Preparing for Job Hunting Activities

Self-analysis and Evaluation

Job hunting starts with self-analysis and evaluation

Examining Industries and Companies

Which industry has the job that I want?

Examining Job Types

Learning the reality of jobs and required skills

Visiting Alumni

The best opportunities to hear what working people really think

Internships

Internships are valuable opportunities to experience working

Self-analysis and Evaluation

Job hunting starts with self-analysis and evaluation

Self-analysis and evaluation involve once again asking yourself questions regarding your strong and weak points, preferences, expertise, skills, interests, dreams for the future, values, and outlook on life, then organizing your thoughts. In other words, self-analysis and evaluation enable you to know your unknown real character by gazing back over your past, reflecting on your current self, and visualizing your ideal future self.

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

- How to analyze and evaluate yourself

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

What qualities do I have?
Think about key events or achievements in your life -- these might be within your family, at school, at a conference or seminar, or at your part-time job. What role did you play? What did you contribute? Prepare a list of these key events and achievements that demonstrate your qualities to a potential employer.

What does my past say about me?
Think back to your childhood. What are some of the events or situations that might have affected you deeply, or that made a strong impression on you as a child? Your past can provide important clues to your personality and character.

What sort of person do I want to be?
Consider your goals and aspirations, both personal and career-related.

What does Japan mean to me?
Think about why you came to Japan to study, and why you want to work in Japan. Consider also your feelings for your home country.

How do others see me?
Consider how you appear to others. Ask your close friends and people you trust to provide an objective evaluation of you.
What does my past say about me? — Construct your own personal history

Find out more about your past by constructing your own personal history. The personal history should begin at around six years of age and progress through each stage of your schooling. In Japan, education is divided into elementary school, junior high school, senior high school, and then university. It is important to write your ideas about the personal history on paper, rather than just thinking about them. Even after you have finished, it’s necessary to revise your personal history from time to time.

How to make your personal history

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

What sorts of things should I write about?

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

<table>
<thead>
<tr>
<th>Schooling (age)</th>
<th>What I was good at (strong points)</th>
<th>What I was not so good at (weak points)</th>
<th>What I thought about Japan</th>
<th>Behavioral characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary (7-12)</td>
<td></td>
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<td></td>
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<tr>
<td>Junior high (13-15)</td>
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<tr>
<td>Senior high (16-18)</td>
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<tr>
<td>University (19-22)</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Years from now</th>
<th>Life plan</th>
<th>Work goals</th>
<th>Reasons</th>
<th>How can I achieve them?</th>
</tr>
</thead>
<tbody>
<tr>
<td>After three years</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>After five years</td>
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<tr>
<td>After 10 years</td>
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<tr>
<td>After 20 years</td>
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<td></td>
<td></td>
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<tr>
<td>After 30 years</td>
<td></td>
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</tbody>
</table>

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

In interviews, employers will often ask international students questions such as:
1. Why did you choose to study in Japan?
2. Why do you want to get a job in Japan/work for a Japanese company?
You should be prepared for these sorts of questions.

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

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

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

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

<table>
<thead>
<tr>
<th>A</th>
<th>Open quadrant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Known</strong></td>
<td>Things that both I and others are aware of</td>
</tr>
<tr>
<td><strong>Not known</strong></td>
<td>Things that others see in me but I am not aware of</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B</th>
<th>Hidden quadrant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Known</strong></td>
<td>Things that I know about myself that others are not aware of</td>
</tr>
<tr>
<td><strong>Not known</strong></td>
<td>Things that neither myself nor others are aware of</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C</th>
<th>Blind quadrant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Known</strong></td>
<td>Things that others see in me but I am not aware of</td>
</tr>
<tr>
<td><strong>Not known</strong></td>
<td>Things that neither myself nor others are aware of</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D</th>
<th>Unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Known</strong></td>
<td>Things that both myself and others are aware of</td>
</tr>
<tr>
<td><strong>Not known</strong></td>
<td>Things that others see in me but that I am not aware of</td>
</tr>
</tbody>
</table>

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

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

Methods of examining industries and companies

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

1. **Analyze economic and social trends**
   - Read newspapers and magazines, and listen to the news.

2. **Find out what industries there are.**
   - Consult the internet and relevant publications.

3. **Identify all of the industries that interest you and/or that suit your skills.**
   - Look for industries that appear to be consistent with your long-term career goals.

4. **Also explore industries that are connected with those industries you identified in Step 3.**
   - This will give you a broader appreciation of your preferred industry.

5. **Now make a shortlist of industries in which you are most interested. Use this shortlist to conduct more in-depth research into the industries and specific companies where possible.**
   - Find out which companies are operating in your shortlisted industries.
Industry classifications

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

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

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

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

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

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

There are two prominent types of trading company: general trading companies that handle diverse products ranging from Ramen(noodles) to airplanes, and specialized trading companies that only handle specific products, such as food, textiles, and fuel. The former type features comprehensiveness and the latter expertise. Each employs business know-how acquired through doing business globally. They also have an abundance of internationally minded human resources because of their partnerships with overseas companies. In addition to acting as business intermediaries, trading companies have broken into market development, business management, and other areas in recent years.
Money is required as an intermediary for the functioning of an economic society which is built on the cycle of production and consumption. The term “finance” refers to this flow of money, and it advances use medical services when we are injured or sick. Service industries seek the convenience and satisfaction of consumers that do not leave any commodities remaining after their sale or purchase. Businesses that handle such goods are called service industries. There are many service industries in the world. For example, we use transportation and traffic services, such as trains and airplanes, and leisure services, such as amusement parks and movie theaters. If we want to eat delicious food, we use food services, such as restaurants and cafes, to relax. In addition, we use medical services when we are injured or sick. Service industries seek the convenience and satisfaction of consumers to make their lives richer.

<table>
<thead>
<tr>
<th>Main industries</th>
<th>Main jobs and job types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real estate</td>
<td>General affairs, human resources, and labor · · · · · P24</td>
</tr>
<tr>
<td>Transportation, distribution, and warehousing</td>
<td>Finance, accounting, and treasury · · · · · P24</td>
</tr>
<tr>
<td>Electricity, gas, and energy</td>
<td>Legal affairs, screening, and patents · · · · · P24</td>
</tr>
<tr>
<td>Food services</td>
<td>Legal affairs, screening, and patents · · · · · P24</td>
</tr>
<tr>
<td>Hotels, travel, and sightseeing</td>
<td>Legal affairs, screening, and patents · · · · · P24</td>
</tr>
<tr>
<td>Medical, welfare, and care services</td>
<td>Legal affairs, screening, and patents · · · · · P24</td>
</tr>
<tr>
<td>Leisure services</td>
<td>Legal affairs, screening, and patents · · · · · P24</td>
</tr>
<tr>
<td>Consulting and research</td>
<td>Legal affairs, screening, and patents · · · · · P24</td>
</tr>
<tr>
<td>Human resources and outsourcing</td>
<td>Legal affairs, screening, and patents · · · · · P24</td>
</tr>
<tr>
<td>Education</td>
<td>Legal affairs, screening, and patents · · · · · P24</td>
</tr>
<tr>
<td>Building management and maintenance</td>
<td>Legal affairs, screening, and patents · · · · · P24</td>
</tr>
<tr>
<td>Ceremony</td>
<td>Legal affairs, screening, and patents · · · · · P24</td>
</tr>
<tr>
<td>Ceremonial functions</td>
<td>Legal affairs, screening, and patents · · · · · P24</td>
</tr>
<tr>
<td>Beauty, cosmetics, and hair dressing</td>
<td>Legal affairs, screening, and patents · · · · · P24</td>
</tr>
<tr>
<td>Agricultural cooperatives (including JA financial institutions)</td>
<td>Legal affairs, screening, and patents · · · · · P24</td>
</tr>
<tr>
<td>Nonprofit, special, and independent, administrative institutions</td>
<td>Legal affairs, screening, and patents · · · · · P24</td>
</tr>
<tr>
<td>Other services</td>
<td>Legal affairs, screening, and patents · · · · · P24</td>
</tr>
</tbody>
</table>

“Services” is an economic term that refers to intangible goods, such as utility and satisfaction, which do not leave any commodities remaining after their sale or purchase. Businesses that handle such goods are called service industries. There are many service industries in the world. For example, we use transportation and traffic services, such as trains and airplanes, and leisure services, such as amusement parks and movie theaters. If we want to eat delicious food, we use food services, such as restaurants and cafes, to relax. In addition, we use medical services when we are injured or sick. Service industries seek the convenience and satisfaction of consumers to make their lives richer.

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

Telecommunications carriers are largely divided into two categories: primary telecommunications carriers with their own communication lines, and secondary telecommunications carriers that provide services using lines leased from primary telecommunications carriers. In addition to simply designing software, the software industry has recently begun consulting services for their customers. Information and communications industries offer significant possibilities for new business opportunities and are expected to grow further.

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

The flow of products from production to consumption is called “distribution,” and businesses that sell products to consumers are called “retailers.” The key to retailing is quickly understanding the constantly changing needs of consumers and accurately responding to them. Retailers include specialty stores, such as electronic retail stores, where specific product knowledge and an extensive range of products are offered to provide a wide variety of selections. Retailers also include convenience stores, which have become the new retailing style, and mail order businesses that are growing rapidly through Internet sales. On the other hand, supermarkets and department stores, which have supported consumers in Japan since the postwar era, are undergoing a renovation of sales and marketing to grow. The flow of products from production to consumption is called “distribution,” and businesses that sell products to consumers are called “retailers.”
Learning the reality of jobs and required skills

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

[List of occupation groups]

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

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

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

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

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

Sales and services
- Sales staff and attendant
- Store manager
- Supervisor
- Buyer
- Esthetician

Finance
- Exchange dealer and trader
- Loan and financial planner
- Security analyst
- Actuary

Creative
- Editing and production
- Reporter and writer
- Designer
- Game creator

IT
- Programmer
- System engineer
- Network engineer
- System consultant
- Customer engineer
- Sales engineer
- Customer support

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

<table>
<thead>
<tr>
<th>Industry type</th>
<th>Employees</th>
<th>Industry type</th>
<th>Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1,000</td>
<td>1,000 +</td>
<td>Less than 1,000</td>
<td>1,000 +</td>
</tr>
<tr>
<td>Machinery and electronics</td>
<td>526</td>
<td>Computer-related</td>
<td>1,219</td>
</tr>
<tr>
<td>Food</td>
<td>294</td>
<td>Education</td>
<td>369</td>
</tr>
<tr>
<td>Transportation equipment</td>
<td>114</td>
<td>Food and drinks industry</td>
<td>448</td>
</tr>
<tr>
<td>Chemicals</td>
<td>85</td>
<td>Hotels and Inns</td>
<td>385</td>
</tr>
<tr>
<td>Textiles/Clothing</td>
<td>119</td>
<td>Travel industry</td>
<td>343</td>
</tr>
<tr>
<td>Commerce and trading</td>
<td>2,620</td>
<td>Finance and insurance</td>
<td>92</td>
</tr>
</tbody>
</table>

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

Benefits by company size

- Comprehensive employee training programs
  - Employees are given important tasks/duties from an early stage

- Comprehensive employee welfare schemes
  - Broadly defined roles, with potential to take on various duties and enjoy a wide range of experiences

- Opportunities to be involved in major projects
  - More likely to be results-oriented, with opportunities to ascend rapidly through the ranks

Finding the right company

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

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

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

**General affairs, human resources, and labor**

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

**Finance, accounting, and treasury**

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

**Legal affairs, screening, and patents**

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

**Distribution and inventory control**

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

**Trade clerk and overseas clerk**

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

**Clerk, secretary, and receptionist**

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

**Planning**

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

**Advertising and public relations**

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

**Research studies and marketing**

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

**Planning and product development**

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

**Corporate planning**

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

**Sales**

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

**Sales (mainly new customer development)**

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

**Sales (mainly existing customers)**

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

**Sales promotion and merchandising**

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

**What you should do while in school**

**What you should do while in school**
Technologies and research

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

Basic research

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

Applied research and technology development

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

Production and manufacturing technologies

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

Quality, production management, and maintenance

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

Architectural and civil engineering design, surveying, and cost management

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

Construction management

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

Machinery and electronic equipment design

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

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.

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

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

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

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

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IT consultant

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

Specialized consultant

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

Financial advisor

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

Translator

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

Interpreter

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

Announcer

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

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 quickly propose products, grasping overall trends to allow them to formulate sales strategies.

Sales staff and attendant

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

Store manager

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

Supervisor

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

Buyer

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

Esthetician

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

Finance

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

Exchange dealer and trader

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

Loan and financial planner

As specialists in fund management, loan and financial planners earn profits based from funds that are entrusted to them. Loan planners bankroll their company funds at financial institutions, such as banks. Financial planners invest assets in securities and bonds to earn a margin.
### Security analyst
Security analysts analyze the future of industries or individual companies and stock price trends based on their wide range of knowledge of economics, industries, and the world. Some security analysts flourish on their own while others work at insurance companies or in the asset management divisions of ordinary companies.

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

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

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programmer</td>
<td>Programmers follow specifications to create computer programs. Their job includes creating flow charts to determine process procedures, coding for entering programs, and confirming operations.</td>
</tr>
<tr>
<td>System engineer</td>
<td>System engineers grasp the goals and demands of customers and design systems accordingly. This occupation requires the ability to listen to others, propose ideas, and otherwise communicate.</td>
</tr>
<tr>
<td>Network engineer</td>
<td>Network engineers develop systems that are specialized for networks within computer systems. Currently, the utilization of networks between locations inside and outside companies, and between companies and consumers, is a significant theme for corporate strategy. Accordingly, network engineers are receiving particular attention among IT occupations.</td>
</tr>
<tr>
<td>Customer engineer</td>
<td>Customer engineers lecture on how to operate systems and hardware so that customers can effectively use computer systems. They also perform regular inspections and respond to problems.</td>
</tr>
<tr>
<td>System maintenance</td>
<td>System maintenance personnel regularly inspect computer systems, and adjust systems in accordance with the replacement of computers or peripheral devices. System operation personnel are system operators.</td>
</tr>
<tr>
<td>System consultant</td>
<td>System consultants provide expert advice and planning when companies implement computerized business systems. They meet with customers to clarify the demands and issues, and propose appropriate solutions.</td>
</tr>
<tr>
<td>Sales engineer</td>
<td>Sales engineers accompany sales representatives or visit customers on their own and explain the technical aspects of company products and systems. They assist in securing contracts. Sales engineers are a type of sales representative, but at the same time are expected to conduct activities focused on obtaining the trust of customers.</td>
</tr>
<tr>
<td>Customer support</td>
<td>Customer support personnel respond to inquiries from users regarding company products and services. The content of the support varies according to the industry.</td>
</tr>
</tbody>
</table>

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

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

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

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

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

- **System consultant**
  These occupations involve analyzing and evaluating the needs of customers, making system design and implementation decisions, and ensuring that the system performs as expected. These occupations require a deep understanding of IT technologies and computer network systems, as well as specialized skills. You should acquire the ability to propose the optimum solutions and plans for the client and to accurately manage operations based on specific procedures.

- **System maintenance and operation**
  These occupations involve maintaining and operating computer systems, networks, and IT infrastructure. You should acquire the ability to collect, organize, and analyze information through your participation in team seminar or group activities. You should also acquire the ability to quickly grasp information and to understand the meaning of new movements.
Visiting Alumni

The best opportunities to hear what working people really think

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

Process of visiting alumni

First, look for someone who graduated before you.

Make an appointment.

Prepare

Day of the visit

After the visit

Examples of questions when visiting alumni

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

Key points

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

Examples of questions when visiting alumni

- Specific content of work
- Failures and difficulties at work
- Reasons for entering the company
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How to make an appointment to visit alumni (example)

// Alumni

// Students

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

"This is ______ speaking."

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

"Yes, of course."

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

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

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

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

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

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

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

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 are valuable opportunities to experience working

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

Reasons for participating in internships

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

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

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

Stories of internship experiences (comments from international students)

Able to learn about Japanese corporate customs and work practices.

- I experienced Japan-specific "business culture" through my internship. Since the culture and customs differ to my home country, it was good for me to understand this "business culture" before starting work for a Japanese company.
- I discovered that Japanese companies place much importance on teamwork. I was anxious about communicating, but all employees were very kind, and I was very grateful for the way in which they provided firm support, even for overseas students.
- I learned from experience that I need to learn, not just about my chosen field, but also social rules and techniques to maintain human relationships.

Useful for job hunting

- By the internship, I was able to picture myself after becoming employed. Also, through the training, I was able to find what I want to do.
- I was hoping to be an SE, but I tried my hand at the different job of sales during my internship. I got the feeling that job experience from a different line of sight was extremely good for me.
- My internship allowed me to confirm my suitability for future jobs. I discovered if I was able to do my best in a Japanese company, which is what I wanted to really know as an overseas student.

Understanding of industries and job types

- I have only ever considered matters from a consumer's point of view up until now, so I am delighted that I was able to gain experience through my internship as a provider and see work from a different angle.
- I definitely gained a deeper understanding of the conditions of the company, the industry, and the profession. I gained business knowledge, and I was also able to get a feel for the traits and atmosphere of the company.

Internship classifications and how to begin an internship

- The three internship classifications are as follows:
  1. Internship conducted as a required class (recognized for school credit)
  2. Internship conducted as a non-required activity (usually not recognized for school credit)
  3. Internship conducted independently by a company without any connection with a university (usually not recognized for school credit)

How to begin an internship differs according to internship classification.

- Internship classification 1 covers internships conducted as part of a career education course. Therefore, students are told to go to companies to participate in internships for work experience. Companies where the students participate in internships were found by the university and to which company students will be sent for an internship is decided within each course.
- Internship classification 2 covers internships posted by career service divisions of universities, career centers, etc. After carefully reading the posted information, students apply for the internship through the career service division of their university/career center, or directly to the company.
- Internship classification 3 covers internships posted on job search websites, company websites, etc. Some companies have a selection process (document screening and interview, etc.), and only those applicants who are successfully selected are allowed to participate in the internship.

Styles of internship

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

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

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

- Placements are secured in various fields ranging from famous companies to excellent local companies.
- Through cooperation with schools, consideration is given to ensure smooth internship experiences for international students.
- Lecturers, etc. are provided to students before participating in an internship.
- Students can continue to receive employment support at the Employment Service Center for Foreigners even after participating in an internship.
- The Japanese government covers the cost of accident and liability insurance during internships.
Companies do not intend to hire students who stand out with their appearance of unique character. They are checking to see if you are well-groomed and dressed based on social common sense. There is no need to dress yourself up with expensive items. Be sure to dress, behave, and speak neatly so as to give a better impression to the other party.

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

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

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

★ Cologne
It is better not to wear any cologne.

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

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

★ Accessories
Do not wear any accessories.

★ Tie
Avoid flashy ties.

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

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

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

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

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

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

★ Bag
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★ Hair style
Either clip long hair behind your ears or gather it together at the back so that the ears are visible. Be careful not to have any sleep-mussed hair!

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

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

★ Perfume
Avoid wearing strong perfume.

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

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

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

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

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

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

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