P31
- Game creator...P30
- Announcer...P28
- Editing and production...P30
- Reporter and writer...P30
- Designer...P30

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 information and communications technology (ICT). 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.

Examining Company

Research a company which belongs to the industry you desire

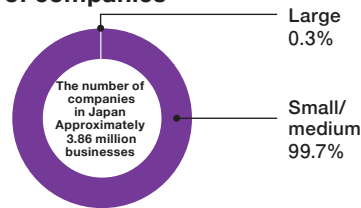
When researching a company, you should study from two key perspectives: "Company Management", such as the company philosophy, recent performance and areas of superiority; and the "workplace environment", such as human resources and organization, job assessment and compensation.



Company size

Japan has approximately 3.86 million businesses and small and medium businesses account for 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.

The percentage of total number of companies

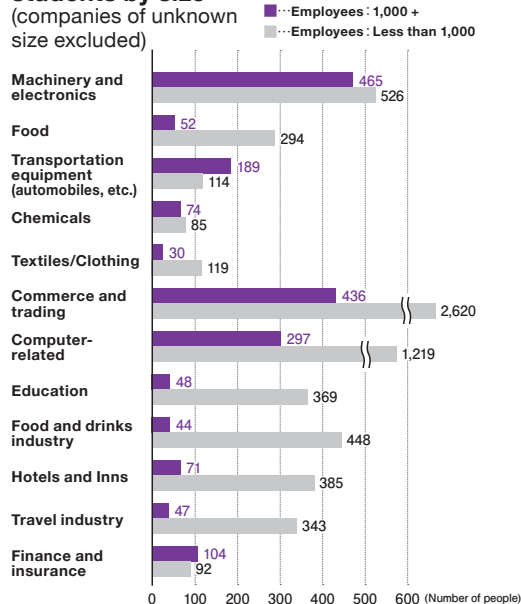


Benefits by company size

- Large**
- Comprehensive employee training programs
 - Comprehensive employee welfare schemes
 - Opportunities to be involved in major projects

- Small/medium**
- Employees are given important tasks/duties from an early stage
 - Broadly defined roles, with potential to take on various duties and enjoy a wide range of experiences
 - More likely to be results-oriented, with opportunities to ascend rapidly through the ranks

Employers of international students by size



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

As can be seen from the left page, most Japanese companies are small-to-mid-sized companies. Here is information on how to conduct research on small-to-mid-sized companies that have less information than large companies.

Finding a small-to-mid-sized company

Search on employment information websites

See page 46 for the list of major employment information sites. On page 33 there is an introduction on how to find employment support companies specializing in international students. Search companies that meet your requirements using those job information sites.

Participate in joint company briefings

Some small-to-mid-sized companies can only be found at joint company briefing sessions held by universities and local governments. Check out the information on the campus Career Center and on the websites of local governments and chambers of commerce for information on company briefing sessions.

Register on scout-type recruiting websites

Due to the impact of COVID-19, direct contact with students has been reduced, and scout-type recruiting sites are also attracting attention. Once you register your profile, you will receive a scout email from companies interested in your profile. More and more companies are using scouts instead of meeting students at briefing sessions.

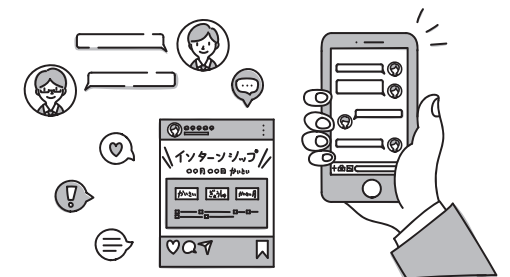
How to choose a small-to-mid-sized company

- Choose a company that fits your requirements, regardless of the size of the company.
- At small and medium-sized companies, since you are close to the executives, it is important to see carefully if their personality and way of thinking suits you.
- See if the company has any future growth prospects.

Corporate research using Social Media

In addition to their own websites, many companies use various Social Media to share information. If you follow the company's Social Media account you are interested in, you can learn about the company, the atmosphere of the company, and the people working there.

Social media are also convenient as a means to know the situation of other students. You can see how they are working on job hunting and their challenges, so you can use it as a reference. Also, there is a job hunting site where you can read articles about job hunting experiences and exchange information.



Examining Job Types

Learning job types and required skills

"Job Type" refers to the type of occupation. Which industry you work in is important, but skills required differ based on what kind of job you want. This chapter describes job types and explains job descriptions for each type of job.

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, such as negotiations with financial institutions for financing

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 materials procurement to inventory management and product delivery.

Trade clerk and overseas clerk

In order for a company to carry out import and export business smoothly, they are in charge of customs clearance procedures, declaration of customs duties, arrangement of transportation and warehouse, payment and collection of payment, etc.

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 policies and other company information to the world. The work is conducted in 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

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 small-lot, multiple models has become mainstream, the role of production and 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 as directed by doctors.

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 or fitness clubs.

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, the field of consulting has expanded, and specialized consultants have appeared to provide advice and guidance on business improvement for various industries such as finance, distribution, and medical care. 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

Translators work to translate sentences written in foreign languages into Japanese. There are literary translations for novels and children's books, video translations to put subtitles in movies and overseas TV dramas, and business translation for technical fields such as IT and medical, as well as corporate contracts and reports, etc.

Interpreter

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 hosting TV information and variety shows and sports commentary, they also act as a radio personality and host for events.

What you should do while in school

Since it's a job that requires a high level of expertise and skill, you should be willing to learn about your interests. 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, 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 look for products that match the concept of the company and have distinctive features that differentiate them from other companies in the industry, and purchase them as cheaply as possible.

Esthetician

They listen to customers' wishes and problems, give advice on beauty methods, and perform treatments such as facial care, body care, slimming and depilation.

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 economic 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 on 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 are 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, sound designer 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, and are in charge of creating the flowchart that defines the processing procedure, coding in the programming language, and checking the operation.

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.

Online Job Hunting

The spread of COVID-19 has dramatically changed the way people look for jobs. Many companies have implemented online company briefings, internships and interviews.

Benefits

- There is no need to go to the company and no transportation costs.
- It doesn't take much time to travel, which helps you to use your time efficiently.
- You don't have to pay for transportation and travel time, so you can have more company information meetings and interviews.
- Being able to do so these online in a familiar environment, such as your own room, may help reduce psychological stress.

Disadvantages

- Since you will be using a PC, smartphone, or tablet for viewing, you may not be able to watch properly depending on the communication environment or the specifications of the device.
- Since you won't physically visit the company, you are not able to feel the real atmosphere of the company, the employees, and other students in the session. Also, you are not able to see the office itself.
- Since it's done through a screen, there are some people who are worried whether their individuality is conveyed to the interviewer.

Notes

[Place]

- Prepare a stable communication such as Wi-Fi.
- Take into account lighting and natural light conditions, and adjust the brightness to reflect your face.
- Make sure there is nothing unnecessary shown in the background

[Equipment]

- **Computers, smartphones, and tablets**

You can use any of them, but we recommend using a computer because the screen is big and it can be more stable to place.

- **Camera**

If your device doesn't have a camera, you'll need an external webcam.

- **Earphones, microphones**

Earphones with microphones make it easier to hear the other person's voice and communicate your own voice clearly.



Make Full Use of Employment Support Companies and Websites for International Students

Many international students have difficulty searching for companies recruiting international students. More students now use job hunting support companies and websites specializing in international student support.

How to search for the information

Many companies can be searched for by using search keywords such as "留学生" "就職支援" (employment support for international student). Each has its own unique features, so choose the one that suits you. However, please note that the number of companies and industries listed may differ depending on the site.

General employment support companies and websites	Job hunting support companies and websites specializing in international students
<ul style="list-style-type: none"> • Many students in job hunting register • Large number of companies listed • Job postings in a wide range of industries • You can apply for internship or selection • Number of job offers for international students is small 	<ul style="list-style-type: none"> • Available only to international students • A large number of seminars specializing in international students are available • Corporate information on active recruitment of international students is posted • The number of articles published by companies is smaller than those by general employment support companies and websites • International students can get advice on finding a job in Japan

If you search by the name of your prefecture and keywords such as 留学生 (international student) 就職 (employment), you can find information on job offers for international students living in that specific area and information on events such as joint company briefing sessions.



Reference

■ Ministry of Health, Labour and Welfare Employment Security

Bureau Hellowork Internet Service

<https://www.hellowork.mhlw.go.jp/index.html>

Target audience

Both Japanese and foreigners

You can search for job openings for international students across Japan by searching for keywords such as "English," "Chinese," and "Global Talent."

■ JETRO (Japan External Trade Organization) Open for Professionals

<https://www.jetro.go.jp/hrportal/>

Target audience

Foreigners

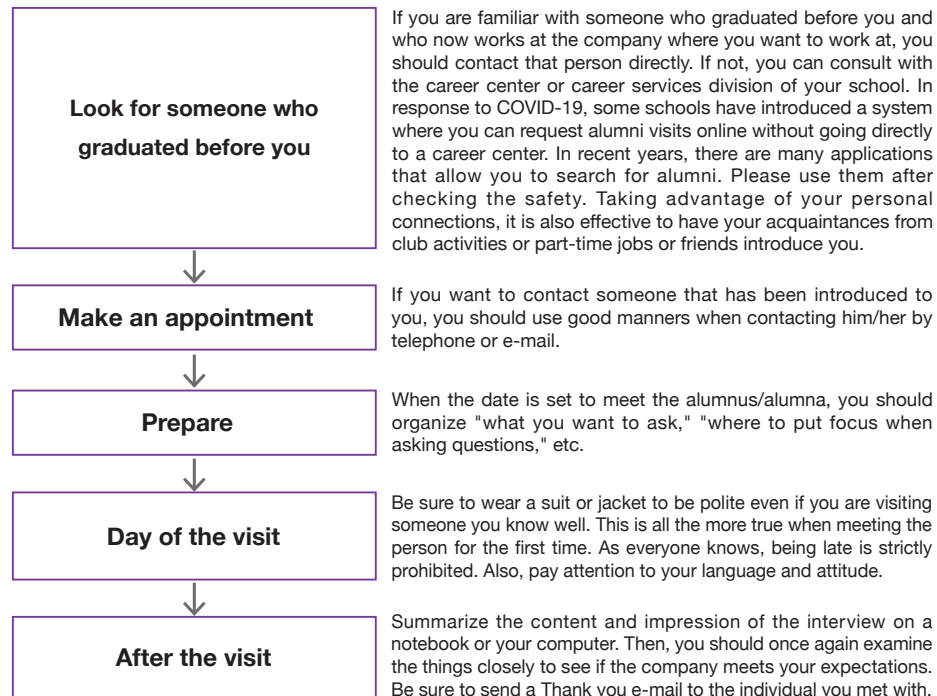
This site provides information for highly-skilled foreign professionals who live in Japan or who are considering living in Japan, such as preferential treatment for immigration, etc.

Visiting Alumni

The best opportunities to hear 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 alumni

- What is your daily schedule like?
- What are the things that make you happy, or which make you struggle at work?
- Was there a discrepancy between before and after you joined the company?
- What should I study while I'm a student?
- What's your office like?
- Please tell me your career path.
- What are the strengths of your company compared to other companies in the same industry?

 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 alumni (example)

◆ ... Students ♠ ... Alumni

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

Internships

Internships are valuable opportunities to experience working

Internship means "Activities in which students gain work experience related to their interests, including their major, and their future careers, with the aim of determining whether or not they are capable of doing the job." Many internship students do not receive compensation from companies because the purpose of the internship is to provide them with a better understanding of the industry and the company. If you participate in an internship with a purpose around what you will learn and acquire, you will have an experience that you cannot get in a regular classroom

Advantages of participating in an internship

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 master from their internship, they will be able to experience things that they would not be able to in a normal classroom setting. 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.

Stories of internship experiences (comments from international students)

■ Able to learn about Japanese corporate customs and work practices.

- We practiced how to exchange business cards, how to create and present documents in PowerPoint presentations, and how to hold group discussions. I'm glad that I was able to know the manners and knowledge that are indispensable for working people.
- I discovered that Japanese companies place much importance on teamwork. I was anxious about communicating, but all employees were very kind, and I was very grateful for the way in which they provided firm support, even for overseas students.
- I learned from experience that I need to learn, not just about my chosen field, but also social rules and techniques to maintain human relationships.

■ Useful for job hunting

- By interacting with students from different universities and employees from different companies, I was able to gain many new discoveries and learn a lot. Also, I was able to directly ask employees about the atmosphere and working style of the company, which I would not know until I actually got a job.
- Through the internship, I gained a deeper understanding of the company's corporate culture, detailed business contents, and management philosophy, which was very useful when I had an interview or wrote the reasons for applying.
- My internship allowed me to confirm my suitability for future jobs. I discovered if I was able to do my best in a Japanese company, which is what I wanted to really know as an overseas student.

■ Understanding of industries and job types

- I participated in an internship at a company that I knew in my daily life, and I was able to see aspects of the company that I didn't know, which made me more interested. Since I participated in the internship before the job hunting started, it was good that I could analyze myself based on the internship.
- I worked with internship participants online from planning to presentation. It was good that I was able to experience the work even though it was a limited time.

Internship classifications and how to begin an internship

Classifications	Accreditation of university credits	Details and how to begin
Internship conducted as a required class	recognized for school credit	Internships are offered as part of a career-related course. Companies where students participate in internships are found by the university.
Internship conducted as a non-required activity	usually not recognized for school credit	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/career center of their university or directly to the company.
Internship conducted independently by a company.	usually not recognized for school credit	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.	2 days to 1 week (short-term)
Lecture	Students listen to a description of the industry, company, and job, in a lecture setting.	A couple of 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)
Job-oriented internship	Long-term and paid research internships based on corporate job descriptions	2 months or more

Online internship

Due to the impact of COVID-19, more companies are offering internships online. Join the internship online using a web conferencing system such as Zoom. The content tends to be a problem-solving type in which, after listening to the company's explanation, participants are divided into groups of several people to work on the assigned tasks and make a presentation.

Internship at Employment Service Centers for Foreigners

- ◎ 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.

Dress and Grooming to Give a Good Impression

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

Black, dark blue, or gray are the basic colors. Choose a solid or finely striped tie. Ordinarily, wear your tie with a single knot, not a double knot. Don't button the bottom suit button.

Trousers

Trousers with a standard width and single-fold hems (unfolded) 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.



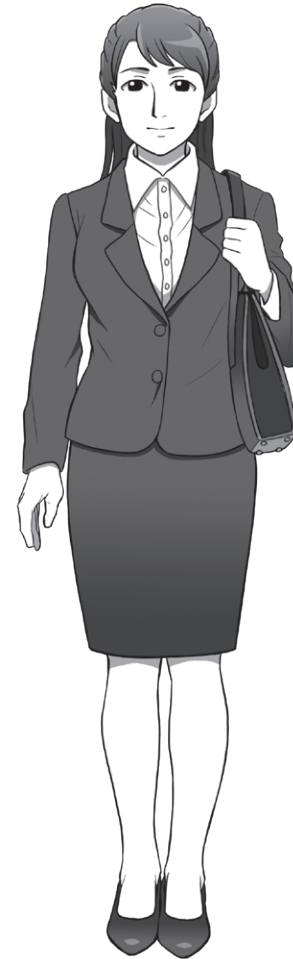
Watch

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 the 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 whose appearance stands out. They are checking to see if you are well-groomed and dressed based on social common sense. Even if you meet online, we recommend you wear the same clothes as you would wear to a company briefing session, internship, or interview. Only adjusting your upper body, or only the parts that appear on-screen, may affect your attitude.



Hair style

Either clip long hair behind your ears or gather it together at the back so that the ears are visible. Don't let your hair touch your face when you bow.

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.

Shirt

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

A simple suit with 1 or 2 buttons in solid black, dark blue or gray is a standard.

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 (unfolded) are mainstreaming. Be sure to iron them to make creases.

Shoes

You should choose simple and comfortable black shoes. Be sure to polish your shoes properly.

Pantyhose

Choose a color that matches your skin tone and has no pattern.

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

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 Polite terms... words used when it is necessary to respond politely and elegantly to others

	Respectful terms	Humble terms	Polite 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

Language in Business

There are appropriate expressions and inappropriate expressions for Japanese used in business. Let's know the correct expressions and use them.

Misleading usage of language (examples)

Wrong expressions in business	Correct expressions
僕、自分、俺	私、わたくし
そちらの会社 こちらの会社	おんしや御社（話し言葉） ましや貴社（書き言葉）
了解しました	承知しました
わかりました	かしこまりました
ごめんなさい	申し訳ございません

Letter-Writing Etiquette

Attaching a cover letter when you send your application form and resume brings a better impression. Note that there are certain etiquette rules to be observed when writing letters.

When do letters need to be used?

- When mailing application forms and resumes
- It expresses your sense of gratitude better than e-mail, etc.

How to write a Cover Letter

① Date of submission: Write the date of submission on the right-hand side of the top line.

② Address: Write the address on the left-hand side of the second line in the main text.

③ Subject: Write the subject in the center of the page in slightly larger characters.

④ Details: Write the word “記 (Details)” at the top-center above the contents of the letter.

⑤ End: Write “以上 (End)” below the final line of all letters.

How to write on an envelope

Address	Honorific	Example
Individuals	様	〇〇 様
Companies and Other Organizations	御中	株式会社〇〇御中
Job Title	様	人事部担当者様
Job Titles Attached to Individual Names	様	人事部〇〇様

Writing on the Front of Envelopes: 切手, 1110000, 東京都千代田区〇〇町△丁目×番□号, 株式会社〇〇商事, 人事部人事課 御中, 履歴書在中

Writing on the Back of Envelopes: 〇月〇日, 〒100-0000, 〇〇大学△学部△学科△室, 〇〇大学△学部△学科△室

Points to Note When Writing Letters

- Write the name and address in vertical characters.
- Write the complete address without abbreviating the district or street number.
- Refer to the above table for honorifics.
- Write “履歴書在中 (Resume)” or “エントリーシート在中 (Application Form)” in red characters on the left-hand side.
- When writing the address of the sender on the back of the envelope, write the address on the right-hand side of the central seam, and the name on the left-hand side.

Telephone etiquette

It is not possible to see the face or expressions of the person on the other end of the telephone, so extra care must be taken.

Take care to avoid leaving the person you are speaking to with an unfavorable impression.

■ When does the telephone need to be used?

- Requests for printed material
- Questions and inquiries regarding to employment tests
- Applying for briefing sessions
- Notifying the people concerned about being late for or absent from interviews and tests
- Changing interview dates
- Contacting the people concerned about job offers, etc

■ Important notes when making phone calls

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 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.

■ When arriving late for an interview

Making sure you leave yourself plenty of time when you have promised to be somewhere at a certain time is a minimal requirement for members of society.

It is therefore necessary to remember that arriving late will not be forgiven, regardless of the reason.

If you face arriving late owing to problems with transportation or in other such unavoidable cases, make sure that you contact the company before your scheduled time of arrival.

Example: When arriving late for an interview



Student

“Good morning. This is 000 000 of 000 university. I have an interview today at 00:00. I am currently at 00 Station, but there has been an accident involving a human life and the trains are not running. I expect to arrive at 00:00. I am very sorry for the trouble. What should I do?”



Company

A: “I understand. Please try to get here as soon as possible.”
 B: “I see. In that case, wait a moment while I arrange a different appointment.”

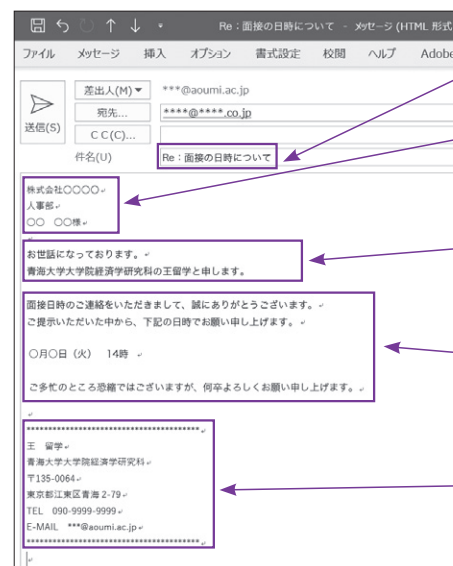
E-Mail Etiquette

E-mail is commonly used when communicating with companies during job hunting activities. Make sure that you observe the rules of etiquette when communicating with e-mail.

■ When is e-mail used?

- Expressing your gratitude after internships
- Thanking people for making alumni appointments and after the visits
- Replying to e-mail from companies confirming appointments and providing information
- Expressing gratitude for interviews
- Questions regarding employment tests and inquiries, etc.

■ E-mail Format



- ① Title
Use simple titles that easily express the contents.
- ② Address
Write the recipient (name and affiliated department) at the top of the message.
- ③ Self-introduction
Start the message with a self-introduction without going straight into the details.
- ④ Main text
Write the main contents of the message in a simple and easy-to-understand manner.
- ⑥ Signature
Sign the end of the e-mail with your school name, your name, your e-mail address, your telephone number and all other details.

■ Points to Note When Writing E-mails

- Separate the contents into paragraphs to make sure they can be easily read.
- Check everything to make sure there are no typos or missing characters before you send it.
- If you are using a free e-mail provider, make sure your e-mail address is appropriate.
- Check the name of the [Sender] displayed when you send the e-mail, and correct any nicknames, etc., if they have been set.
- Use the telephone if the e-mail is urgent or if you need to apologize.
- Reply immediately to all e-mails received from the company.

Cost of Job Hunting

Even though the number of online company briefing sessions, internships and interviews has increased due to COVID-19, job hunting activities require a lot of money. For example, clothes for attending briefing sessions and interviews, ID photos, and reference books. Also, some people spend money on IT equipment, such as web cameras and lighting as online job hunting has becoming more common. Understand the cost of job hunting in advance and prepare for it.

The following is a summary of the results of the questionnaire about the cost of job hunting, collected from international students.

■ Breakdown of job hunting cost (Reference)

Suits, bags, etc.	Between 15,000 yen and 70,000 yen
Transportation expenses	Between 0 yen and 60,000 yen
Accommodation expenses	Between 0 yen and 10,000 yen
Reference book, postage, and resume fees	Between 500 yen and 20,000 yen
ID photo fee	Between 1,000 yen and 15,000 yen
IT equipment related expenses	Between 1,500 yen and 25,000 yen

■ How much did the job hunting cost?

Suits, bags, etc.	15,000 yen
Transportation expenses	0 yen
ID photo fee	15,000 yen
Reference book expenses	10,000 yen
IT equipment related expenses ...	25,000 yen
Total cost	65,000 yen

Suits	30,000 yen
ID photo fee	10,000 yen
Resume fees	1,000 yen
Transportation expenses	20,000 yen
Total cost	61,000 yen

I bought an external camera and light for an online interview.



Male students
(Received an offer from a distribution / retail companies)

Transportation expenses	3,000 yen
ID photo, resume fees	1,000 yen
Total cost	4,000 yen

I bought a suit set at the job hunting campaign at the store.



Female students
(Received an offer from an employment support agency)

Most of the briefings sessions and interviews were conducted online due to COVID-19. There were many companies that required resumes to be submitted in PDF by email rather than paper. I used the suit I bought when I entered university.



Male students
(Received an offer from a system development company)

Applications

Applications

Starting an application is the entrance to job hunting 46

Company Briefing Sessions

Let's develop an eye for companies 47

Application Forms

To fully express your attractive character 50

Applications

Starting an application is the entrance to job hunting

Starting an application involves showing your interests in the company.

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 concurrent application feature 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. 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.

List of major employment information websites

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

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

Others can be found by searching for keywords such as 留学生 (international student) and 就職支援 (employment support). (see page 33)

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.

Company Briefing Sessions

Let's develop an eye for companies

Company briefing sessions and 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, interacting with the employees, and to get a feeling for the atmosphere within the company.

Company Briefing Types

Company briefing sessions can be split into two types as below. 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.

Due to the impact of COVID-19, more companies have held company briefing sessions online. There are two main styles:

Live streaming

Briefing sessions held on a fixed date and time are streamed online in real time. You can also ask questions to the company during live using the chat function.

On-demand

Briefing sessions held by distributing pre-recorded videos. You may view videos published on the official website, or you may access the URL of a video sent to an applicant. You can watch it at your convenience.

Collecting Information on Company Briefing Sessions

- 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.
- Career Centers** • • • Posters are available on bulletin boards in career 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 etc.

Preparation for and attitude in company briefing sessions

Things to do on the day before

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

[Online]

Prepare a stable communication environment such as Wi-Fi. Also, prepare a webcam, earphones, etc. in advance so everything goes smoothly. (see page 32).

At the venue on the day of the briefing session

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

[Online]

Make sure to log in before the company briefing starts

Things to note

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

*For individual company briefing sessions, be sure to prepare yourself fully before the session because, in some cases, the company conducts interviews, aptitude tests, written tests, etc., after the session.

[Online]

If you participate with your camera on, make sure your appearance is well-groomed.

What to bring

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

How to write a resume

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

年	月	学 校	学 歴
2020	6	中国経済大学	経済学部 経済学科卒業
2021	4	青海大学大学院	経済学研究科 修士課程入学
2023	3		同課程修了見込

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

年	月	種 別	取 得
2020	12	日本語能力試験	N1取得
2021	7	TOEIC 公開テスト	スコア880点取得
2022	3	普通自動車第一種	運転免許取得

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

Refer to "Contents of Entry Sheet" (P50)

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

Seminars (open seminars)

This type of seminar is held by companies and local government for students who are starting to job hunt and they are not related to selection. Open seminar schedules, content, and other details are released on individual company websites and employment information websites.

Supporting job hunting

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

Examining industries

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

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 essays such as self-promotion, "what you focused on when you were a student" and "reasons for applying (your motivations)".

Contents of Entry sheet

エントリーシート

氏名	姓 名	性別	年齢	生 年 月 日	写真
王 留 学			19	2004年4月2日(歳XX歳)	
住所	東京都江東区青海2-2-1				
メールアドレス	***@aoml.ac.jp		電話番号	090-9999-9999	
学年	年	月	学 歴・ 職 歴		
2020年	令和2	6	中国経済大学経済学部経済学科卒業	卒業	
2021年	令和3	4	青海大学大学院経済学研究科修士課程入学	なし	
2023年	令和5	3	同課程修了見込	以上	
自己PR	私の強みは、努力です。それは、日本に留学するための日本語の勉強を半学期毎日続けたことから言えます。日本語の勉強を始めたのは、入学が近づいたためで、毎日1時間程度しか聞いて、意味が分からない単語がこればかりで、作られた日本語の先生に聞いてもらうことはほとんど、その結果、留学でいかに日本語を話せるようになったか、そのための努力が私の強みだと考えています。				
学業時代に力を入れたこと	私が学生時代に力を入れたことは、要領師のアルバイトです。大学入学時より個別塾の講師を務め、これには約100名の生徒を担当しています。生徒の成績を上げるのが講師の役目ですが、生徒が理解できなかった問題が何となく、一歩引いたところから一緒に問題を解説する授業が始まりました。生徒の成績を上げることで生徒の成長を促すことができたのは、授業中に適切な解説を行うだけでなく、生徒に寄り添って、なぜかから授業を進めようとしたからです。具体的には、授業中に適切な解説を行うだけでなく、生徒に寄り添って、なぜかから授業を進めようとしたからです。生徒自身が考える癖をつけることで、生徒自身が気づいていない苦手な箇所を見つけることができました。その結果、生徒の成績を上げることで、中には、20点以上の点数を伸ばすことが出来た生徒がいました。				
志望動機	私が貴社を志望する理由は、日本の文化を海外に広めるからです。将来は、日本の文化を海外に広めることに貢献したいと考えています。貴社は、業界の中で唯一の日本語を海外に展開している企業です。私は日本と海外の文化の違いに興味があり、日本の文化を海外に広めることに貢献したいと考えています。私は、貴国語の他に英語を勉強してきて、現在、アルバイトでその経験を活かして、貴国の料理の作り方を教えるに挑戦しています。その経験と語学を貴社の日本語を海外に展開して、海外に日本の文化を広める仕事に挑戦したいと考えています。				
免許・資格等	日本語能力検定N1、TOEIC880、普通自動車第一種免許		趣味・特技等	水泳、テニスを趣味としています。	

Basic details

This is essentially the same as the information on your resume.

See How to write a resume...P49

Composition

The questions included in application form compositions will differ according to the company. There are also many cases in which the number of characters that can be used is restricted to 200, 400, 800, etc., characters. You will be required to write at least 90% and less than 100% of the maximum number of stated characters.

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.

Make full use of employment information websites

The application form created online can be submitted to the company via the employment information website.

Notes on filling out application forms

- If you are submitting a handwritten application, be sure to make multiple copies for creating drafts.
 - You cannot use correction liquid. Make a draft first and then a clean copy.
- 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.
- Avoid leaving blank spaces.
 - Use the space effectively so that you don't leave any blank space.
- 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.
- 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.
- Have a person who is good at Japanese look over the completed form.
 - Use your university's career center and make sure to have someone check to see if there are any mistakes with your Japanese characters or expressions.
- 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: "self-promotion," "what I focused on when at university / school", and "reasons for applying".

① Self-promotion

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

Key points

- Self-analysis is a good way to identify your qualities and attributes. (→ Self-analysis and Evaluation P13)
- 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

② 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.

Key points

- Self-analysis is a good way to identify your key achievements at university. (→ Self-analysis and Evaluation P13)
- Talk about some of the events or situations that inform your educational challenges and achievements.
- Describe what you gained from these experiences and how they contributed to your personal or professional growth.
- Where possible, include numerical results or reports of your achievements.

■ How to structure your answer

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

③ 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.

Key points

- In order to write reasons for applying for the job, it is important to do your research on the industry (page 18) and the company (page 22).
- 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

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 focus 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)

From Screening Tests and Job Offers to Joining a Company

Written Tests

It is necessary to confirm written test types and prepare for them in advance 55

Interviews

Use your own words to express yourself 59

Job Offers to Joining a Company

Act according to your plan until you join a company 65

Job Hunting Activities after Graduating

Before Starting Work

Employment environment in Japanese companies 67

Written Tests

It is necessary to confirm written test types and prepare for them in advance

Various types of written tests are held. Written tests are carried out to make sure that students have attained a certain level of knowledge and academic skills, and to make sure that they have the thinking faculties, decision-making capabilities, speed, processing abilities and accuracy, etc., required for the job, and they are used as reference material during interviews and to enable the selection process to be carried out efficiently when there are many applicants.

The written tests must be submitted in Japanese as a basic principle, so the ability to read Japanese is imperative.

It is recommended that you fully understand how written tests will be carried out and prepare for them by checking at university career centers and reading the quarterly corporate reports, etc., of the companies you have applied for.

Written Test Types

■ Aptitude Tests

Competency Aptitude Tests These tests are carried out to understand your levels of basic academic skills, basic knowledge and job aptitude, etc.

Personality Aptitude Tests These tests are carried out to understand your basic personality, behavioral characteristics and job aptitude, etc.

General Aptitude Tests These tests involve both competency aptitude tests and personality aptitude tests. Most companies require applicants to take the general aptitude tests.

Name of Test	Companies Implementing Tests	Topic Structures
SPI3	Recruit Management Solutions	Verbal / Non-Verbal Personality Tests
CAB	SHL-Japan	Mental arithmetic, regularity, instruction table, coding, OPQ
GAB	SHL-Japan	Verbal, calculation, OPQ
Tamatebako web test III	SHL-Japan	Calculation, verbal, English, OPQ
SCOA	Nippon Omni-Management Association (NOMA) Research Institute, Inc.	Verbal, mathematics, logic, English, general knowledge, personality
TG-WEB	Humanage	Verbal, calculation, English Personality Tests

OPQ: Occupational Personality Questionnaires

■ General Knowledge Tests

The topics involved will cover a wide range of subjects, such as Japanese, mathematics, social studies, science, English, sports and current affairs, etc.

These tests are carried out to determine if you possess basic academic skills and basic knowledge. It is necessary to prepare for the tests by checking the news, etc., on a daily basis.

■ Compositions and Essays

These tests are carried out to understand the levels of logical thinking, viewpoints, creativity, information-gathering abilities and other such aspects.

Time restrictions and character-count restrictions will be in effect, so the best way to handle the tests is to complete them in a simple and easy-to-understand manner.

It is necessary to prepare by practicing written Japanese, etc., on a daily basis.

Contents of the aptitude test

Aptitude tests consist of two types; Paper tests and Web tests carried out with the use of a personal computer.

There are three places where tests may be taken: at home, at the company, and at test centers.

There are cases in which the levels of difficulty of aptitude tests vary depending on the place where the test is taken, even though they are the same types of test.

It is generally said that the paper tests taken at companies are the easiest, and the web tests taken at home are the most difficult.

Type	Location	How to take a test	Applicable Tests	Test Period
Web Tests	At home	Aptitude tests that are taken at your convenience at home with the use of personal computers.	SPI3,WebCAB, tamatebako web test III,TG-WEB,etc.	From March 01 after the ban on company PR activities are lifted
Web Tests	Test Centers (Location: Test centers that specialize in each type of aptitude test)	Aptitude tests that are taken at places specified for each test with the use of personal computers.	SPI3,C-GAB, SCOA,TG-WEB,etc.	From March 01 after the ban on company PR activities are lifted
Paper Tests	Companies	Aptitude tests that are taken at the company office or at places specified by the company with the use of written test papers.	SPI3,CAB,GAB, SCOA,TG-WEB,etc.	From June 01 after the ban on company screening activities are lifted

Preparing for Aptitude Tests

1 Check out the aptitude tests given by the companies you intend to apply to

It is possible to check the results of different types of aptitude tests held by large and popular companies with the use of the Quarterly Employment Journal and other books on preparing for aptitude tests. This can also be checked for other companies in the reports written by people in the past archived by the career centers in the school you attend.

2 Understand the types of aptitude test questions and methods of solving them

It is necessary to understand the trends of the questions likely to be included in all types of tests, as well as the methods for answering the questions as swiftly as possible. It is important to accustom yourself to as many different types of topics as possible by checking out the books on preparing for aptitude tests available in bookstores, and the test samples available free of charge on the Internet.

3 Accustom yourself to the time restrictions on aptitude tests

The most difficult part of aptitude tests is answering a large number of questions within a short period of time. It is necessary to answer all questions as efficiently as possible, so it is therefore important to remain aware of the time restrictions while practicing and set yourself targets for answering the questions within the time allotted for the actual tests.



The fact that aptitude tests must be taken in the Japanese language causes problems for many international students. There are also small to medium-sized companies, etc., that do not set aptitude tests. This means that searching for a company that does not require aptitude tests is one way of avoiding them for students who seriously have trouble taking them.

What is SPI3?

The aptitude test most commonly used by companies in Japan is SPI3.

SPI3 is a test developed by Recruit Management Solutions co.,ltd.

The questions included in the SPI3 test are not very difficult, but speed and accuracy are required, so it is recommended that you study the trends of the questions likely to be included and the methods for answering them as efficiently as possible in advance.

SPI3 Types

There are four types of SPI3 tests available that depend on the format and venue.

Implementation Method	Format	Test Location	Features
Paper testing	Paper	Company meetings rooms	Verbal (30 minutes) / Non-Verbal (40 minutes) Personality Tests (40 minutes)
Test Center	Web	Dedicated venue	Verbal / Non-Verbal (35 minutes) Personality Tests (30 minutes)
Web Testing	Web	At home, etc.	Verbal / Non-Verbal (35 minutes) Personality Tests (30 minutes)
In-house CBT	Web	Company meetings rooms	Verbal / Non-Verbal (35 minutes) Personality Tests (30 minutes)

※ Once the test has been taken at a test center, it is possible to submit the results of this to other companies. (The people who have taken aptitude tests will not be informed of the results.) The tests can also be retried.

Fields Tested with SPI3

Test Types	Fields	Fields Tested and Topic Genres
Competency Aptitude Tests	Verbal proficiency	Relationship between words, use of phrases, rearranging sentences, filling in blanks, correct use of idiomatic phrases, rearranging clausal phrases, reading and understanding long sentences, etc.
	Non-verbal proficiency	Reasoning, number of potential outcomes, probability, set theories, calculation of profits and losses, speed calculations, understanding charts and tables Price adjustment, price discounts, percentage calculations, payment by installment, etc.
Personality Aptitude Tests	Personality characteristics	Testing behavioral qualities, motivational qualities, emotional qualities and social qualities through to personality characteristics
	Work Adaptability	Measures ease of adapting to work based on points scored for personality and basic skills
	Organizational Adaptability	Measures ease of adapting to organizational customs

Points of note for SPI3

- 1 Obtain a clear understanding of the topic patterns.
- 2 There are many questions included, so allocate your time carefully.
- 3 Check the questions and answers to long composition topics before reading the compositions.
- 4 Answer all questions without leaving any unanswered even if you don't know the correct answers.
- 5 Make sure you do not make any mistakes over the questions involving addition, subtraction, multiplication and division.

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 sentence 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 300 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.

Due to COVID-19, more companies are conducting interviews online. There are many different types of interviews, but here, we will look at the most common interview formats: group discussion, group interview, one-on-one interview and online interview.

① Group discussion

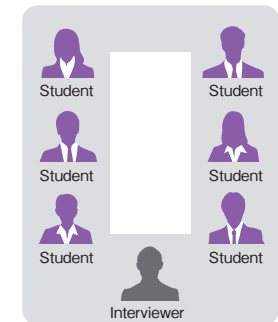
A group discussion involves four to six applicants discussing a topic nominated by the employer. The interviewers observe the discussion and rate the applicants objectively. The aim is to determine how well each applicant functions as part of a group.

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 ① P40)
- 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

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

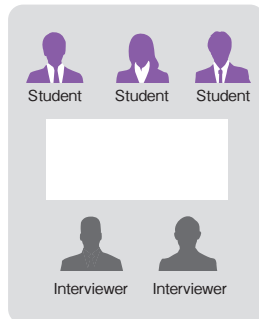
The interviewer devises a set of questions based on the application forms and resumes. The same questions are posed to each applicant in turn.

■ Important

- Remember: first impressions are very important! (→ Job Hunting Manners ① Dress and Grooming to Give a Good Impression P38, 39)
- Speak clearly and confidently. Do not mumble your words.
- Since one person only has a short amount of time, 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

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

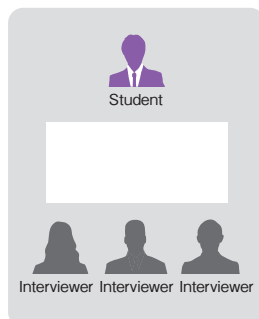
The interviewer prepares questions based on the application form and resume. Firstly, you will be asked about information supplied on your application form and resume. Often, the interviewer will want to hear further details or explanations.

■ Important

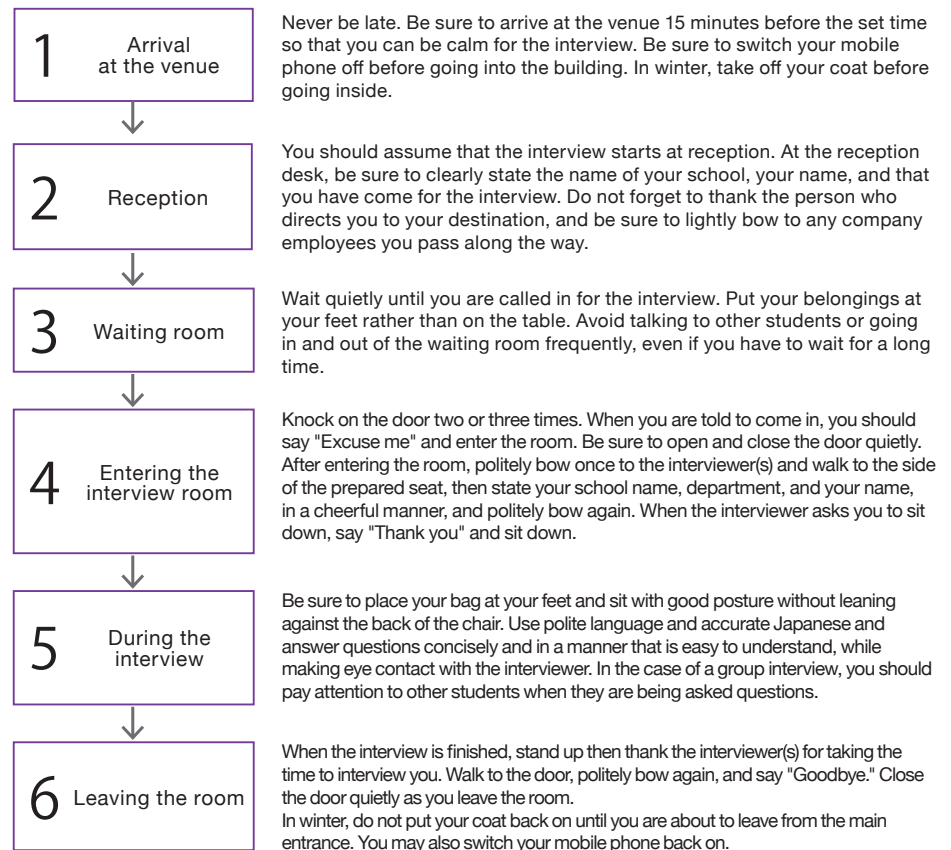
- Re-read your application form and resume and make sure that you are familiar with everything you have written.
- Think back over the responses you have given in previous interviews.
- Be prepared to talk about your qualities and the skills you can contribute to the organization.
- Be prepared for questions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



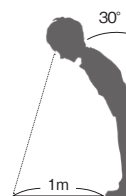
Interview process



Bowing etiquette and posture

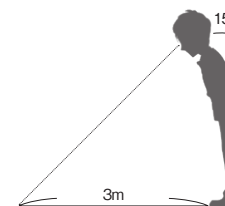
■ Full bow

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



Remote interview

There are two types of remote interviews: online interview and video interview

Online interview

Online interview is conducted using a web interview system or web conferencing system. The system used for the interview varies from company to company.

Check in advance

- Is the connection stable to prevent image distortion, voice delay, and line breaks?
 - Are there unnecessary things in the background such as posters or laundry?
 - Is the room bright enough to make a good impression? When the room is dark, the expression looks dark.
 - Is the camera positioned so that the upper body can be seen?
 - Is the microphone volume set to the right level?
 - Is there no unnecessary sound from the surroundings such as the ring tone of the smartphone?
 - Do not set the inappropriate nickname or animation character for the account name and profile image of the interview tool, as they are displayed on the company side.
- ※ It is recommended to ask your friends and family to practice in advance.

Entering room

Log in 5 minutes before the interview and prepare to enter the room so you can deal with any connection troubles.

During interview

- Position the camera in the same position as your eyes, and look at the camera when you speak.
- Try to speak louder than usual.
- To make it easier for your reactions and expressions to be communicated to them, make your gestures and nod movements larger.

[How to deal with problems]

If you have trouble with your network during an online interview, don't panic and contact the company. If you have trouble hearing the interviewer's voice or the video stops, use the chat function or make a phone call.

Leaving room

When the interview is over, say thank you and bow. You should disconnect yourself after the interviewer disconnects.



<Good example>

Background...
Clean and bright (avoid virtual backgrounds).
Facial expression...
Your facial expression can be seen clearly, look motivated.
Clothing...
Wrinkle-free suit



<Bad example>

Background...
Various things are reflected. It's dark.
Facial expression...
The expression is not clear, doesn't look motivated
Clothing...
Wrinkled

Video interview

Video interviews are often used for the first interview. In response to questions from companies, such as "self-promotion," "what I focused on when I was a student," and "reasons for applying," you submit a video recording of your conversation in about 1 - 2 minutes. You can take a video again until you are satisfied. For video interviews, dress and groom as well as you would for a job interview.

Responding to questions

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

Think about what you're going to talk about in an online interview. The interviewers will tell if you are reading a note.



Human Resources (Recruitment)

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?

[Preparing for the interview]

■ Practicing on your own

Take a video of yourself answering a question, and review it. Watch the video and observe your eye contact, clarity of speech and use of language.

■ How to practice with help from others

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

You can feel the same nervousness as the real interview, and you can get advice on what was good and what should be improved.

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

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.

In case you are not able to receive a job offer

-Job hunting after companies start providing official job offers-

Sometimes companies continue with hiring activities until March because they were unable to fill all positions and this 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. Apply early to companies that you are interested in, if you are not able to receive a job offer by October, check the employment information of companies that hire in the fall or throughout the year. You can also consider registering yourself with a temp staff or employment agency.

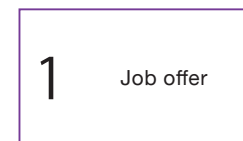
To enter a company on April 1st, it is necessary to complete all change in residence status procedures by the end of January. So try to obtain a job offer before that time so that you can apply for change in residence status.

Job Offers to Joining a Company

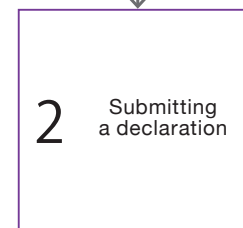
Act according to your plan until you join a company

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

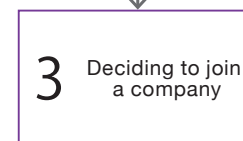


After the final screening process, a job offer is issued by the company notifying the applicant that it would like to hire him/her. In many cases, the first notification is by telephone, and then a "formal offer letter" is sent. If you have already accepted a job offer from another company or you have no intention of entering the company in question, you should be honest and decline the offer as soon as possible.

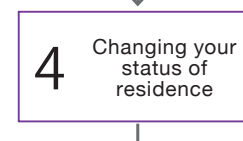


After receiving a job offer, you will be asked to submit a document confirming your intent to join the company. This document is called a "declaration". Companies that host a social gathering for those who are offered employment may ask you to sign/affix your seal on the document at the gathering. Be careful not to miss the deadline if you are mailing the document, which may cause the job offer to be canceled.

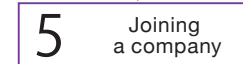
* This "declaration" is not legally binding, so you can continue your job hunting even after submitting the document. Be sure to check the hiring schedule of each of the companies that you have chosen, so that you don't have to repeatedly decline job offers more than necessary.



In the end, you will decide on one company to join. If you have multiple job offers, you should consult with the career center of your university, your professors, your family members, etc., to decide which company to join as soon as possible. If you delay your declining of job offers, you not only impact the range of possible employment of other students, but you may also adversely impact the hiring of international students that come after you.



In order to be employed by a Japanese company, it is necessary to change your resident visa status from "College Student" to a status that allows you to work. You should start preparing for this early so that you will be able to complete the process before the day of joining the company. * See the next chapter for details.



Some companies ask you to participate in a social gathering, job offer ceremony, or training before joining the company. Be sure to check the schedules of such events.

Job Hunting Activities after Graduating

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.

In the second year after graduating from a university, etc., if you wish to participate in job hunting support programs provided by local governments, including internship programs (which must comply with the requirements established by Immigration Services Agency), and have no trouble residing in Japan, you may change your status of residence for your participation in job hunting activities as part of these programs (residence of six months for specific activities) and be authorized to extend your period of residence one more time by obtaining a certificate from your local government.

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

There are some documents that universities need to prepare, so please be sure to consult with the staff at the career center or career services division.

- (1) Application form for changing status of residence (with photograph of 4cm tall and 3cm wide)
- (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
- (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

- Although the government's policy requires that graduates from schools apply for positions for new graduates for at least three years after graduation, you will have limited opportunities to find a job since many Japanese companies primarily target new graduates when planning their acquisition of human resources. 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.

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 salary, 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 set the salary 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 salary.

Moreover, taxes and insurance payment shall generally be deducted from salary 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

Lump-sum payments are 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 in 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 salary.

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 salary 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, the number of dependents, and other factors.

Welfare Program

Welfare programs refer to various systems, facilities, services, and more provided in addition to salary 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.

Changing Your Status of Residence

Application for Change of Status of Residence

Changing from "College Student" to a visa allowing you to work 70

Engineer / Specialist in Humanities / International Services 71

Specified Skilled Worker 74

Designated Activities 75

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.

Major residence statuses for work

Those which allow work with restrictions regarding job type, industry, and work content

Highly Skilled Professional, Business Manager, Legal/Accounting Services, Medical Services, Researcher, Instructor, Engineer / Specialist in Humanities / International Services, Nursing Care, Specified Skilled Worker, etc.

- 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 Reiwa 1 (2019).

Points to note when applying for a change of 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 (for Specified Skilled Worker, December at all bureau locations; for other statuses of residence, usually December at the Tokyo Regional Immigration Bureau and the 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 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.

For more information, see "Guidelines for Permission for Change of Status of Residence and Extension of Period of Stay "(available in multiple languages).

https://www.moj.go.jp/isa/publications/materials/nyuukokukanri07_00058.html



Websites containing the procedures necessary for changing the status of residence

Immigration Services Agency

<https://www.moj.go.jp/isa/>



Tokyo Employment Service Center for Foreigners

<https://jsite.mhlw.go.jp/tokyo-foreigner/>



Engineer / Specialist in Humanities / International Services

Major status of residence which international students change when getting a Job

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">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).2 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.3 In cases the applicant is to engage in work that requires specific ways of thinking or sensitivity based on 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.4 In cases 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.5 The applicant must receive no less compensation than a Japanese national would receive for comparable work.
Period of Stay	5 years, 3 years, 1 year, or 3 months (Visa extension is applicable.)

Subjects majored in at university or vocational school should be related to knowledge and skills required for the work you intend to engage in. (The relationship, however, is considered less strictly for university.)

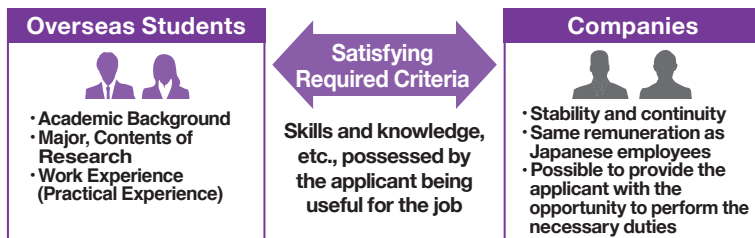
- University graduates can engage in translation from or into their native language, interpretation, and/or language instruction regardless of university major.

- In regards to computer technology related work, persons who pass an information processing skills examination set by the Minister of Justice or obtain certification in the field can engage in such work regardless of what their major was at university or vocational school or whether they graduated.

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.



Preparing Required Documents

Since the documentation required is different depending on the institution at which you are to be employed, check which category applies.

Category 1	Category 2	Category 3	Category 4
<ul style="list-style-type: none"> 1 Company listed on any of Japan's stock exchanges 2 Mutual company involved in the insurance industry 3 National or regional organization run by Japan or an overseas nation 4 Independent administrative institution 5 Special corporation or licensed corporation 6 Public service corporation authorized by a national or regional public organization in Japan 7 Public corporation listed in Appendix #1 of the Corporation Tax Act 8 A company is applicable for the items (b) or (c), in the middle column of the special addition section in the table in Article 1, Paragraph 1 of the Ministerial Ordinance on Highly Skilled Professional. (innovation creating company) 9 Small-to-mid-sized companies that meet certain requirements * <p style="font-size: small; margin-top: 5px;">*Those recognized by the director of the Prefectural Labor Bureau as a 'Youth Yell Company' under the 'Youth Yell Recognition Program' instituted by the Ministry of Health, Labour and Welfare. (As of January 2020)</p>	<ul style="list-style-type: none"> 1 Organizations or individuals for which the withheld 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 10 million yen or more. 2 Organizations which have obtained approval for the online residence application system for application for residence 	<p style="font-size: small;">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 employees for the previous year</p>	<p style="font-size: small;">Organizations or individuals not covered by Categories 1 to 3</p>

Category	Documentation required(See page 73 for the details of 1 to 10)									
	1	2	3	4	5	6	7	8	9	10
Category1	●	●	●	●						
Category2	●	●	●	●						
Category3	●	●	●	●	●	●	●	●	●	
Category4	●	●	●	●	●	●	●	●	●	●

- 1 Application for change of status of residence (with photograph of 4cm tall and 3cm wide)
- 2 Passport and 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 categories mentioned previously on page 72

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)

Documentation certifying that the company is applicable for the items (b) or (c), in the middle column of the special addition section in the table in Article 1, Paragraph 1 of the Ministerial Ordinance on Highly Skilled Professional (innovation creating company). (Example; A copy of the notice of decision for grant of subsidy)

Documentation that certifies that the company satisfies certain conditions as above (Example; copies of certificates)

Category 2: Documentation that certifies that an application for permission to use the online residence application system for application for residence has been approved (Example; e-mail notification of approval regarding an application for permission to use)

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 proving the applicant's academic history and work history, and other personal background information, 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 in India 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).

c. For IT engineers, proof of passing the specified examination or having obtained certification for information processing skills as set out by the Minister of Justice in a special provision public notice

*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 A copy of the financial statements for the most recent fiscal year (Category 3 and Category 4) A business plan in the case of a new business (Category 4 only)

10 Documents that clarify the reason for the inability to submit all employees' statements of earnings in withholding tax records or other statutory tax reports for employees for the previous year

The information above is only a summary. For more details, please refer to the page of the Immigration Services Agency below.

https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri07_00095.html



Specified Skilled Worker

With the objective of accepting foreign workers for industrial fields with a serious shortage of labor, the Act for Partial Amendment of the Immigration Control and Refugee Recognition Act and the Act for Establishment of the Ministry of Justice was promulgated on December 14, 2018 and the new status of residence Specified Skilled Worker created for April 1, 2019.

Specified Skilled Worker (i)

This is a system for accepting foreign nationals with a specified level of specialty and skills who are already capable in order to deal with the serious shortage of labor. It is a status of residence for foreign nationals engaging in work requiring skills which need considerable knowledge or experience belonging to specified industrial fields.

Specified industrial fields

The 14 fields of nursing care; building cleaning management; forges and foundries; machine parts & tooling industries; electric, electronics and information industries; construction industry; shipbuilding/ship machinery industry; automobile maintenance; aviation industry; accommodation industry; agriculture; fishery & aquaculture; manufacture of food and beverages; and food service industry.
Note: There are two types of the status of residence Specified Skilled Worker: Specified Skilled Worker (i) and Specified Skilled Worker (ii). Specified Skilled Worker (ii) is a status of residence for foreign nationals engaging in work requiring proficient skills belonging to specified industrial fields, and the fields are currently limited to two: construction industry and shipbuilding/ship machinery industry.

Major requirements for Specified Skilled Worker

Specified Skilled Worker (i)	
Activities	Activities engaging in work requiring a considerable degree of knowledge or experience as specified by an Ordinance of the Ministry of Justice that is in a specified industrial field (a field of industry designated by an Ordinance of the Ministry of Justice as one requiring foreign nationals to secure the workers that are insufficient in number due to the difficulty in securing workers) and belongs to a field designated by the Minister of Justice based on a contract for employment with a public or private organization in Japan as designated by the Minister of Justice
Major job types	Duties to be engaged in specific industrial fields are determined. Examples: Accommodation industry • Providing accommodation services such as working at the front desk, planning / public relations, hospitality, and restaurant services Examples: Food service industry • General restaurant work (food preparation, customer service, restaurant management) Please see the document below for other specified fields. https://www.moj.go.jp/isa/content/930004040.pdf
Requirements and criteria	<ul style="list-style-type: none"> • Is 18 years of age or older • Has passed a skill test and a Japanese language test (persons who have successfully completed Technical Intern Training (ii) are exempt from the testing requirement) • Has not resided in Japan under the status of Specified Skilled Worker (i) for a total of 5 years or more • Is not being made to pay a security deposit and has not entered into a contract stipulating a payment of penalties • If there are expenses to be borne by the candidate, fully understands the details • Will be given remuneration equivalent or superior to if a Japanese national were to be engaged and others
Period of stay	Updates every 1 year, 6 months, 4 months (Up to 5 years in total)

Immigration Services Agency of Japan "For international students who wish to transfer to Specific Skills Visa"

https://www.moj.go.jp/isa/policies/ssw/nyuukokukanri07_00003.html



Designated Activities (Public Notice No. 46: Graduates of a university in Japan)

To promote the retention of capable foreign workers who have graduated from universities or graduate schools in Japan, a Ministry of Justice Public Notice was revised in May 2019 to expand opportunities for employment of international students who are foreign nationals and are expected to contribute to the revitalization of the economy in Japan.

The revision of a Ministry of Justice Public Notice to support the employment of international students

This system permits graduates of universities in Japan to engage in a wide range of work at a public or private organization in Japan with the requirement that they utilize the broad knowledge and applied competence acquired at universities and the like in Japan and the high level of Japanese language gained through experience as an international student. General hospitality or manufacturing work is not permitted as the major activity under the status of residence Engineer / Specialist in Humanities / International Services, but this system permits such activities if the requirements below are met. However, work that is legally stipulated to be performed by a licensed person (requiring an occupational license) and work related to adult entertainment are not permitted.

Major requirements for Designated Activities

Designated Activities (Public Notice No. 46: Graduates of a university in Japan)	
Activities	Activities engaging in work based on a contract with a public or private organization in Japan as designated by the Minister of Justice for work of the aforementioned organization as a full-time employee of the aforementioned organization (including engaging in work requiring smooth communication using the Japanese language and excluding engaging in work in the adult entertainment business or work legally stipulated to be performed by a licensed person).
Requirements and criteria	<p>Persons who have graduated from a university or have completed a program at a graduate school in Japan, have been awarded a degree, and have a high level of skill in the Japanese language are eligible.</p> <p>① Academic history Limited to graduation from a 4-year university or completion of a graduate school in Japan. Graduation from a junior college or specialized training, or graduation from a university or completion of a graduate school in a foreign country are not eligible.</p> <p>② Japanese language skill a) Persons scoring N1 on the Japanese-Language Proficiency Test (JLPT) or 480 or greater on the BJT Business Japanese Proficiency Test are eligible. b) In addition, persons who have graduated from a university having selected the Japanese language as their major in university or graduate school are deemed to have fulfilled (a). Persons who had selected the Japanese language as their major in university or graduate school in a foreign country are also deemed to have fulfilled (a), however, in such cases, the person also must have graduated from a university or have completed a graduate school in Japan.</p> <p>③ Wages A person must be paid a wage equivalent or superior to if a Japanese national were to be engaged. Whether the amount is equivalent or superior to Japanese nationals is not determined uniformly based on a set remuneration amount, but on whether the amount is equivalent or superior to Japanese nationals engaging in similar work based on the wage constitution of the region and the individual company, referencing the wages of persons engaging in similar work at other companies.</p>
Period of stay	5 years, 3 years, 1 year, 6 months, or 3 months (Visa extension is applicable.)

<Points of note>

- Limited to work as a full-time employee. Part-time work, such as short hours, and contracts for a limited period are not eligible.
- Only activities engaging in work during the contract period are eligible. Labor activities at another company as a dispatched staff member are not permitted.

Points-Based Preferential Immigration Treatment for Highly-Skilled Foreign Professionals

This is a system in which points are allocated in accordance with the academic background, work experience and annual salary, etc., of foreign nationals. Applicants who score 70 or more points receive preferential treatment with regards 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	
<p>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</p>	<p>[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</p>
<p>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</p>	
<p>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</p>	<p>[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.</p>

Points-Based Preferential Immigration Treatment for Highly-Skilled Foreign Professionals
https://www.moj.go.jp/isa/publications/materials/newimmiact_3_index.html



Job Hunting Reports

Open for Professionals/The portal site for utilizing highly-skilled foreign professionals
 This site provides easy-to-understand information for foreign nationals on highly-skilled foreign professionals who live in Japan or who are considering living in Japan, such as preferential treatment for immigration, etc.
<https://www.jetro.go.jp/hrportal/>





Mr. CHAN YEN CHI

Nationality: Taiwanese
University/school: Graduate school, University of Fukui Master's Degree
Major: Graduate School of Engineering
Period of study in Japan: April 2020 to March 2022
Place of work: NOHMI BOSAI LTD.
Japanese proficiency: JLPT N1

Reason for working in Japan

I have been studying Japanese by myself since I was in the third year of college. I also studied in Japan for half a year after learning about the exchange program. Since I studied Japanese and majored in mechanical engineering at high school and university, I thought that if I worked in Japan, which is one of the most advanced countries in the world in the field of mechanical engineering, I would be able to acquire skills and knowledge. Therefore, I went on to graduate school in Japan, and after that, I looked for a job in Japan.

Reason for choosing my future company

I researched many companies especially focusing on the design in the machine field. I felt that the development and design of disaster prevention equipment is worthwhile because it has a mission to protect the safety of society.

Company job content

As a manufacturer of disaster prevention equipment, they provide disaster prevention systems such as automatic fire alarm systems and fire extinguishing systems. The fields cover a wide range of areas including general housing, buildings, stations, airports, large-scale facilities, cultural assets, medical and welfare facilities, and ships.

Self-promotion to companies

I told the story about how I had studied hard for half a year and passed the JLPT N1 test on my own, and how I tried to make a drone for my university graduation project.

Number of companies applied to during job hunting

Application : 10, Company briefing session : 10, Internship : 6, Interview : 3 Everything was conducted online

Effective job hunting strategies

I carried out thorough research, not only identifying the work I wanted to do, but research into the company including its reputation. I also prepared myself so that I could tell the company about what I want to do, my strengths, and how I can use my experience at work.

How I researched industries and companies

When I participated in a company briefing and found that I liked the company, I looked at the reviews of current and former employees of the company and considered whether to apply.

Things to be careful of regarding application forms and resumes

Language and grammar are important, but I think the content is the most important. After you finish writing, I recommend that you ask the teacher or a third party to check if the sentence accurately conveys what you want to say.

Things to be careful of during interviews

The interviewer wants to know what kind of person you are. I think they are trying to understand you from the responses and answers to their questions and make sure you are the right person. So, I prepared answers based on various scenarios in advance and went to the interview.

Questions during interviews

Other than the standard questions such as the reason for studying in Japan and the reason for applying, the questions that I still remember are "The difference between a student and an employee" and "What do you think will happen to you in a few years?"

Hopes and plans for the future

I want to develop innovative disaster prevention products that enable people around the world to live safely based on innovative ideas by learning new technologies and knowledge and applying them to my work.

Advice to future job seekers

As a foreign national, you may feel that job hunting in Japan is unfamiliar and difficult. But the time you put into your efforts will not betray you. It will lead to a good result if you improve your Japanese ability, conduct self-analysis, corporate research, and prepare well for interviews and documents.



Mr. Oner Enes

Nationality: Turkish
University/school: Tokyo Keizai University
Major: Faculty of Economics, Department of Economics
Period of study in Japan: April 2017 to March 2021
Place of work: Marre Co., Ltd.
Japanese proficiency: JLPT N1

Reason for working in Japan

Thanks to the support of many Japanese people, including people from the international exchange section and the career center of the university, I was able to continue my studies and look for a job while studying in Japan, which is an unfamiliar environment. I believe I was able to graduate from college because of them. This is the reason I wanted to find a job in Japan and become a person who can help Japanese people.

Reason for choosing my company

I decided to join the company because I admired the company's vision of acting as a bridge between Japan and overseas as a specialist trading company. I am convinced that by joining this company, I will be able to play an active role in the globalizing Japanese society.

Company job content and my responsibilities at the company

We are engaged in the import and wholesale of processed foods and agricultural products from various countries, as well as contact with food manufacturers including import agents. Among them, I am in charge of dealing with imports from Turkey and other countries and domestic sales of imported products.

Self-promotion to companies

As the head of the international student society at the university for two years, I strengthened my social skills, and I also worked at a part-time job in the food industry and was able to raise sales by selling products that exceeded our expectations and achieving results through creative sales promotions.

Number of companies applied to during job hunting

Application : 14, Company briefing session : 8 (including 3 online sessions), Internship : 1, Interview : 5 (including 1 online interview)

Effective job hunting strategies

Six months before I started looking for a job in full swing, I conducted a thorough self-analysis to get to know myself better. I participated in company and industry briefings to see if they fit me. I also exchanged information with members of the international student society and discussed the pros and cons of working in their respective industries as foreign nationals.

How I researched industries and companies

I asked alumni who are actually working in the industry or company about their true feedback and compared what I wanted to do with what I could do in the industry. Also, there were many former international students at the Moriya Scholarship Foundation, so I collected information directly.

Things to be careful of regarding application forms and resumes

I looked at the companies submitting my resume and focused on what I could contribute to their mission. Also, I tried to make it concise so my documents are easy to understand.

Things to be careful of during interviews

I was very careful about my attitude and behavior because my behavior at the interview affects not only myself but also the image of the university. Other than that, I tried to have a conversation with confidence.

Questions during interviews

Reasons for coming to Japan, reasons for applying, what you want to do in the company, how many other companies you have applied to, and whether I would end job hunting if I got a job offer from the company.

Hopes and plans for the future

I want to be a person who can contribute to society through my current job.

Advice to future job-seekers

Analyze yourself properly, be confident in yourself, and challenge yourself without fear. Personally, I would like to place importance on human relations so that my seniors and colleagues at my workplace will say, "I'm happy to work with you."



Ms. LU, CHIA-CHIN

Nationality: Taiwanese
University/school: Aichi University
Major: Faculty of International Communication, The Department of Global Liberal Arts
Period of study in Japan: April 2016 to March 2020
Place of work: Rakuten, Inc.
Japanese proficiency: JLPT N1

Reason for working in Japan

I decided to start my career at a Japanese company because I want to be a competent person wherever I go from now on. In Japan, job hunting takes place using a unique system of recruiting, simultaneous recruitment of new graduates. I was attracted by the fact that after joining the company, I could learn business manners and specialized knowledge and skills, and that there was a proper new employee training system in place.

Reason for choosing my company

I thought I could do a lot of interesting things in this company. I was also fascinated by the open corporate culture, such as the attitude of taking on new challenges without fear to create a new normal of the world without being bound by common sense, and the efforts to change the official language of the company to English and diversity.

Company job content

It offers more than 70 different services in 30 countries and regions, including e-commerce, FinTech, digital content and communications. We are a company that places importance on giving people a sense of convenience and value.

Self-promotion to companies

In addition to studying, I conveyed what I had learned in my student life, such as club activities and part-time jobs. In particular, I emphasized how my experience has changed me and how I can make use of that change in my work.

Number of companies applied to during job hunting

Pre-application: 8, interview: 6
Since I wanted to concentrate, I only applied for the companies which I really wanted to work for if I got it.

Effective job hunting strategies

It is important to start preparations early and manage your own time. And I always thought about what I wanted to accomplish. I corrected my plan when I noticed that it was different from what I had imagined.

How I researched industries and companies

Rather than relying solely on the content of company websites and company briefings, I collected industry and company information through senior advice and reliable websites. The collected information was organized in Word, and questions and other information that were asked at each interview stage were organized into folders for each company.

Things to be careful of regarding application forms and resumes

I wrote "from a company standpoint". Common sense in my point of view is not necessarily common sense of others. I was careful to write concisely and logically, such as writing a conclusion first and including numbers. After I finished writing, I asked a native Japanese speaker to check if the grammar was correct and the sentence could be understood.

Things to be careful of during interviews

Not to tell a lie. A sincere approach to the interviewer leads to trust. Companies judge students' aptitude and decide whether to pass or not. Even if you join a company with a character that is completely different from your real self in an interview, if the company culture and personality don't match, it is you who will suffer.

Questions during interviews

Reasons for applying, what I want to accomplish in the company, the experience of my school days, and how to deal with the difficulties I face.

Hopes and plans for the future

I want to do something where my work can influence the world. Therefore, I would like to continue to learn specialized knowledge and experience various things, and grow myself by calculating back on what I can do now.

Advice to future job-seekers

It is important to decide by yourself without leaving the final decision to others. When you get lost, you should decide the priority and analyze it. New graduates can only experience it once in their lives, so think that it's a good chance to get to know various companies, enjoy it and do job hunting without regret.



Ms. Jieun Lee

Nationality: Korean
University/school: Kwansai Gakuin University
Major: School of Humanities, Department of Psychological Sciences, Psychological Sciences
Period of study in Japan: April 2015 to March 2019
Place of work: Maxell Holdings, Ltd.
Japanese proficiency: JLPT N1

Reason for working in Japan

I wanted to contribute to Japanese society. With the help of many Japanese friends and acquaintances, I was able to finish my university life without any problems, so I decided to get a job because I wanted to be a useful person for Japanese people and Japanese society through my work.

Reason for choosing my company

I was attracted to Maxell's batteries and products and wanted to expand those products globally. In particular, I wanted to support the beauty, health, and enriching lives of women not only in Japan but also overseas with our beauty household appliances.

Company job content and my responsibilities at the company

We manufacture and sell electric equipment in a variety of fields, mainly batteries, and projectors and beauty products, in the three fields of "automobiles", "living and infrastructure" and "health and beauty". And, I am in charge of procurement. I coordinate purchasing operations in all divisions and focus on securing high-quality materials, reducing costs, and ensuring smooth production.

Self-promotion to companies

I talked about when I planned and ran an exchange event for international students outside the university to emphasize my "steady planning skills" and "honest acceptance of feedback and opinions".

Number of companies applied to during job hunting

Pre-application: 50, company briefing session: 20 including employment seminar, application: 30, interview: 15

Effective job hunting strategies

It is important to participate in internships and employment seminars as soon as possible to narrow down the industries you wish to work for. Another effective way is to actively use job hunting events and career centers at universities, and to practice interviews repeatedly.

How I researched industries and companies

First, narrow down the industry you wish to work for, and start with a shallow understanding of the structure of the entire industry. After that, I researched the situation and possibilities in depth, while gaining knowledge about the industry through discussion meetings with former students working at employment websites and companies in that industry.

Things to be careful of regarding application forms and resumes

I tried to make the content easier for readers to understand. I wrote down what I wanted to write once in my own native language, translated it into Japanese, and thoroughly checked whether my Japanese friends around me could read it and understand it.

Things to be careful of during interviews

The first thing is the way of speaking. In an interview, it is important to use keigo and follow business manners, which are different from the way of speaking in everyday life. Second, always smile and have good posture to give a good impression to the interviewer.

Questions during interviews

I was asked why I came to Japan to study, why I wanted to work in Japan, my strengths and weaknesses, what I did well at university, and where I would like to be in five or ten years.

Hopes and plans for the future

I would like to be able to be in charge of various fields in the current buyer's work. I would like to play an important role not only in Japan but also in the global society.

Advice to future job-seekers

In order to appeal to the company, it is important to clarify what you want to say, and to conclude concisely. If you have the most impressive "words", the interviewer will listen. Keep up the good work in order to succeed!