

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 internships
- Locations: Tokyo, Osaka, Nagoya and Fukuoka
- Languages supported: Tokyo and Fukuoka: English, Chinese and Ukrainian/ Osaka and Nagoya: English, Chinese, Portuguese, Spanish, Ukrainian and Vietnamese, etc.
- 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
- Locations where foreign language phone calls are available: 47 prefectures
- Hello Work locations where foreign language interpreters are available: 31 prefectures
- Languages supported: English, Chinese, Portuguese, Spanish, Korean, Tagalog, Vietnamese, Nepali, Ukrainian, Thai, and Indonesian (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/other_languages.html?hl=en

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 (Some services may not be available at certain locations.)
- Languages supported: Japanese
- Consultation methods: Telephone and in person * Services are not only for foreigners.
- URL: <https://www.jcci.or.jp/>

**All You Need To
Know About
Job Hunting in
Japan!**

Job Hunting Guide for International Students

2025

Independent Administrative Institution
Japan Student Services Organization (JASSO)

Contents

Before Starting to Job Hunt in Japan	2
Job Hunting in Japan	4
Job Hunting Schedule	6
Employment Situation of International Students	8
What Japanese Companies Expect	9

Preparing for Job Hunting Activities	10
Self-analysis and Evaluation	11
COLUMN ① Collecting Information on Job Hunting	15
Researching Industries	16
Researching Companies	20
Researching Job Types	22
COLUMN ② Make Full Use of Employment Support Companies and Websites for International Students	30
Visiting Alumni	31
Internships	32
Job Hunting Manners ① Manners to Make a Good Impression ①	34
Job Hunting Manners ② Manners to Make a Good Impression ②	36
COLUMN ③ Cost of Job Hunting	38

From Application to Document Screening	39
Applications	40
Company Briefing Sessions	41
Application Documents	43

From Screening Tests and Job Offers to Joining a Company	49
Written Tests	50
Interviews	54
COLUMN ④ Tips for the Second Half of Your Job Hunting Process	60
Job Offers to Joining a Company	61
Job Hunting Activities after Graduating Before Starting Work	62
The Voice of Former International Students	63

Changing Your Status of Residence	66
Application for Change of Status of Residence Engineer / Specialist in Humanities / International Services Specified Skilled Worker Designated Activities	67
COLUMN ⑤ Points-Based Preferential Immigration Treatment for Highly-Skilled Foreign Professionals	73

Job Hunting Reports	74
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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 under disadvantages 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 uniqueness 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

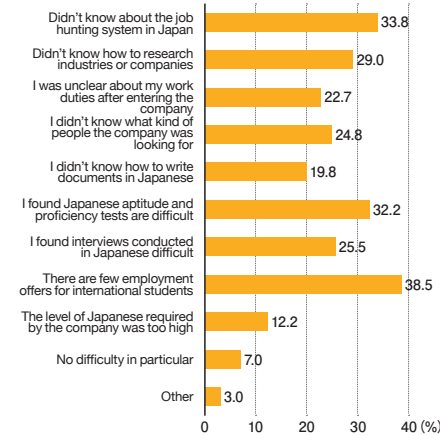
What companies look for in international students is their "Japanese ability" and "communication skills". Japanese language ability is essential in order to explain yourself properly at interviews.

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 attended	4.8	3.7
University academic record	1.9	1.9

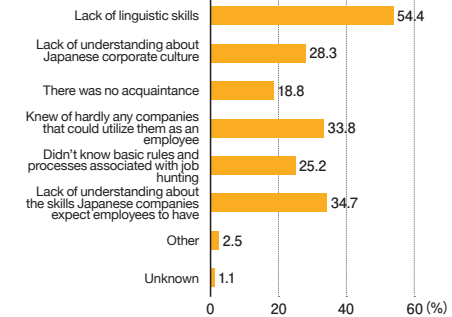
From *Survey on Career and Retention for International Students* (Ministry of Economy, Trade, and Industry, 2012)

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, the way of job hunting has changed dramatically. The number of companies combining face-to-face job hunting with online job hunting has increased. As a result, you need to understand how to use IT equipment and prepare accordingly.

Online company briefing sessions

Online internship

Online interview

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 system 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.

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 with the same schedule. The job hunting schedule for the employment of graduates for 2025 starts with accepting applications forms on March 1st, 2024. 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 "Simultaneous 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 their studies in 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 based on their potential for growth after joining the company, even if they can't play an active role immediately with work-ready skills. Therefore, companies think highly of communication skills, individuality, spirit of challenge, and cooperativeness 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 the time they are still new graduates 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 work is assigned to employees, 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 new 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 by skill levels as specialists. The continuation of employment and treatment is determined according to 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. Hence, workers in job-based employment are at higher risk of losing their jobs than workers who are working in membership-based employment.

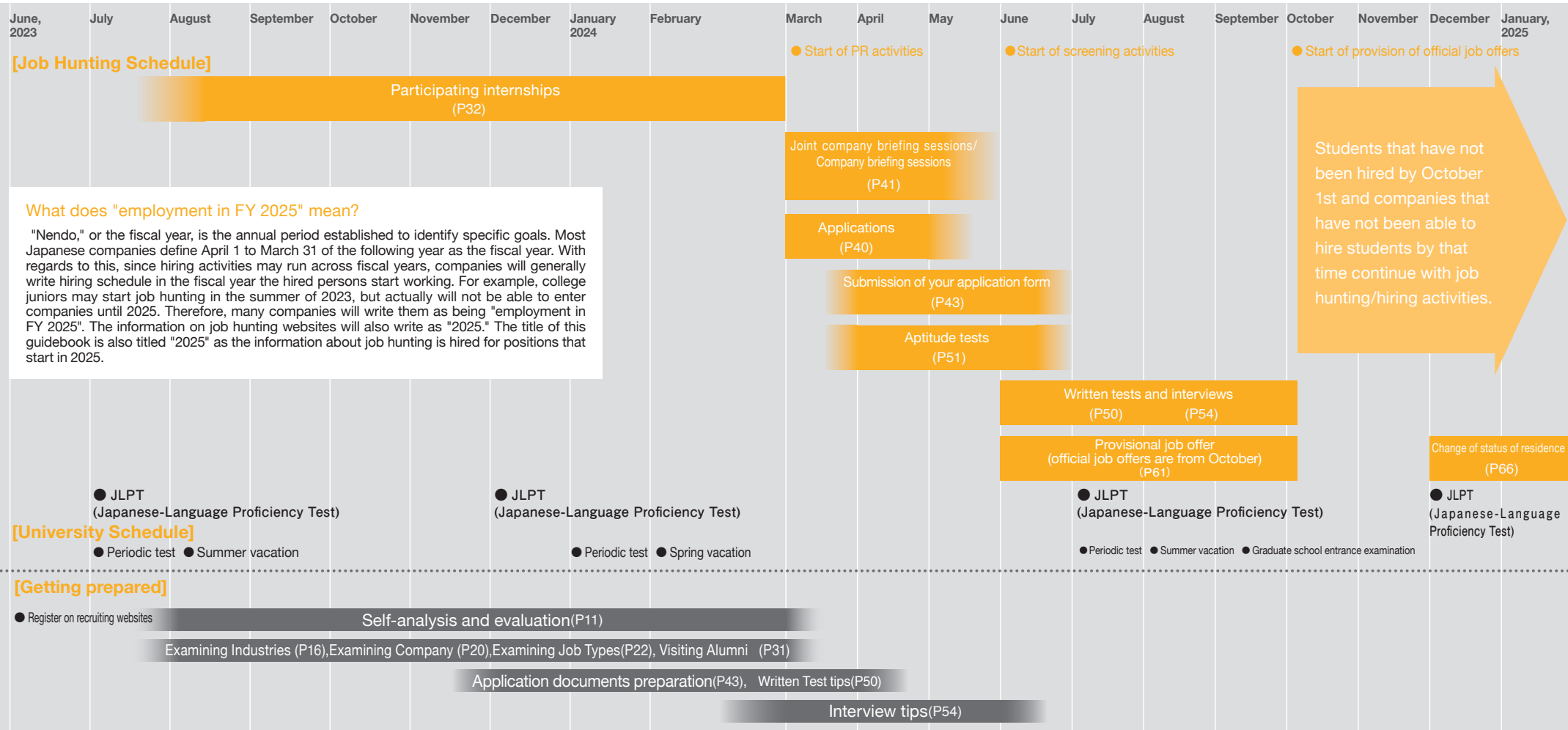
Job Hunting Schedule

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 2025



■ 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

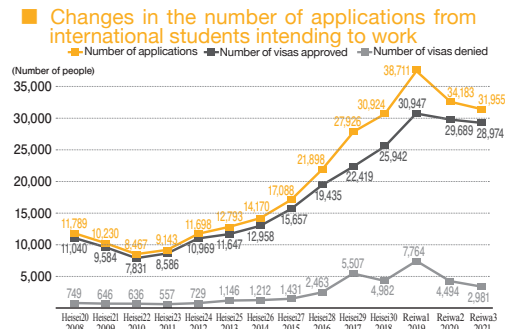
Most companies recruit new graduates simultaneously to start employment in April assuming graduation in March for job hunting by new graduates. However, an increasing number of companies, mostly foreign and IT companies, are offering year-round recruitment, where they hire throughout the year. The increasing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

Employment Situation of International Students

Number of international students intending to work in Japan

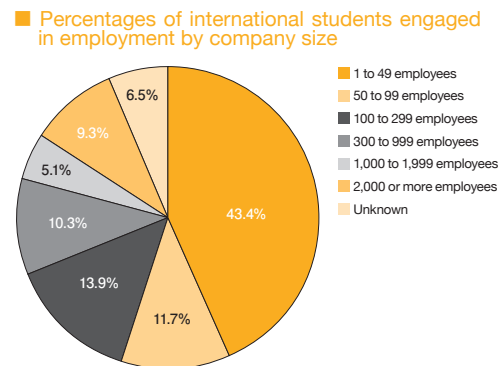
As of May 1, Reiwa 4 (2022), the number of international students is 231,146. The number of international students in regular courses at universities and junior colleges and vocational schools is increasing. (according to the Japan Student Services Organization (JASSO)) In Reiwa 3 (2021) a total of 31,955 international students applied for a change of status of residence for the purpose of employment at Japanese companies. Of these, 28,974 were approved. You need to make sure your Change of Status of Residence application fully meets the requirements to avoid rejection.

From *The Employment of International Students by Japanese Companies in 2021* (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 about the half of them find employment at small-to-mid-sized companies with less than 100 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 2021* (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	17.2	Metal product	3.0	Translation/Interpretation	17.1
Academic research, professional and technical services	7.6	Groceries	2.7	Planning (Marketing Research)	7.6
Information and communications	7.3	Electrical machinery and apparatus	1.9	Overseas transactions	7.5
Medical and welfare	7.0	Plastic product	1.7	Management/Administrative work	7.2
Lodging	5.7	Transportation machinery and equipment	1.6	Information processing and information and communications	6.9
Employment placement and labor outsourcing	5.5	Machinery and equipment for production	1.5	Corporate sales	5.3
Construction	4.5	Textile product	0.7	Planning Affairs (Public Relations and Advertising)	4.8
Real estate and goods leasing	4.3	Other	5.1	Technology development	4.6
Restaurant service	4.1	Manufacturing subtotal	18.1	Accounting work	4.2
Education	3.5			Certified care worker	3.6
Transportation and Correspondence Delivery Business	1.6			Manufacturing control	3.2
Finance and insurance	0.7			Research studies	2.6
Other	11.5			CAD Operation	2.1
Non-manufacturing subtotal	80.3			Other	23.3

From *The Employment of International Students by Japanese Companies in 2021* (Immigration Services Agency of Japan)

Note: Participants were allowed to choose 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 in accordance with 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 their business overseas.

Reasons for hiring international students

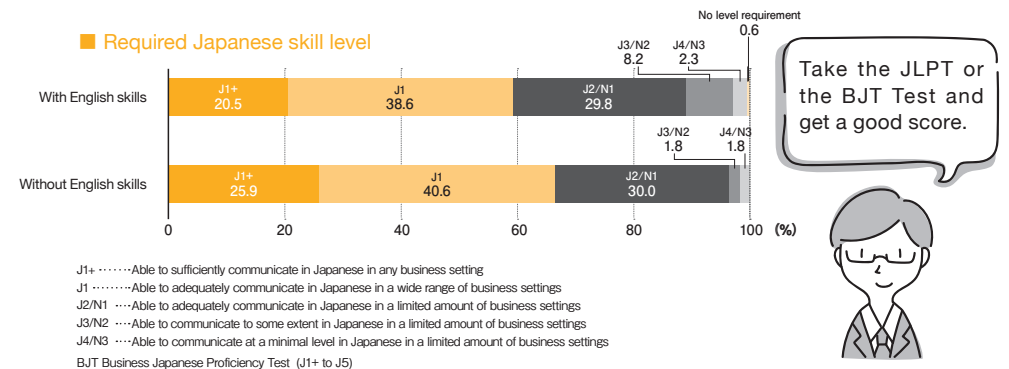


From *Survey on Career and Retention for International Students* (Ministry of Economy, Trade, and Industry, 2015)

Level of Japanese language skills required for international students

One of the skills that Japanese companies focus on most in hiring international students is the Japanese Proficiency Level. Lots of companies require job-seekers to submit application forms and attend interviews in the hiring process. Since companies consider interviews to be very important, "the ability to understand explanations (listening skills)" and "the ability to communicate about oneself (speaking skills)" is 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 the time of hiring. Although few in number, there are some companies that will hire English speaking international students at the N2 level.

Required Japanese skill level



Take the JLPT or the BJT Test and get a good score.



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

Preparing for Job Hunting Activities

Self-analysis and Evaluation

Job hunting starts with self-analysis and evaluation 11

Researching Industries

Examine companies that belong to the industry you are interested in 16

Researching Companies

Research a company which belongs to the industry you desire 20

Researching Job Types

Learning job types and required skills 22

Visiting Alumni

The best opportunities to hear what working people really think 31

Internships

Internships are valuable opportunities to experience working 32

Self-analysis and Evaluation

Job hunting starts with self-analysis and evaluation

Self-analysis and evaluation involve 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 learn about yourself in a deeper sense than ever before 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 a big company, but to look for a job according to your own criteria.

Objectives of self-analysis and evaluation

- 1 To identify your own criteria for 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? → P12	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? → P12 · 13	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? → P13	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? — Create your own personal history —

Find out more about your past by writing down your own 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	• Became interested in games and started learning game programming by myself
Senior high (15-18)	• Started reading Japanese manga	• Became interested in Japan and wanted to learn more about Japan
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, not from the perspective of whether they are achievable or not.
- 3 Write down the reasons underlying your choice of goals and how you can achieve those goals.

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 and attend seminars, etc
After 5 years	• Get married	• Want to build a foundation for life in Japan	• Participate in a new project	• Work enthusiastically on daily tasks and become the person nominated for new projects.
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	• Gain experiences and develop responsiveness skills to become a trusted key member of the team.
After 20 years	Figure out your life plan for the next 20 or 30 years.			
After 30 years				



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 summarized the experiences that impressed me and explored why I felt that way and why I acted that way. I also took an online aptitude test and used it as a reference to see which profession was right for me. **Korean (Female)**

I wrote down on paper what I did from high school to now and what I learned. I wrote it not only once, but again after some time. That helped me to remember a lot of things I had learned. **Vietnamese (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 40)
Employment support and information site for international students (See page 30)
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 publishing 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.

Career centers 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 job search websites or the bulletin board at career centers.

Visit Alumni

You can talk directly to former students who are actually working. For details, see page 31.

Researching Industries

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

“Industry” refers to a broad classification of industrial activities 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 research 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 research industries

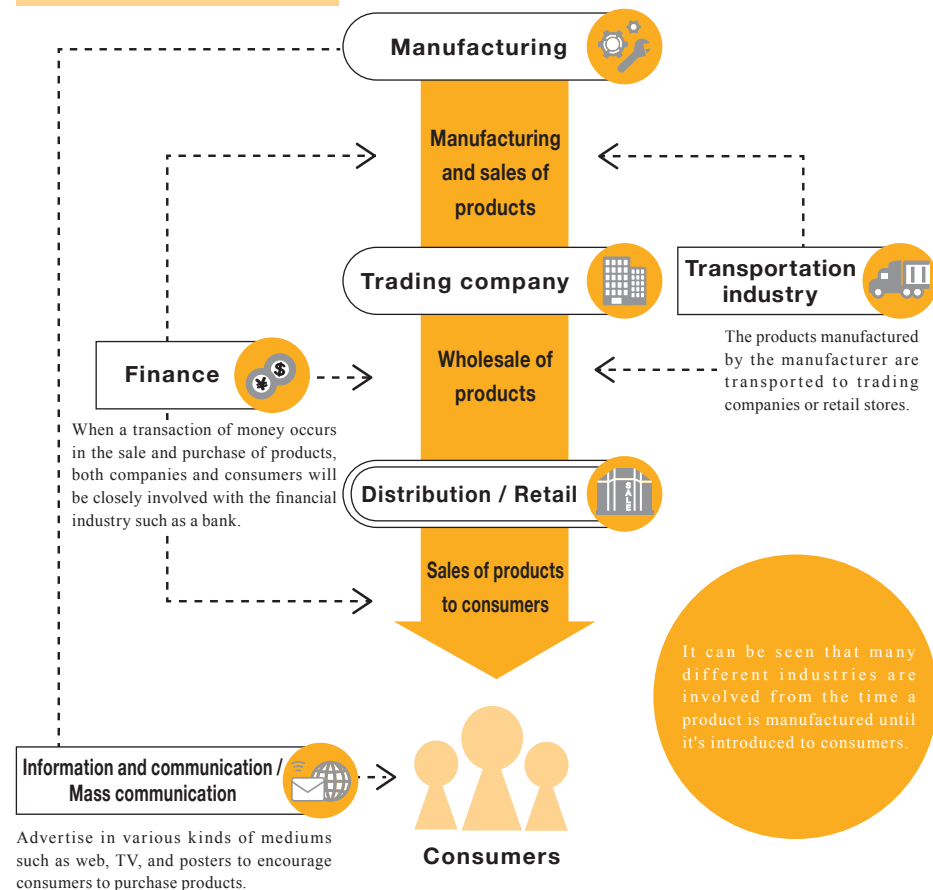
In order to conduct industry research, we first learn what industries there are in Japan, then narrow down the industries you are interested in and investigate them in detail. You can study each industry in detail, using the following five-step process.

- 1 Analyze economic and social trends.**
Watch and listen to the news.
- 2 Find out what industries there are.**
Search on the internet and look through the relevant publications.
- 3 Identify all of the industries that interest you and/or 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 range of options for 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.

Relationships between industries

When researching an industry, it is important to understand the connections between the industry you are interested in and other industries. Even if you want to work in a specific industry, researching a variety of industries at the beginning of your job hunting will broaden your perspective and the range of industries you wish to work in. Let's look at the industries related to the retail business as an example.

Example of the retail industry



Popular industries for international students

One of the popular industries for international students is the consulting industry. The consulting industry is a business conducting a wide range of research and providing support to accomplish the tasks that the company is facing such as management strategies and business systems. In addition, many students tend to apply to trading companies, as well as the Information, Communication and Mass Communication industry. / Mass communication industry.



Manufacturing

The ability to predict and manufacture products to match the needs of an era is the key!

There are all sorts of manufacturers. They can be divided into many industries such as electronics, automotive, and food based on what they produce. In addition to producing daily goods that are familiar to us, manufacturers also produce semiconductors, electronic components, and materials used to produce houses and automobiles. It is important not only to manufacture high-quality products but also to create products with a story that attracts and resonates with consumers.

Main industries

- Food
- Electronic and electrical equipment
- Automobiles and transportation equipment
- Chemicals and petroleum
- Construction
- Housing and interior design

Main jobs and job types

- Clerical and administrative...P22
- Planning...P23
- Sales...P23
- Technology and research...P24



Services

Providing intangible goods to create an enriched life

"Services" is an economic term that refers to intangible goods that provide benefits or satisfaction, and do not leave any commodity remaining after their sale or purchase. Businesses that handle such goods are considered service industries. There are many service industries in the world. For example, we use transportation and traffic services, leisure services, food services, and medical services. Service industries aim to provide convenience and satisfaction to consumers. Considering the expansion of globalization in recent years, an international perspective is required to provide better services to customers.

Main industries

- Consulting and research
- Hotels, travel, and sightseeing
- Transportation, distribution, and warehousing
- Food services
- Medical, welfare, and care services
- Nonprofit, special, and independent, administrative institutions

Main jobs and job types

- Clerical and administrative...P22
- Planning...P23
- Sales...P23
- Specialized...P25
- Sales and services...P26



Trading companies

Trading professionals connect people with corporations, corporations with corporations.

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, and specialized trading companies that only handle specific products. The former type features comprehensiveness, and the latter expertise. Since there are opportunities to do business with various countries, the ability to work globally is required.

Main industries

- General trading companies
- Specialized trading companies (food)
- Specialized trading companies (iron, steel, and metals)
- Specialized trading companies (textiles and apparel)

Main jobs and job types

- Clerical and administrative...P22
- Planning...P23
- Sales...P23



Distribution and retail

The architect of a consumer society connecting producers and consumers

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 understanding the constantly changing needs of consumers and responding to them accurately. Retailers include department stores, which have supported consumption in Japan, supermarkets, convenience stores, and specialty stores such as electronics retail stores, and mail order businesses.

Main industries

- Department stores
- Supermarkets
- Convenience stores
- Specialty stores
- Mail order

Main jobs and job types

- Clerical and administrative...P22
- Planning...P23
- Sales...P23
- Specialized...P25
- Sales and services...P26



Finance

From where there is a surplus to where there is a shortage, this is the 'lubricant of the economy' supporting Japan

The term "finance" advances money from those with a surplus to those experiencing a shortage 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.

Main industries

- Banks
- Securities and investment trust management
- Credit, loans, and leasing
- Insurance
- Credit associations

Main jobs and job types

- Clerical and administrative...P22
- Planning...P23
- Sales...P23
- Specialized...P25
- Finance...P27



Information, communications, and mass media

A growing industry where technological advances have a major impact on society with excellent market potential

The Information and Communications industry makes peoples' lives more convenient through the usage of information and communication technology (ICT), such as mobile phones and the internet.

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 a significant impact on opinion-making.

Main industries

- Software and information processing
- Game software
- Communications
- Internet technology
- Publishing
- Broadcasting

Main jobs and job types

- Clerical and administrative...P22
- Planning...P23
- Sales...P23
- Specialized...P25
- Creative...P28
- IT...P28

Researching Companies

Research a company that belongs in an industry you prefer

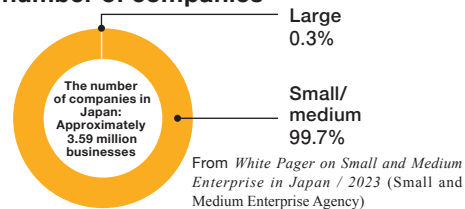
When researching a company, you should study from two key perspectives: "Management Perspective" including the company philosophy and management, the business strategy and performance, the management resource, etc. and "Workplace Perspective" including the human resource and organization, the job assignment, the evaluation and treatment, etc.



Company size

Japan has approximately 3.59 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

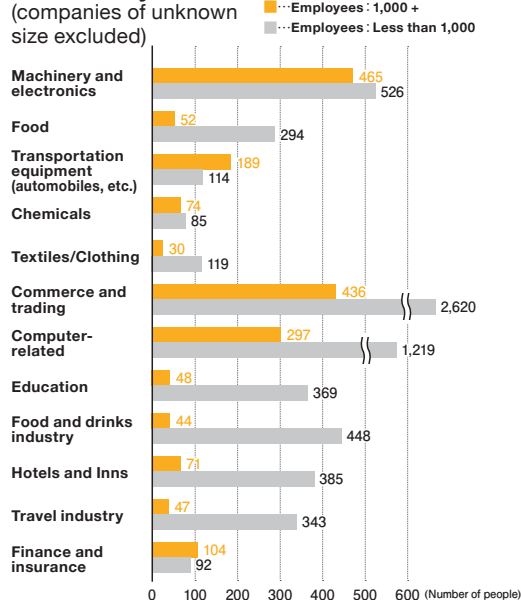


Benefits by company size

- 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 gain a wide range of experiences a wide range of experiences
 - More likely to adopt performance base system, so promotion speed is relatively fast.

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 a guide on how to conduct research on small-to-mid-sized companies that have less information available compared to large companies.

Finding a small-to-mid-sized company

Search on employment information websites

See page 40 for the list of major employment information sites. On page 30 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 any information from on-campus Career Centers 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, companies have been forced to reduce direct contact with students, so talent scouting sites are also attracting attention. Once you register your account, you will receive scout emails from companies interested in your profile. More and more companies are using scouting websites because companies can approach the human resource that companies are looking for.

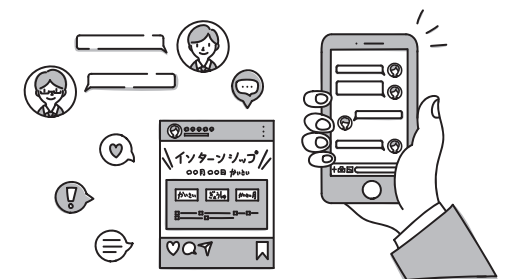
How to choose a small-to-mid-sized company

- 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 checking on the company web site and in the interview if their personality and way of thinking suit 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 social media accounts of the company 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 them as a reference. Also, there are job hunting sites where you can read articles about job hunting experiences and exchange information.



Researching Job Types

Researching 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 section 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 consolidate workplace environment, organize 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 that arise 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 employee welfare. Secretaries are required to perform work ranging from managing the schedule of their superior to taking care of their superior'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 assume a leadership role in your seminar class or group to gain experience in being responsible for 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. 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 they are the ones 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 interact 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 have the ability to actualize your 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 through 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 in order to provide ways to effectively sell products.

What you should do while in school

As a way to train yourself to listen carefully 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.

Technology and research

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

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 be able to foresee what industry your research theme will become useful for in the future.

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 products and services.

Production and manufacturing Technology

Production and manufacturing technology 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 requests 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 create designs that are advanced and stable in functionality, while also being 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. You should adopt an attitude that is highly motivated and diligent in pursuing your interests. 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 ranked 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 sport 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 provide consulting related to IT that is directly connected to the management of a company. 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 these are jobs that require 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, inventory, 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 listen carefully 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 manage 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 keep up to date with economic news. You should develop the ability to collect, organize, and analyze information through your participation in team seminars or group activities. You should also acquire the ability to quickly grasp information and to understand the meaning of new economic 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, books, and web content, etc. They multitask to carry out 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 articles 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 website creation, 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 write the codes for a game 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 recommended to gain experience working part-time in mass media, 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 in-house engineers at other companies.

Programmer

Programmers follow specifications to create computer programs, and are in charge of creating the flowchart that determines the processing procedure, coding in the programming language, and checking the operation.

System engineer

System engineers learn about, and design a system that suits the goals and demands of customers. This occupation requires the ability to listen to others, propose ideas, and communicate effectively.

Network engineer

Network engineers develop systems specially 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. Unsurprisingly, network engineers are receiving particular attention among IT occupations.

Customer engineer

Customer engineers provide lectures on how to operate systems and hardware so that customers can use computer systems effectively. 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 provide operation management to ensure that the installed system operates without problems.

System consultant

System consultants provide expert advice and planning when companies implement computerized business systems. They meet with customers to address any 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, and are also 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 solutions and plans to solve issues, as well as manage operations with specific procedures accurately.

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 are now using 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 specially for 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 on employment to highly-skilled foreign professionals who live in Japan or who are considering living in Japan. The site is also available in English.

Visiting Alumni

The best opportunity to hear about working people's true thoughts

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

Process of visiting alumni

Look for someone who graduated before you

If you are familiar with someone who graduated before you and who now works at the company where you want to work at, you should contact that person directly. If not, you can consult with the career center or career services division of your school. In response to COVID-19, some schools have introduced a system where you can request alumni visits online without going directly to a career center. In recent years, there are many digital applications that allow you to search for alumni. Please use them after you have checked the safety of the digital applications. You can also take advantage of your personal connections by asking your acquaintances from club activities or part-time jobs, or friends to introduce you to alumni.

Make an appointment

If you want to contact someone that has been introduced to you, you should use good manners when contacting him/her by telephone or e-mail.

Prepare

When the date is set to meet the alumnus/alumna, you should prepare "what you want to ask," "where to put focus when asking questions", etc.

Day of the visit

Be sure to wear a suit or jacket to be polite even if you are visiting someone you know well. This is all the more true when meeting the person for the first time. Especially, being late is heavily frowned upon. Also, pay attention to your language and attitude.

After the visit

Summarize the content and impression of the interview on a notebook or your computer. Then, you should once again examine the things closely to see if the company meets your expectations. Be sure to send a Thank you e-mail to the individual you met with.

Examples of questions when visiting alumni

- What is your daily schedule like?
- What should I practice on while I'm a student?
- What are the things that make you happy, or what struggles do you face at work?
- What's your office like?
- Was there a discrepancy between before and after you joined the company?
- 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.

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 focusing on what you will learn and acquire, you will have an experience that you cannot get in a regular classroom.

■ Internships for students who will graduate or complete their studies in 2024 or later

The "Basic Approach to Promotion of Internship" was revised in June 2022 and the idea of what an internship is, was also changed. One of the major changes is that types 3 and 4 that meet certain criteria such as activities including work experience are now considered an "Internship". Also in type 3 internships, companies can use the student information obtained during the internship for public relations and recruiting activities. However, internships are not a recruitment activity, but career development. Therefore, you must apply separately to proceed to the selection process to obtain employment. The utilization of acquired student information for recruitment activities will be disclosed in the application guidelines so please check the guidelines carefully.

Advantages of participating in an internship

- 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 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 expand my knowledge 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 have known until I actually got a job.
- I think internship experiences help to appeal suitability in a resume and interviews.

Understanding 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.
- 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 and other initiatives to support the career development of students

Style	Target student	Expected contents	Duration	Utilization in Recruitment Activities*
① Open company	Undergraduate and graduate students (regardless of grade)	Company briefing	One day	×
② Career education	Undergraduate and graduate students (mainly for lower grades)	Classes and industry-academia collaboration programs	Varies by class/program	×
③ Internship for general ability/specialization	Undergraduate (mainly for higher grades) and graduate students	Including work experience	5 days or more for general ability utilization type 2 weeks or more for specialized utilization type	○*
④ Highly specialized internship	Graduate students	Including work experience	Over 2 months	○*

※ Only after the start of recruitment activities

Online internship

In some cases, you can 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.

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 「尊敬語」・・・words of respect directly in connection with the acts, status, and possessions of the other party
- ② Humble terms 「謙譲語」・・・words of modesty in connection with the acts and possessions of oneself
- ③ Polite terms 「丁寧語」・・・words used when it is necessary to respond politely and elegantly to others

	尊敬語	謙譲語	丁寧語
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
聞く	お聞きになる	伺う	聞きます
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

The Japanese business culture has language and customs unique to Japan, and there are expressions appropriate for business situations. Make sure to know and use the correct expressions.

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	おんしゃ 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

How to learn business Japanese

Books on business Japanese are widely published, ranging from comprehensive to conversation-specific. In addition to learning with books, there are many other ways to learn, such as attending online courses held by Japanese language schools and watching videos on business Japanese. Discussing with Japanese people is also an effective way to learn.

Letter-Writing Etiquette

Attaching a cover letter when you send your application form and resume gives a better impression. Note that there are certain etiquettes 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: Address the recipient of the cover letter on the second line of the letter, aligned to the left.

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

④ Details: Write the word “記 (Details)” above the list of attached documents, aligned center.

⑤ End: Write “以上 (End)” at the final line of the letter.

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 vertically, from right to left.
- 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 and the department on the left-hand side.

Clothing etiquette

What you wear to a job interview is very important as shows the company that you are serious about the interview and have social common sense. Suits designed for use in job hunting are also available. Choose clothing that matches your personality and also gives a good impression to the company.

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 an unfavorable impression on the person you were speaking to.

When does the telephone need to be used?

- Changing interview dates
- Notifying the people concerned about being late for or absent from interviews and tests
- Contacting the people concerned about job offers, etc.

Important notes when making phone calls

Telephones are familiar communication tools in our daily lives. 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 in an appropriate volume. 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 give yourself plenty of time is a minimum requirement for members of society. It is therefore necessary to remember that arriving late is unforgivable. If you are late due to problems with transportation, or in other unavoidable cases, make sure 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?”

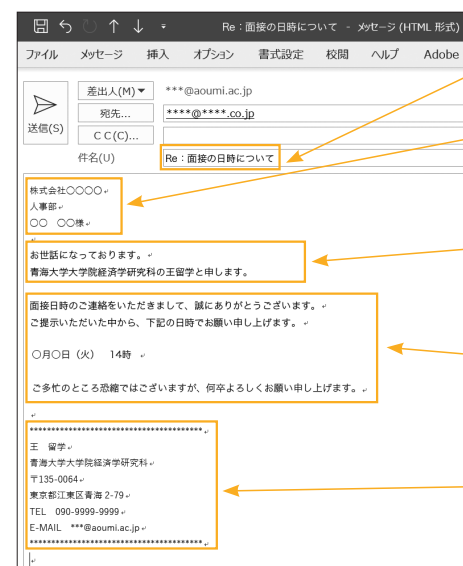
E-Mail Etiquette

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

② Address

Address the recipient (name and affiliated department) at the top of the e-mail.

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.

⑤ Signature

Sign the end of the e-mail with your school name, your name, your e-mail address, your telephone number and 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. Let's make sure to understand the cost of job hunting in advance and prepare for it.

The following is a summary of the results from a questionnaire on 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 student
(Received an offer from a distribution / retail company)

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 student
(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 student
(Received an offer from a system development company)

From Application to Document Screening

Applications

Starting an application is the first step to job hunting 40

Company Briefing Sessions

Developing an eye for companies 41

Application documents

To fully convey your strengths 43

Applications

Starting an application is the first step to job hunting

Starting an application, called "entry" in Japanese, involves showing your interests in the company. Some companies call it pre-application, "Pre-entry". When you do so, 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 bulk 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 30)

Starting applications directly through a recruitment website of individual companies

Each company has its own schedule for accepting applications (entry), so it is important to check frequently.

Starting applications through direct mail, etc., from companies

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

Company Briefing Sessions

Developing an eye for companies

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

Company Briefing Types

Company briefing sessions can be split into two types as shown 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 Company 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 across various industries.

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

Live streaming

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

On-demand

Briefing sessions distributed as pre-recorded videos. You may view videos published on the official website, or you may access the URL of a video sent to applicants. You can watch it at your convenience.

Collecting Information on Company Briefing Sessions

Contact from Companies • • • You will be contacted by e-mail or other methods in regard to schedules, etc. from the company you have applied to.

Company Website • • • Information can be found 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 6).

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.
- You need not emphasize on it too much, but know how to conduct yourself and have good manners.

*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.

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.

Job hunting support

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.

Industry research

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 documents

To fully convey your strengths

The application form and resume are the documents that help companies learn about the traits and history of applicants. In addition, submitting application documents means an official application for a recruitment screening to a company. Since there are more and more cases where you submit documents online, make sure you know how to submit them to the companies you're applying for. The format and content of the application form varies by company, but it is generally a combination of basic information such as your contact details, information of your university, and an essay.

Contents of Entry sheet

エントリーシート

氏名: 王 留学
所属: 東京経済大学
〒100-8555 東京都千代田区千代田1-3-1

学年	学期	単位	履修科目	成績
2022年	春学期	6	中国経済大学経済学部経済学科	
2023年	春学期	4	青海大学大学院経済学研究科修士課程入学	
2025年	春学期	3	同課修了見込	

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資格・免許: 日本経済大学経済学部経済学科卒業、中国語検定2級、英語検定2級、TOEICスコア 800点以上。

Basic details

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

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 between 90% and 100% of the maximum character count.

In describing your strengths, choose one strength and describe that in detail. Be sure to talk about how that strength 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 and submit an application form

Contact from company

You will be contacted by the company that you have applied via email or other ways to inform you of dates, etc.

Company website

Fill out a company's online application form or download the form from the company website.

Make full use of employment information websites

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

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.

How to write a resume

Your resume is one of the official application documents. Handwritten used to be required, but now increasingly more companies require you to submit online. You should fill out your resume carefully and legibly if handwritten.

履歴書 20XX年 X月 X日 現在

写真をはる位置

写真をはる必要がある場合
①縦 35~45mm
横 24~30mm
②本人写真から上
を裏面に貼る

氏名 王 留学

生年月日 19XX年 X月 X日生(満 XX才) ※男

フリガナ トウキョウト コウリョク アオミ

電話番号 090-9999-9999

現住所 〒 135-8630 東京都江東区青海 2-2-1

Eメールアドレス abc@aomi.ac.jp

フリガナ

電話番号

連絡先 〒 (現在所以外に連絡を希望する場合に記入)

年	月	学歴・職歴 (項目別にまとめて記入)
		学歴
2022	6	中国経済大学 経済学部 経済学科卒業
2023	4	青海大学大学院 経済学研究科 修士課程入学
2025	3	同課程修了見込
		職歴
		なし
		以上

記入上の注意 1. 鉛筆以外の黒又は青の筆記具で記入。 2. 数字はアラビア数字で、文字はくすきず正書に書く。 3. 捺印のところは、該当するものを○で囲む。

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	免許・資格
2022	12	日本語能力試験N1取得
2023	7	TOEIC公開テストスコア880点取得
2024	3	普通自動車第一種運転免許取得

志望動機

私が貴社を志望する理由は、日本のパンを世界に広めたからです。将来はパンを販売するだけでなく、その製造技術も世界に広めていくのが夢であり、貴社は業界の中で唯一パン教室を海外にも展開されていることとホームページで見つけたからです。私は日本に来てパンのおいしさに感動しました。日本のパンは生地が細かく甘みがあり種類も豊富で絶対に海外でも人気が出ると思うようになりました。海外に広める役割を自分が担いたいと考えました。私は母国語の他にも英語を使うこともでき、現在アルバイトで予約の翻訳をしたり、母国の料理の作り方を教えていたりしています。その経験や語学で貴社のパン並びに教室の海外展開に役立て、海外に日本のパンを広める仕事に携わりたいと考えました。

自己PR

私の強みは努力ができることです。それは日本に留学するための日本語の勉強を半年間毎日続けたことから言えると思います。日本語の勉強をするにあたり、漢字が苦手だったので毎日ノートに書き取りを行い、意味が分からない漢字があればすぐに調べ、作った文を日本語の先生に読んでもらうことを続けました。その結果留学できるレベルまで日本語を話せるようになりました。そのため努力を続けたいと私の強みだと考えています。

本人希望記入欄 (特に給料・職種・勤務時間・勤務地について希望があれば記入)

貴社の規定に従います。

通勤時間 約 1 時間 10 分

扶養家族 (配偶者を除く) 0 人

配偶者 配偶者の扶養義務

※有・○ ※有・○

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 in detail, what is most appealing about you as a person, such as your personality and strong points. Make sure to also provide reasons why this is your most appealing point, and background of said point.



When you handwrite your resume and 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.

Notes on filling out application documents

- 1 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.

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

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

- 3 Do not use an erasable pen when you handwrite your resume.

Since it's a formal document, avoid using a mechanical pen, pencil, or erasable pen.

- 4 Avoid leaving blank spaces.

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

- 5 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.

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

Photographs sometimes come off during handling of documents at a company. Also, it's better to keep your digital ID photo as many companies now require online application.

- 7 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. It's easy to choose the wrong kanji by mistake when typing on a computer, so you need to review your document carefully.

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

Companies that go through the screening process in the order that documents are submitted may not have enough time to go through them if they arrive just before the deadline. In the case of online applications, you may find it difficult to submit the documents due to high traffic, resulting in a failure to meet the deadline and being excluded from the screening process.

About online submission

Paper submissions use to be the mainstream, but online submissions are more popular now. Documents required vary by company.

- Online application form and resume
- Application form that also serves as resume
- Paper-based application form and resume



About Essay

Some of the common questions asked in the essay are: "Reasons for applying" and "Self-PR," and in the entry sheet, "What I put into my school days."

① Reasons for applying for the job

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

Key points

- In order to write reasons for applying for the job, it is important to do your research on the industry (page 16) and the company (page 20).
- 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 strengths 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 strengths and attributes and how these would contribute to the organization

② Self-promotion

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

Key points

- Self-analysis is a good way to identify your strengths and attributes. (→Self-analysis and Evaluation, P11)
- Rather than trying to describe all of your strengths, it is more effective to focus on just one and describe it in detail.
- Describe some situations where you demonstrated this strength.
- It is important to explain how you would utilize this particular strength 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 utilize this particular quality in your job and/or how it would contribute to the organization

③ Key academic achievements

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

Key points

- Self-analysis is a good way to identify your key achievements at university.(→ Self-analysis and Evaluation P11)
- 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 said achievement
↓
- 3 Describe what you gained from the experience and how it contributed to your personal or professional growth

④ Common short-answer questions on the application form

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

Also, employers are starting to focus more on idea expression and conceptualization.

This suggests that employers are using the application form as a way to identify new recruits who have the ability to demonstrate their competencies and have the capacity to contribute from the outset. 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 50

Interviews

Use your own words to express yourself 54

Job Offers to Joining a Company

Follow a plan until you join a company 61

Job Hunting Activities after Graduating

Before Starting Work

Work environment in Japanese companies 63

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. These are used as reference materials during interviews to enable efficient selection process when there are many applicants.

The written tests must be submitted in Japanese as a basic principle, so the ability to read and understand 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. For other companies, you can go through the reports written by alumni in the past, which are 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 in advance the trends of the questions likely to be included and the methods for answering them as efficiently as possible.

■ SPI3 Types

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

Implementation Method	Format	Test Location	Topic Structure, P50
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 you take the test, the result can be submitted by the test center to as many companies as you want. You can also take the test again. (Your score will only be visible to the companies you submit it to, and you won't be aware of the results)

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 strengths 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

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

Sample questions

● Language course (Japanese)

- Choose the most suitable proverb for the meaning of the following sentence.
If you treat others well, eventually you will be rewarded.
① Reward from a previous life ② All things come to those who wait ③ Pardon makes offenders
④ The good you do for others is good for yourself ⑤ What goes around, comes around
- Choose the item with the closest meaning to the underlined part of the example sentence.
(Example) I cannot push myself too hard
① Effective outlook ② Effective medicine ③ Ask the teacher ④ Generous ⑤ Listen to music
- Choose the word with same relationship as that of the 2 words shown in the example.
(Example) Interference: Non-interference
Extension: _____ ① Interruption ② Suspension ③ Short-term ④ Curtailment ⑤ Reduction
- Choose the most suitable sentence that shows the meaning of the following words.
(Example) Look after
① Be into..., crazy about... ② Miserable ③ Show favoritism
④ Be visible clearly ⑤ Be able to look over
[Answers] (1)→④ The good you do others is good for yourself (2)→① Effective outlook (3)→⑤ Reduction (4)→③ Show favoritism

● Non-language course

- Mr. A commutes to work from his house by car. At a speed of 50 km on the way there and 60 km on the way back, the return journey takes 15 minutes less. How many kilometers away is his workplace from his house?
① 55 km ② 60 km ③ 65 km ④ 70 km ⑤ 75 km
- There is 200 g of a 3 % saline solution and 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 %
- Admission to a zoo was 800 yen for adults and 500 yen for children. The total admission fees collected for one day was 79,700 yen and the number of visitors was 130. Which of the following was the number of children admitted on this day?
① 80 children ② 81 children ③ 82 children ④ 83 children ⑤ 84 children
- 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)→② 81 children (4)→④ If you like studying, you like tennis.

● General knowledge

- Preliminary tremors causing seismic waves are known as P-waves, but what are the seismic waves causing principal shocks known as? Choose from the following options.
① S-wave ② L-wave ③ N-wave ④ EW-wave ⑤ V-wave
- What are the 3 musical elements? Choose from the following options.
① Rhythm, melody, harmony ② Beauty, joy and grandiosity ③ Strength, length and melody
④ Force, height and tone ⑤ Length, size and tone
- Of the administrative divisions in Japan, the one with the largest area is Hokkaido, but which prefecture has the second largest surface area? Choose from the following options.
① Akita prefecture ② Iwate prefecture ③ Aomori prefecture
④ Nagano prefecture ⑤ Gifu prefecture
- On April 4th, 2022, Tokyo Stock Exchange, Inc. restructured its stock market into three new market segments. Two of the three are Standard Market and Growth Market. What is another market? Choose one from below.
① Premier Market ② Mothers Market ③ Priority Market
④ JASDAQ Market ⑤ Prime Market

[Answers] (1)→① S-wave. (2)→④ Force, height and tone. (3)→② Iwate prefecture. (4)→⑤ Prime Market

Interviews

Use your own words to express yourself

Interviews are the most important part of the screening process. Use the self-analysis and industry and company research you have conducted as a base to prepare yourself to communicate in your own words 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 two 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.

■ Procedure

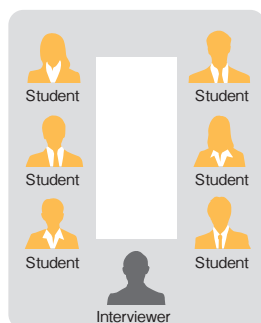
- 1 Self-introduction
↓
- 2 Allocation of roles
↓ Main roles are: coordinator, secretary, timekeeper, presenter
- 3 Discussion
↓
- 4 Presentation

■ Important

- Take care with your choice of words during the discussion. Be careful with the language you use during discussions (P34: Job Hunting Manners ① Manners to Make a Good Impression ①).
- 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.

■ Format

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



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 with each other to progress to the next stage.

■ Format

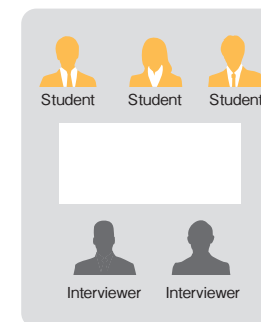
Applicants: two to six people
Interviewers: multiple
Timing: first and second interview
Note: Varies between employers

■ Procedure

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

■ Important

- Remember: first impressions are very important! (→ Job Hunting Manners ① Dress and Grooming to Give a Good Impression P36, 37)
- 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 strengths and attributes that lasts for about one minute.
- Be polite and respectful while other candidates are speaking.



③ One-on-one interview

Compared to a group interview, the one-on-one interview allows the interviewer more time to directly assess your strengths and personal characteristics. The interviewer will analyze your responses and examine your attitude and posture, your expression, and your use of language.

■ Format

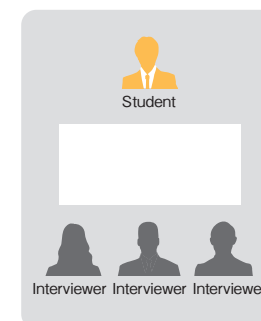
Applicants: one
Interviewers: multiple
Timing: first, second, and final interviews
Note: Varies between employers

■ Procedure

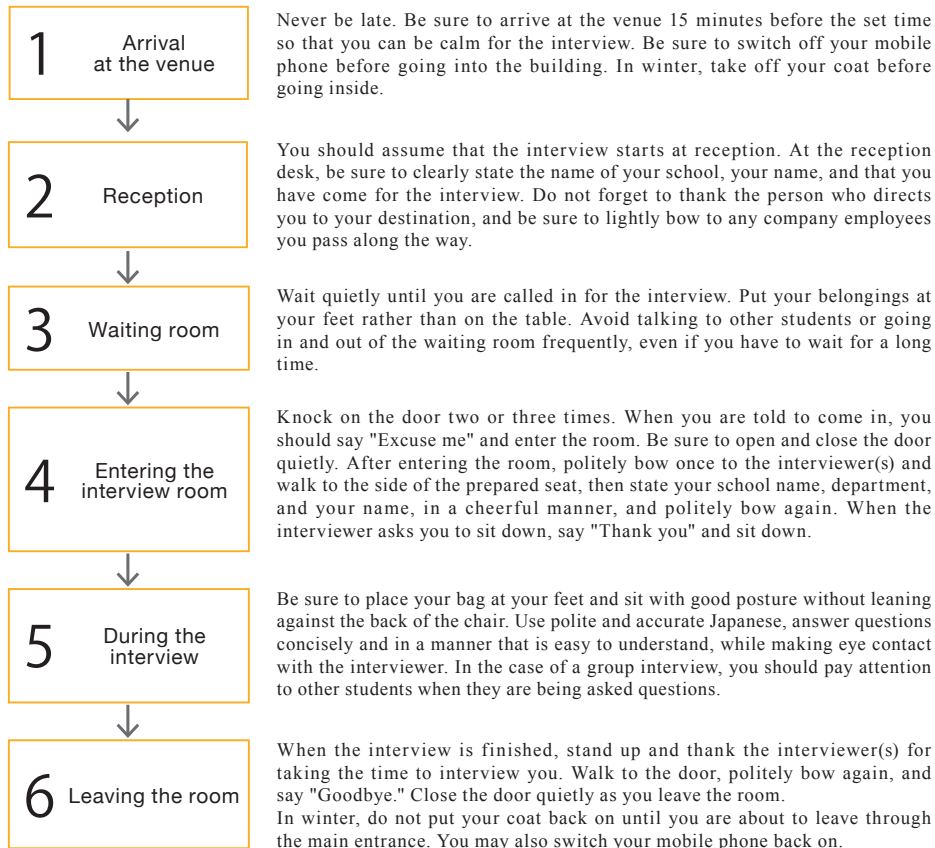
The interviewer prepares questions based on the application form and resume. Firstly, you will be asked about information supplied on your application form and resume. Often, the interviewer will want to hear further details or explanations.

■ Important

- Re-read your application form and resume to make sure 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 strengths 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.



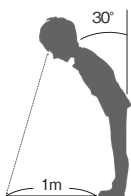
Interview process (Face to face)



Bowing etiquette and posture

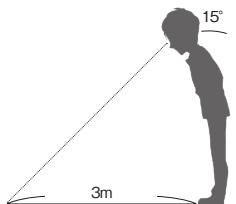
Full bow

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, form a gentle fist with your hands 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

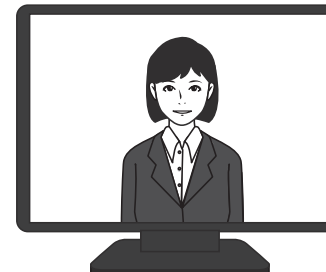
Online interview

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 your internet 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, your expression can also look dark.
 - Make sure there are no wrinkles in your suit.
 - 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 your surroundings such as the ring tone of a smartphone?
 - Do not set an inappropriate nickname or animation character for your account name and profile image on the interview software, as they are also displayed on the company's side.
- ※ It is recommended to ask your friends and family to practice with you in advance.

<Good example>



Background...Clean and avoid showing anything unnecessary.

Brightness...Bright, your facial expression can be seen clearly, look motivated.

Sound...Quiet, your voice can be heard clearly.

<Bad example>



Background...Various distractions in the background.

Brightness...Dark. The expression is not clear, doesn't look motivated.

Sound...Lots of noise, your voice cannot be heard clearly.

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. If you use a smartphone or a tablet, fix it to prevent screen shaking.

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.

Interview process (Online)

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 stopping the video, 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.

Troubleshooting

■ Your computer broke down

You can also participate from your smartphone or tablet. Let's prepare to be able to communicate on a spare device in advance.

■ Cannot access the interview link the company provided

Make sure the URL or passcode is correct, and try again. You need to update to the latest version before using the app.

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 1 - 2 minutes video recording of yourself. You can record again and again until you are satisfied. For video interviews, dress and groom as you would for a typical job interview.

Responding to questions

The questions at interviews 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 in them. For this reason, it is important to read through your application form and resume before you come for the interview.

The interviewer may also ask for your background information to supplement the details provided in 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. 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) A

Typical interview questions

- Have you ever used our products? What did you think of it/them?
- How would you feel if 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.



Human Resources (Recruitment) B

In the interview, the interviewer checks not only the content of your answers but also whether or not you fit into the company's atmosphere as well as your personality and character.



Human Resources (Recruitment) C

Make sure you understand the questions you are asked and can answer them in Japanese. If you answer politely, the interviewer will feel your sincerity through your attitude.

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 are unable to fill all positions and this means that you still have a chance to be selected by a company from October onwards. 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.

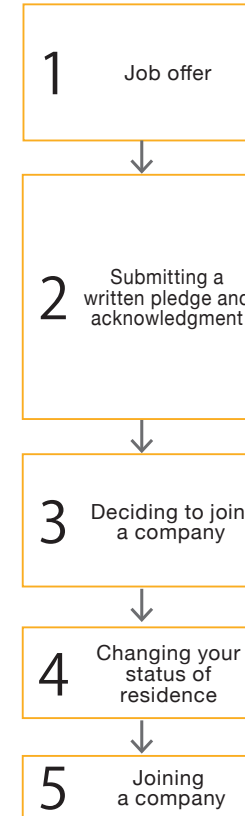
To enter a company on April 1st, it is necessary to complete all change in residence status procedures by the end of January. So try to obtain a job offer before that time so that you can apply for change in residence status.

Job Offers to Joining a Company

Follow a plan until you join a company

Until you receive a job offer from a company that you want to join, you should continue in your job hunting activities. You should understand the flow of the process from receiving a job offer to entering a company, and follow your job hunting plan.

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 "Pledge" or "Acknowledgement". Until you submit these documents, you're in a provisional job offer, not an official job offer. Companies that host a social gathering may ask you to sign/affix your seal on the document at the gathering and it becomes an official offer on the spot. Be careful not to miss the deadline if you are mailing the document, which may cause the job offer to be canceled. * This "Pledge" or "Acknowledgement" 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 "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))

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
- Those who have graduated from a university or graduate school overseas, and have graduated from a Japanese language educational institution that meets certain requirements.

Designated Activities "Japan System for Future Creation Individual Visa (J-Find)"

The Japan System for Future Creation Individual Visa (J-Find) was introduced on April 2023 and foreign nationals who have graduated from elite universities around the world will be granted "Designated Activities (Future Creation Individual Visa)," a status of residence that allows them to stay in Japan for a maximum of two years in the case they engage in job hunting and start-up preparation activities in Japan.

Eligibility : Those who meet all of the following requirements

- Graduate from a university ranked in the top 100 in two or more out of the three world university rankings*, or conferred a degree or professional degree after completing a graduate course at one of those universities.
- Within 5 years after graduating and receiving their degree or professional degree from the above eligible universities.
- Possession of 200,000 yen or more for living expenses at the time of application.

※ QS World University Ranking published by Quacquarelli Symonds. The World University Ranking published by The Times. Academic Ranking of World Universities published by Shanghai Ranking Consultancy

Precaution when you start job hunting after graduation

- Even though it is a government policy that newly graduated students can apply for jobs up to three years after graduation, most Japanese companies start recruiting students to join their companies in April to September of their third year of university making plans to secure staff mainly from new graduates. Therefore opportunities are limited.
- You may be asked to wait to join the company until April of the following year even if you are offered a position.
- It is difficult to gather information because you have to apply during a different time than the regular "new graduate recruitment schedule" and because of the late timing, it may be difficult to convey your desire for the job.

In the case you have gotten an official job offer 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

Work environment in Japanese companies

To ensure the same working conditions as a Japanese national laborer, the same labor-related laws also apply to non-Japanese nationals working in Japan.

At the same time, duties to enter and pay taxes towards insurance systems such as Roudou Hoken (labor insurance) or Shakai Hoken (social healthcare) are obligatory.

Working Conditions

In principle, non-Japanese laborers in Japan are assured of 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 below the minimum salary.

Moreover, taxes and insurance payment shall generally be deducted before the salary is given to the laborer.

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 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 national 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 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 by the company to the employee and his or her family, in addition to salary.

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:** Congratulatory and condolences money, provision of uniform and working clothes

Lately, various welfare programs have started using point systems, and more companies have started to adopt a "cafeteria plan" where you can select the predefined benefit services according to your needs using your points provided by companies.

The Voice of Former International Students

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



I regret not doing 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 more about international student employment at the same time.

Mongolian (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 wish I had prepared for SPI test early on. All the companies I applied for implemented SPI, so I thought it was important to take a proper action early on.

Korean (Female)

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)

The questions I was asked in the each interview were almost the same, so it would have been better to prepare what to answer in advance. Because Japanese is not my mother tongue, sometimes answers did not come out immediately.



Russian (Male)

Changing Your Status of Residence

Application for Change of Status of Residence

Changing from "Student" to a visa allowing you to work 67

Engineer / Specialist in Humanities / International Services 68

Specified Skilled Worker 71

Designated Activities 72

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.

Types of status of residence allowing 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 as early as possible.

2 The screening process takes between one to three months from the time 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, e.g., 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.

Applicants must have an appropriate and valid period of stay remaining. 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

Types of status of residence international students change to after 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 understanding of and sensitivity to foreign cultures, based on a contract with a public or private organization in Japan.
Main jobs and job types	Management, finance, general affairs, legal affairs, planning, product development, design, marketing, advertising, public relations, interpretation, translation, language instruction, production technology, research and development, engineering, programming, architectural design, system administration, etc.
Requirements and criteria	<p>① Majored in the industry field of the job you are pursuing, gained necessary, job-related knowledge from and graduated from university, or have received equivalent education. Or, complete special training at a vocational school (only in cases coming under the necessary completion requirements as set out by the Minister of Justice). Or, acquire a decent knowledge of the industry you want to enter based on 10 years or more of business experience (includes time spent majoring in subjects related to the aforementioned knowledge at a technical college, high school, second half of secondary school, or specialty course at a vocational school).</p> <p>In cases in which the applicant is to engage in work where skills and knowledge related to information processing are required, the applicant is not required to satisfy the requirements as set out by the Minister of Justice as long as he/she has passed the specified examination on information processing skills or has obtained certification as set out by the Minister of Justice for information processing skills.</p> <p>② In cases the applicant is to engage in work that requires understanding of and sensitivity to foreign cultures, the applicant must have at least three years of work experience in translation, interpretation, language instruction, public relations, advertising, overseas transactions, clothing or interior design, product development, etc. In cases where the applicant is to engage in work such as translation, interpretation, or language instruction, no work experience is required if the applicant has graduated from a university.</p> <p>③ The applicant must receive no less compensation than a Japanese national would receive for comparable work.</p>
Period of Stay	5 years, 3 years, 1 year, or 3 months (Visa extension is applicable.)

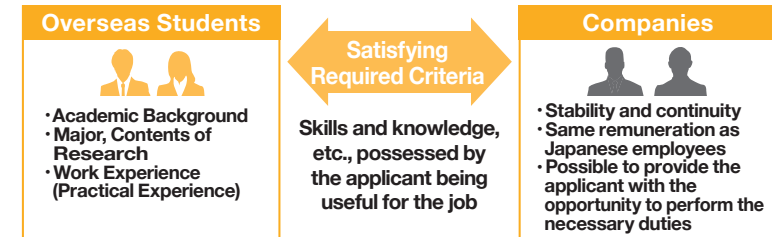
Subjects majored in at university or vocational school should be related to knowledge and skills required for the work you intend to engage in. (The relativity is less strictly considered for university.)

- 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 of 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 description.
- ③ Treatment of the applicant (remuneration) being acceptable.
- 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 with the company you will work for which category applies to you.

Category 1	Category 2	Category 3	Category 4
<ol 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>*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>	<ol 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 application of residence through the online residence application system 	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	Organizations or individuals not covered by Categories 1 to 3

Category	Documentation required(See page 70 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 69

Category 1: 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 the use of the online residence application 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 stating the organization, period of work, and details of the skills and knowledge that the applicant was engaged in which are relevant to the application

(2) Any of the following documents providing evidence of academic background and work experience, etc.
 a. Graduation certificate issued by a university, etc., or other documentation providing evidence of having received education that is equivalent or upper. Applicants with qualifications from India's DOEACC system are required to submit DOEACC qualification certificates (limited to level A, B, or C).

b. Documentation providing evidence for the applicant's work experience as listed in the employment certificate, etc. (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

*For applicants who will be performing duties that require an understanding of or sensitivity toward foreign culture, applicants are required to submit documentation providing evidence of at least three years' experience in relevant work (excluding applicants who graduated from universities and will be 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 detailing 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 on 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 considerable knowledge, skill, and/or experience belonging to a specified industrial field.

Specified industrial fields

The 12 specified fields are nursing care; building cleaning management; materials, industrial machinery, electrical and electronic information related manufacturing; 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 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. The 11 fields except nursing care are considered Specified Skilled Worker (ii). As for the nursing care category, it is not considered as Specified Skilled Worker (ii) since there is already a "nursing care" field in the current "status of residence in professional/technical field".

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 the hiring of foreign nationals due to the difficulty in securing workers) and based on an employment contract 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 predetermined. Examples: Accommodation industry • Jobs related to hospitality services such as reception, planning and public relations, customer service, and restaurant services in accommodations 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/930004975.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 • Has not paid a security deposit or concluded a contract with penalties. • If there are expenses to be borne by the candidate, they fully understand the details of the expenses • Will be given remuneration equivalent or superior to if a Japanese national were to be engaged and others
Period of stay	A term individually designated by the Minister of Justice (1 year or less), which can be renewed 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 skills 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 while 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 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.

COLUMN 6

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	
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	[Highly-Skilled Professional (i)] (1) Permission for multiple residence activities in Japan (2) Granting of a five-year period 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 bring parent(s) to Japan under certain conditions (6) Permission to bring a domestic worker to Japan under certain conditions (7) Preferential processing of entry and residence procedures
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	[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)
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	**Highly-Skilled Professional (ii)* is for foreign nationals who have engaged in activities of "Highly-Skilled Professional (i)" for three years or more.

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



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/>



Job Hunting Reports



Mr. Chu Kok Dat

Nationality: Vietnamese

University/school: Sapporo International University

Department/Faculty: Department of Tourism Business

Period of study in Japan: October 2017 to March 2024

The place where he plans to work: Ridge works Co., Ltd.

Japanese proficiency: JLPT N1

Reason for working in Japan

I wanted to be a bridge between my home country, Vietnam and Japan, and work in the IT field. I chose to be a bridge system engineer to contribute to Japan and Vietnam by utilizing the language and IT knowledge I had learned.

Reason for choosing my company

I chose the company based on the following three important points in mind, "Can be a bridge between Vietnam and Japan", "A safe working environment" and "Actively working on cutting-edge technology".

Company job content

Through the development of software and services, the company provides solutions to problems that customers have faced such as networking, educational activities, medical care, etc., from a variety of perspectives.

Self-promotion to companies

I emphasized the desire that I would like to always try new things by making the most of various experiences I had since I came to Japan and my energetic personality to jump into new environments without fear.

Number of companies applied to during job hunting

Application: 6, Company briefing session: 10 (joined online 6 out of 10), Internship 2 (joined online : 0), Interview 6 (joined online 4 out of 6)

Effective job hunting strategies

Actively participate in company briefing sessions. You can gain a deeper understanding of the company and get a chance to actively ask questions on what you want to know, which will be useful for interviews. I think it is a good opportunity to meet and find companies even for those who are not sure about their ambition.

How I researched industries and companies

I carried out a company research on my own using job hunting websites and the company's website as well as gathered the info. of the company with the help of teachers in university and friends, and then I participated in company briefing sessions and internships.

Things to be careful of regarding application forms and resumes

I tried to understand the company's point of view and make them feel that I would show an outstanding performance after joining the company. I paid attention to the structure of the texts to ensure that they are easy for the company to read and understand, and added objective figures and evaluations from other people to the conclusion.

Things to be careful of during interviews

I prepared application documents and personal belongings and practiced interviews well enough. By doing so, you can answer questions from interviewers with confidence. In an interview, the first impression is also very important so I cared about grooming and manners. At the end of the interview, I tried to greet them cheerfully with a smile.

Questions asked during interviews

Why do I want to work in the IT field, the reason why I chose the company rather than other companies, my strengths and weaknesses, what I worked hard for when I was a student, and my career path for the future, etc.

Hopes and plans for the future

I would like to acquire more IT skills and develop the company. In the future, I would like to establish a base in Vietnam and develop medical systems that will help people.

Advice to future job-seekers

The sooner, the better. Once you decide which companies you will apply to based on company briefing sessions and company tours, I suggest you participate in their internships since you can make the most of the experience for self-promotion. If you don't know your strengths and weaknesses, I think it is a good idea to take feedback from people around you. Good luck everyone!



Mr. Le Sinh Nhat

Nationality: Vietnamese
University/school: Ashikaga University
Department/Faculty: Faculty of Engineering, Department of Innovative Engineering, Division of Systems and Information Engineering
Period of study in Japan: April 2018 to March 2023
Place of work: CRESCO, LTD.
Japanese proficiency: JLPT N1

Reason for working in Japan

The reason why I decided to work in Japan is because I wanted to experience and learn Japan's unique technology and culture, and deepen my expertise. I was also attracted by the stable economic situation, high quality of living environment, and history in Japan.

Reason for choosing my company

First of all, the company has an ideal environment where I can be active in the field I am interested in. Also, the company cares about whether staff feel happiness and their growth at work, and has an excellent benefits package. I was convinced that I could build a long-term career with the company since I empathized with the company's future vision and corporate culture, so I chose this company.

Responsibilities at work

CRESCO, LTD. is a cutting-edge company providing various services in the IT field. They develop applications, enhance digital marketing, and offer cloud services.

Self-promotion to companies

I talked about my experience in which I flexibly dealt with programs according to circumstances and I worked with a team to achieve the goals to emphasize my adaptability and cooperation skills in a team. I also strongly promoted myself on how I can contribute to the company after joining by explaining my interest in cutting-edge technology and willingness to continuously learn.

Number of companies applied to during job hunting

Application: 20, Company briefing session: 40 (joined online 40), Internship 15 (joined online 15), Interview 5 (joined online 5)

Effective job hunting strategies

It was effective to conduct a thorough self-analysis beforehand to clarify my strengths and weaknesses. The feedback from mock interviews and application forms was also useful for the improvement. An effective approach based on self-analysis led to the official job offer from the company.

How I researched industries and companies

I first gathered an extensive amount of information and organized the contents. And then, I actually participated in several company briefing sessions and internships, and listed the information I gained there. By doing so, I could deepen my understanding of the companies.

Things to be careful of regarding application forms and resumes

I included the concrete experiences in an easy-to-understand manner. For the self-promotion and experience, I think I could successfully convey my ability based on experience and results. I also thought carefully about the reason why I chose the company and how I can contribute to the company.

Things to be careful of during interviews

In the interview, I tried to be calm and answer politely. I think I was able to answer the questions accurately by sharing my experiences. I also prepared for the interview by understanding the characteristics of the company and the trends in the industry in advance.

Questions asked during interviews

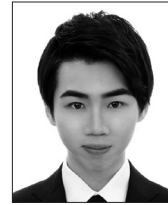
My strengths and weaknesses, learning from past experiences, my future goals, and other questions related to concrete reasons for application.

Hopes and plans for the future

Contribute to society by making full use of technology. I would like to take advantage of the expertise and skills I have and develop services and products that make people's life more convenient. I want to be a helpful person in our society as an engineer.

Advice to future job-seekers

It is very important to be yourself while job hunting. Don't compare yourself with others, and believe in your strengths and value. Accept failures and setbacks as experiences and make use of them next time. With hard work, perseverance, and positive thinking, please create your own future.



Mr. Tan Haojun

Nationality: Malaysia
University/school: Nanzan University
Faculty of Foreign Studies, Department of Asian Studies
Period of study in Japan: April 2018 to March 2022
Place of work: Toyota Tsusho Corporation
Japanese proficiency: JLPT N1

Reason for working in Japan

I strongly wanted to "export Japanese products and the best services to the world" using my own experience. In Malaysia, high-quality Japanese products are popular, but after-sales service is not satisfactory and there is room for improvement. I wanted to get a job in Japan and establish cross-national, customer-centric services as part of a social culture.

Reason for choosing my company

I wanted to expand customer-centric service to the world, and Toyota Tsusho has the network to do so. I am eager to provide the best service in the world. I would like to listen to the local people and solve their issues.

Company job content

Toyota Tsusho provides products and services essential to creating a rich and comfortable society in a wide range of business areas around the world. We have seven sales headquarters, including Metals, Global Parts & Logistics and Automotive.

Self-promotion to companies

I appeal to companies with my strengths, such as my communication skills, ability to adapt to and service in any environment, as well as ability to think from the other person's point of view, which are personality traits required in the industry and by companies. In response to the question, I told them what kind of person I was.

Number of companies applied to during job hunting

Application : about 50, Company briefing session : 60 (40 out of 60 were online), Internship : 5 (4 online internships), Interview : about 30 (about 25 online interviews)

Effective job hunting strategies

Taking in other people's opinions, gathering information about social situations and job hunting from books, etc., gain experience in interviews, getting to know yourself better than anyone else, and not pushing myself too far.

How I researched industries and companies

I researched industries that I didn't think I was interested in, and I participated in internships and other programs for industries that I found interesting. If you don't know what industries are out there, I recommend using an industry map. Also, I think it is good to refer to the employment record of the senior students.

Things to be careful of during interviews

I think it would be easier to answer if you replace "Reason for applying", an essential item on the application form, with "Reason why I think I can contribute to the company" I didn't write my idea and thoughts, but I wrote how I can contribute to the company based on my experience.

Things to be careful of during interviews

It's important to consider the goal of the interviewer. I went into the interview always thinking about the interviewer's intent of asking a question and what they wanted to know. I also think it's a good idea to make the interview itself a fun event. You may get nervous and only think about yourself, but it's best to relax and be confident.

Questions asked during interviews

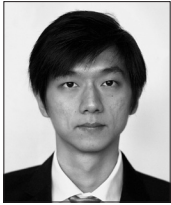
Questions that I remember the most were what personality and characteristic traits of my parents have I inherited, and what I think I am lacking of now. Other than that, most of the questions were basic.

Hopes and plans for the future

I want to make the world a better place to live. I would like to increase Asia's presence in the world.

Advice to future job-seekers

During an interview, it is important to prepare information such as your motivation for applying, your approach to job hunting, the company you are applying for, the competitors, and your future. When it comes to job hunting, the result is what you do and how much you do, so those who set a plan and take it seriously have the advantage.



Mr. Subroto Prasetyo Hudiono

Nationality: Indonesia
University/school: Tokyo University of Technology Graduate School
Graduate School of Bionics, Media Science Program
Period of study in Japan: April 2018 to March 2022
Place of work: CAPCOM Co., Ltd.
Japanese proficiency: Advanced (Business level)

Reason for working in Japan

I wanted to get a job in programming in Japan, where technology is advanced. The fact that games produced in Japan are world-famous and many Japanese companies being highly skilled were the main reasons for my decision to enter the game industry.

Reason for choosing my company

When I chose a company, I focused on whether they had a comfortable work environment or high-level technical skills, therefore I did a lot of research. My workplace was an ideal company with a good working atmosphere, an environment where I was constantly exposed to the latest technology, and a career advancement system in place that made me feel reassured.

Responsibilities at work

I program and develop game engine to create games. In order to make it easier for other engineers to make games, I take in any useful techniques, by studying new techniques or research papers on my own.

Self-promotion to companies

Technical skills are required to get a job as a programmer, so I appealed with what I studied and what I did when I was a student. In the gaming industry, many new technologies and research are published every year. In order to show my enthusiasm, curiosity, and desire to study, I appealed with what I wanted to study in the future and the skills I was interested in.

Number of companies applied to during job hunting

Application : 6, Company briefing session : 3, Internship : 2, Interview : 3 (all online)

Effective job hunting strategies

I looked for how I could contribute to the company by considering what kind of job and environment I wanted to work in and how I could use my skills. By clarifying my reasons, I can confirm my values, which leads to my appeal points. I was able to do the interview with confidence by putting a lot of thought into my preparations.

How I researched industries and companies

In addition to participating in company briefing events that multiple companies participated, I research industries and companies by gathering information through overseas forums.

Then, I made a list of and applied to companies I was interested in, while taking into account the opinions of my seniors and teachers.

Things to be careful of regarding application forms and resumes

It's important to write our answers clearly. Many students apply for the same company, so I thought a lot about my strengths and thought it over and appealed. I applied to several companies, and I wrote my answers according to the companies I was applying to in order to avoid having my application look sloppy from the company side.

Things to be careful of during interviews

I spent a lot of time preparing. I wrote down all the expected questions and prepared to answer any questions flexibly. I practiced a lot so I can participate the interview confidently. I prepared questions for the companies for the end of the interview to show my interest and willingness to work for them.

Questions asked during interviews

Companies always asked why I wanted to apply for the company. They also asked about something I worked hard for, challenges and clarification on information in my resume. In addition to these, they also asked some technical questions, including about my internships and research during school days.

Hopes and plans for the future

I want to develop technologies that can have an impact on the world and present them at overseas conferences.

Advice to future job-seekers

Work takes up so much of our life that it's important to think about whether it's something you really want to do. If your job search isn't going your way, make a plan. It is important to take action, no matter how small the impact of the action may be. Don't stop, take a step forward and do it.



Ms. Olonbayar Amina

Nationality: Mongolia
University/school: Kindai University
Faculty of Business Administration, Business Administration
Period of study in Japan: April 2017 to March 2022
Place of work: ORIX Bank Corporation
Japanese proficiency: JLPT N1

Reason for working in Japan

I decided to take a job in Japan because I wanted to gain experience by fully utilizing the knowledge I gained in university. Japan has a very well-equipped education system, including training after joining the company, so I thought that by putting in effort, I would have a chance to play an active role.

Reason for choosing my company

The "people" is important because financial institutions provide services based on trust. Because of this, I sought employment in a financial institution as I believe I can grow more. The biggest reason I decided to join my current company is that we have a unique business development that is different from other banks. Specializing in real estate, it is attractive to be able to acquire real estate knowledge while working as a banker.

Company job content

Rather than offering comprehensive services, we offer services that focus on our specialty, real estate. Currently, I am responsible for a series of operations, from accepting loan applications to implementing them for individuals who are purchasing mainstay investment condominiums or apartment buildings.

Self-promotion to companies

I talked about my experience managing school events and my ability to build relationships at my part-time jobs. I emphasized my ability to look at things objectively, notice problems, and think of solutions, as well as my sense of commitment and communication skills.

Number of companies applied to during job hunting

Application : 16, Company briefing session : 25, Interview : 8 (all online)

Effective job hunting strategies

Start preparing early. First of all, I think the first step in job hunting is to think through self-analysis about what you want to do and what you're good at. Before the interview, I also prepared answers to commonly asked questions and practiced while checking myself in front of a mirror.

How I researched industries and companies

I studied and gathered information from news and newspaper articles about the current situation and future trends in the industry as a whole. With regard to corporate research, after gaining basic knowledge through company websites and briefings, I delved into what I have heard about the company and related topics.

Things to be careful of regarding application forms and resumes

I think it's important to write clearly so that even strangers can understand, and make them want to meet and listen to what we have to say. Instead of writing something anyone could write, I tried to write something I only could write. It's also a good idea to have someone who doesn't know much about you read it once.

Things to be careful of during interviews

I focused on being myself. Instead of thinking too much about "I have to use Keigo, honorific properly" or "what if my Japanese is wrong," I focused on conveying my attractive points so they get to know more about me.

Questions asked during interviews

The reason I wanted to get a job in Japan, reason for applying, how I dealt with difficulties, what I worked hardest for, and the life event that made me feel that I have grown.

Hopes and plans for the future

I want to be someone who can be helpful and contribute to society. There are a lot of things I don't know yet, so I want to increase my knowledge and grow in the future.

Advice to future job-seekers

I think job hunting is a good opportunity to reflect on your own strengths, weaknesses, and past experiences. Taking this opportunity, I hope you find what you are suited for, what you want to do, and what you want to challenge, so that you can achieve the most satisfying results.

Job Hunting Guide for International Students 2025 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



English (Job Hunting Guide for International Students)

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

