

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

Job Hunting Guide for International Students

2027

Independent Administrative Institution
Japan Student Services Organization (JASSO)

Job Hunting Guide for International Students 2027 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



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Before Starting to Job

Many aspects of job hunting in Japan are unfamiliar to international students, hence they are often at a disadvantage compared to Japanese students.

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

POINT 1

Understand Japan's unique job hunting activity and schedule

First, start by understanding the uniqueness of job hunting in Japan and how the process differs 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 while still in school. For that reason, you should systematically take the Japanese Proficiency Level Test and conduct industry research and a self-analysis. During school summer and winter breaks, you should actively participate in company briefing sessions, workplace experience programs, and internships to prepare yourself for completing application forms, written tests, and interviews.

POINT 2

Acquire Japanese language skills for business situations

What companies look for in international students are their "Japanese language skills" and "communication skills".

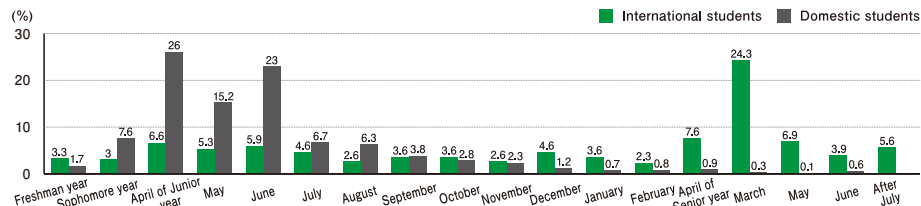
Japanese language skills are essential in order to explain yourself properly at interviews.

Qualities sought in international students

Qualities sought in international students	Humanities (%)	Science (%)
Communication skill	59.3	54.0
Japanese language skill	55.9	52.2
Basic academic skill	25.4	23.9
Cooperativeness	21.2	21.2
Language skill other than Japanese and English	14.4	9.7
Social skills	14.4	7.1
Vitality	12.7	14.2
Enthusiasm	12.7	11.5
English language skill	12.7	5.3
Intercultural competence	11.9	10.6
Specialized knowledge	10.2	37.2

From Survey on the Recruitment of International Students and Highly Skilled Foreign Talent by Companies (December 2024 Survey) (Career-tasu, Inc.)

When to start Job Hunting Activities



From Survey on the Job Hunting Situation of International Students Graduating in 2025 (August 2024 Survey) (Career-tasu, Inc.)

Hunt in Japan

Online job hunting activities

Some companies combine face-to-face job hunting with online job hunting using the Web. You need to understand how to use IT equipment and be well prepared for job hunting.

Online
company
briefing
sessions

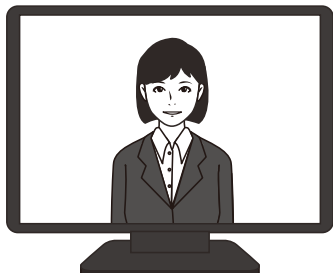
Online
internship

Online
interview

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>

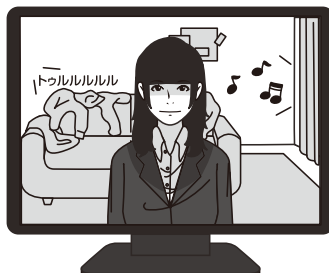


Background...Clean and avoid showing anything unnecessary.

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.

Job Hunting in Japan

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

Features of Job Hunting in Japan

Job Hunting Activity that Begins While Still in School

In Japan, many companies conduct their new graduate recruitment activities on a similar schedule. For information regarding employment of graduates for 2027, please refer to the job hunting schedule on page 10.

Simultaneous Recruitment of New Graduates

The employment of people who recently graduated from university, graduate school, vocational schools and other 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 each 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 significantly.

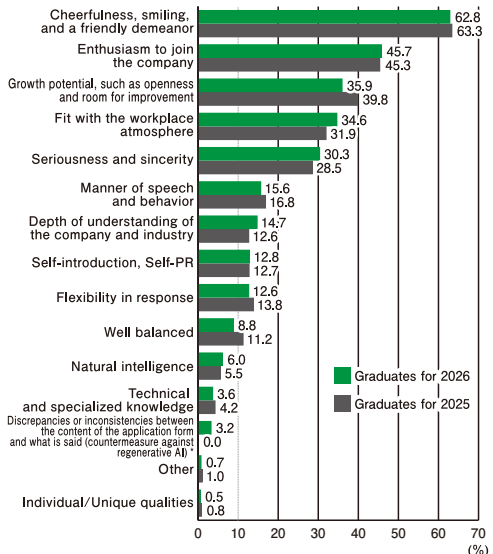
Joining the Company in April

In Japan, students generally start their studies at universities 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 highly value communication skills, individuality, a spirit of challenge, and cooperativeness. In "recruitment of new graduates", the "potentiality-based recruitment" is adopted more often than "mid-career recruitment" that requires work-ready skills.

Key things to focus on during interviews



From Survey on the 2026 Graduate Recruitment Plan Survey (Mynavi Corporation)

*Previous year data not available as it was added starting with the graduates for 2026

Traditional Japanese Employment Culture

■ 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 where 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 many companies have been switching to a performance-based system after a certain period of time.

Changes in the Japanese Employment System

The employment culture described above is a common practice in Japan, but there is a movement to review the traditional employment system.

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 where 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, allowing them to 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 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 may be 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.

Employment and Training System in Japan

Employment type refers to the type of employment contract between a company and an employee. The length of contract, the benefits, and the way they work differ in each contract. For permanent employment, it is sometimes divided into types such as General Position, Clerical Position and Technical Position. While the employment type describes the way of working involved in an employment contract with a company, the recruitment type refers to the framework for the type of job position at the time of hiring and future career path.

Employment Type

Permanent Employees

It is a type of direct employment contract with a company for an indefinite period of time. It is inherently stable, and offers good benefits and a promotion system.

Contract Employees

It is an employment type in which the employee signs a contract with a company for a fixed period of time, and whether employment will be continued or not is determined upon the contract renewal.

Outsourced or Temporary Employees

In this type of employment, you make a contract with a temporary agency and work for a client company. The temporary agency is your employer, and the contract period is usually limited.

Recruitment Type

General Position

They are expected to take on a wide range of duties and gain experience in a variety of departments. Career paths commonly lead to future managers and executives of the company.

Clerical Position

This position focuses on routine clerical duties and support tasks. They require no special qualifications or skills but perform a wide range of duties. Promotion to management positions tends to be rare.

Technical Position

Those in this position can make the most of specialized skills and knowledge they have gained. They work primarily in scientific fields, such as engineers and researchers.

Training is normally provided in a variety of formats, such as OJT (On-the-Job Training), classroom lectures, group work, and e-learning. Effective training is a critical component of a company, as it promotes employee growth and contributes to improved business performance.

■ OJT(On-the-Job Training)

It is a form of practical educational training conducted through actual work in the workplace. New employees acquire skills and knowledge through daily work experience in the department to which they are assigned, under the instructions of senior employees and supervisors.

■ Group training

All new employees participate in this program to learn the company's basic philosophy and business manners. Most companies introduce group training and it usually takes place over a period of a few days to a few weeks immediately after the employees join the company.

■ Off-JT(Off-the-Job Training)

This is a specialized training conducted outside the workplace to learn industry knowledge and specific skills. For example, employees systematically learn practical knowledge such as laws and regulations and how to operate systems necessary for their work.

■ Mentorship

This is a system in which senior employees provide individual guidance and support to new employees to help them become accustomed to the company. This will create an environment which new employees can receive emotional support as well as business support.

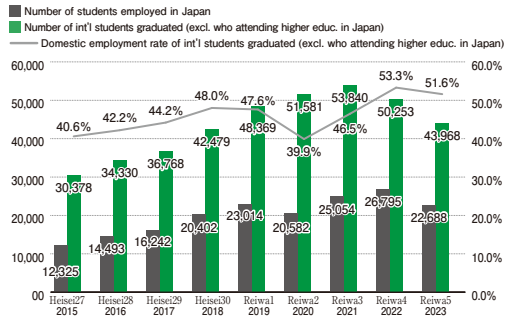
Employment Trends of International Students

Number of international students employed in Japan

The number of international students employed in Japan has been steadily increasing for about 10 years. In 2020, the number decreased due to Covid-19 and other factors, but in recent years, the number has been rising again. In 2023, 22,688 out of 43,968 international students who graduated (excluding those going on to higher education in Japan) were employed in Japan, and the domestic employment rate was 51.6%. (According to Japan Student Services Organization, JASSO)

Source: Japan Student Services Organization (JASSO), "Results of the Career Status Progress Survey for international students in Japan, 2023".

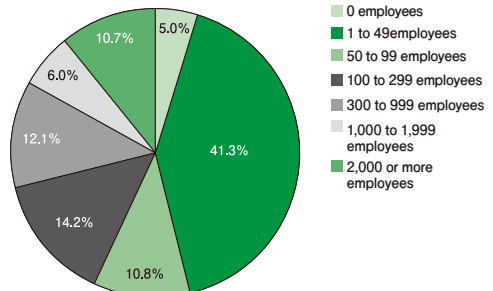
■ Employment for International Students in Japan



Sizes of companies where international students find employment

Since international students prefer to work for a large company, many of them aim to enter a well-known company. 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 are employed 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, and not focusing only on the size of the company.

■ Percentages of international students employed by company size



From Japanese Company Employment Status of International Students as of 2023 (Immigration Services Agency)

Industries and job types at places of employment

Many international students work in retail industries and information and communications, while many of them work as translators and interpreters.

■ Industry-type and job description of the company where you will be employed

Note: Participants were allowed to choose multiple answers.

Industry type	Composition ratio (%)	Industry type	Composition ratio (%)	Job Types	Composition ratio (%)
Retail	9.8	Groceries	2.9	Translation/Interpretation	12.7
Information and communications	9.8	Metal product	2.1	Information processing and information and communications	10.2
Lodging	9.3	Electrical machinery and apparatus	1.8	Management/Administrative work	8.1
Restaurant service	8.0	Transportation machinery and equipment	1.6	Overseas transactions	4.8
Academic research, professional and technical services	7.7	Plastic product	0.8	Customer service (other)	4.6
Employment placement and labor outsourcing	7.0	Machinery and equipment for production	0.8	Corporate sales	4.4
Other services (not classified elsewhere)	6.3	Textile product	0.5	Planning Affairs (Public Relations and Advertising)	3.9
Wholesale	5.6	Other	3.9	Planning (Marketing Research)	3.9
Medical and welfare	5.4	Manufacturing sub	14.4	Accounting	2.8
Construction	3.1			Research	2.4
Real estate and goods leasing	2.5			Certified care worker	2.4
Other educational and learning support services	2.1			Technology development (machinery and apparatus field)	2.2
Other	9.1			Other service workers (not classified elsewhere)	2.2
Non-manufacturing sub	85.6			Design	1.9
				Other	37.4

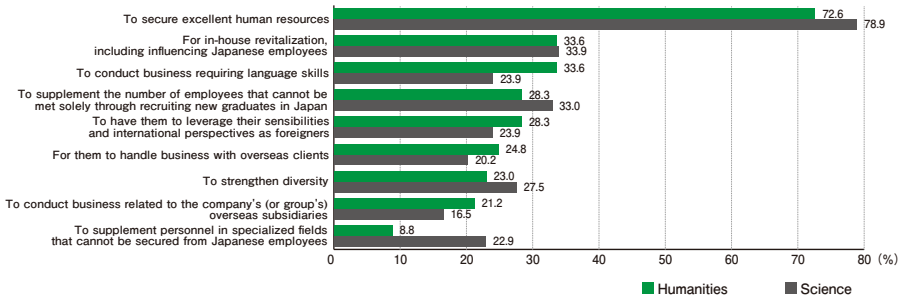
From Japanese Company Employment Status of International Students as of 2023 (Immigration Services Agency)

What Japanese Companies Expect

Reasons for hiring international students

One of the main reasons Japanese companies hire international students is to secure excellent talent. This is in accordance with the hiring policy, "secure excellent human resources regardless of nationality." The second reason is the concept of diversity. The purpose is for companies to stimulate their organizations by deliberately securing employees with varied backgrounds. The third reason is to fill the gap in human resources caused by recent labor shortages and declining a birth rate.

Reasons for hiring international students



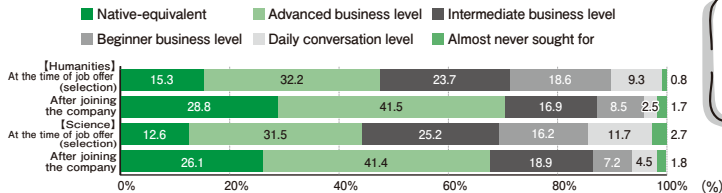
From *Survey on the Recruitment of International Students and Highly Skilled Foreign Talent by Companies (December 2024 Survey)* (Career-tasu, Inc.)

Level of Japanese language skills required for international students

One of the skills most focused on by Japanese companies during the recruitment of international students is the applicant's Japanese Proficiency Level. First, they assess writing skills through the application form. During interviews, they assess the applicant's "ability to understand explanations (listening skills)" and "ability to communicate about oneself (speaking skills)."

According to a survey, the percentage of companies seeking business-intermediate or higher Japanese proficiency is about 70% at the time of job offer and about 90% after joining the company.

Japanese language communication level sought for in international students at the time of job offer (selection) and after joining the company



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



- Native-equivalent Has the ability to communicate competently in Japanese in any business situation
- Advanced business level..... Has the ability to communicate appropriately in Japanese across a wide range of business situations
- Intermediate business level... Has the ability to communicate appropriately in Japanese in limited business situations
- Beginner business level Has the ability to communicate in Japanese to a certain extent in limited business situations
- Daily conversation level Has the ability to communicate in Japanese at a minimum level in limited business situations
- Almost never sought for Has almost no business communication ability in Japanese

From *Survey on the Recruitment of International Students and Highly Skilled Foreign Talent by Companies (December 2024 Survey)* (Career-tasu, Inc.)

What you need to know to work in Japan

One of the important points when it comes to working in a Japanese company is to have a great attitude towards teamwork and cooperation, to be thorough on reporting, communicating and consulting (in Japan, we call this HÖRENSÖ), and to understand basic business manners such as punctuality. It is also important to respect hierarchical relationships and courtesy, and to adapt to the rules and culture of the organization. In addition, a longterm perspective on career development and attitude toward self improvement are required. If you have a problem or are unsure about something, you can consult with and rely on your colleagues and supervisors around you. There should always be someone looking out for you.

Punctuality

Being on time is highly valued in Japanese companies. Late arrivals are considered rude to others, especially being late for meetings or the start of work is strictly prohibited. You should allow plenty of time for usual arrival time at work and when visiting other companies.

Teamwork and Cooperation

In Japan, where it is considered important to produce results as an organization, teamwork and cooperation are highly valued, and everyone is expected to work together to achieve goals, not only individually. This is why how the workload is shared in Japan is so ambiguous. In addition, in the Japanese workplace culture, keeping harmony of the entire team is prioritized, so smooth communication and mutual help are believed to enhance the efficiency and quality of work. This leads to a hiring culture that emphasizes communication skills and cooperation rather than pre-employment skills during the interview process.

Report, Communicate and Consult (HÖRENSÖ)

The following are basic communication techniques emphasized in Japanese business culture. By being thorough, transparency in tasks is maintained and problems can be addressed quickly when they occur. It is important not to make decisions alone, but to consult with your supervisor or colleagues and report the results. Also, when someone points out your mistake, you should apologize honestly.

Report

Report work progress and results to your supervisor and others.

Communicate

Share necessary information about the job and let them know the situation.

Consult

Seek input and advice from supervisors and colleagues when problems or questions arise

Corporate Culture in Japan

In Japan, longterm employment is often assumed and it is expected that the employees will continue to grow and develop by being reassigned to different positions. For this reason, companies are enhancing OJT (On-the-Job Training) and other training programs for new employees to build up their skills and aim to develop them into future core members of the organization. In addition, having attitude toward self improvement will enable each employee to respond flexibly to the changing business environment and expand their career options. As individuals continue to grow on their own, their contribution to the company will increase, leading to be trusted.

Job Hunting Schedule

Hypothetical Job Hunting Schedule for FY 2027

Sophomore year	Junior year										
March, 2025	April	May	June	July	August	September	October	November	December	January, 2026	
[JLPT(Japanese-Language Proficiency Test)]				*Usually held on the first Sunday of January and December each year							
				JLPT*				JLPT*			
[Getting prepared]											
Gather information about internships											
Self-analysis and evaluation (P15)											
Researching Industries (P20), Researching Companies (P24), Researching Job Types (P26), Visiting Alumni (P31)							Application documents preparation (P43), Written Test tips (P50)				
[Job Hunting Schedule]											
Interview tips (P54)											
Summer internships (P32) Entry, selection, participation						Fall and winter internships (P32) Entry, selection, participation					
										Pre-entry(P40)	
<p>Job Hunting Schedule Rules and Job Hunting Schedule</p> <p>The job hunting schedule rules requested by the government to the Japan Business Federation and other organizations remain unchanged from previous years: PR activities may begin on or after March 1 of the year before graduation, interviews and other activities may start on or after June 1, and official job offers may be made on or after October 1. However, communication between students and companies begins much earlier.</p> <p>The schedule presented here is just an example, but use it to check where you currently stand and consider what you need to do.</p>											

■ Employment for September Graduates

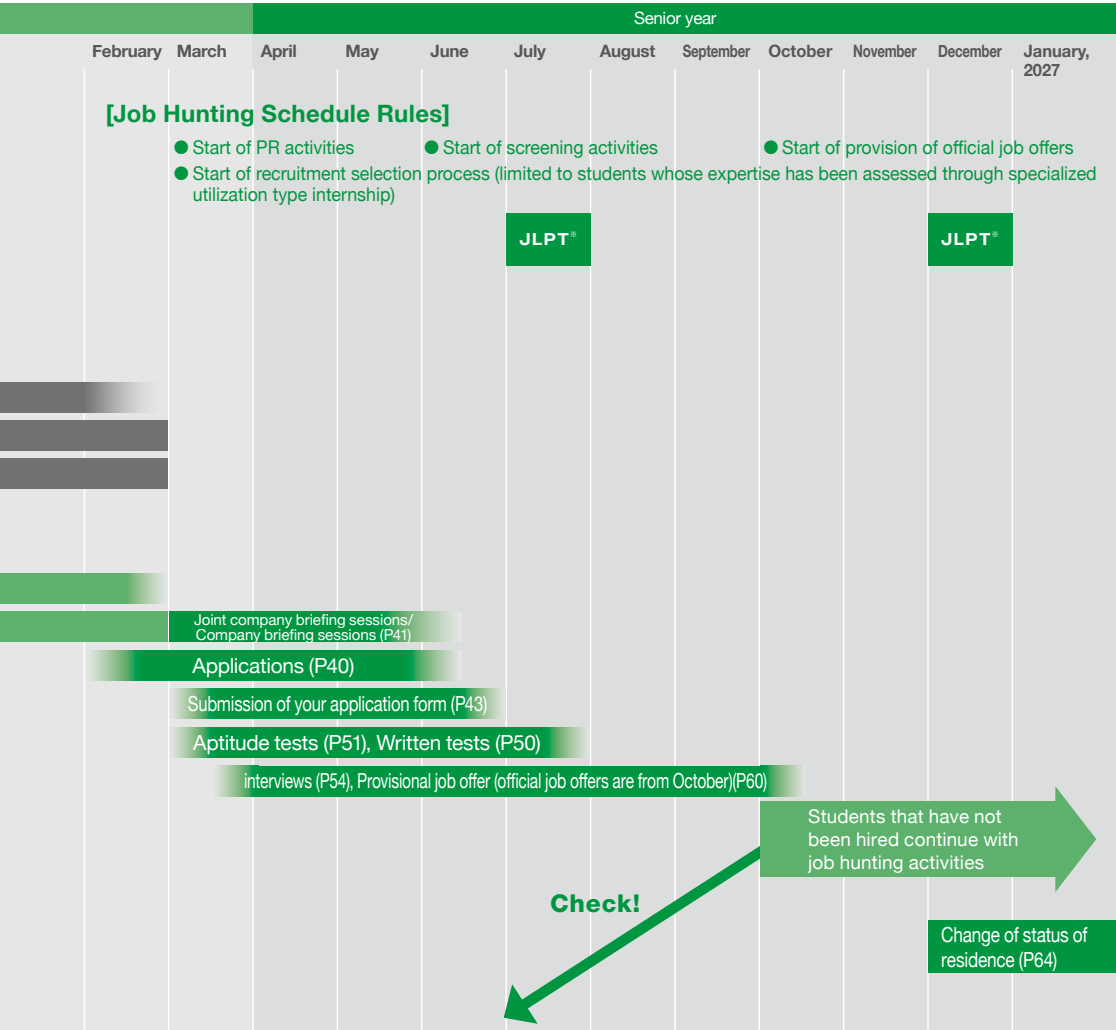
According to the simultaneous recruitment calendar, September graduates will take their employment tests as new graduates at the same time as students graduating six months later. With many companies, graduating in September and getting a job offer still means that the actual start of employment is in April the following year. With some companies, the start is in October. Make sure to confirm this in advance.

The key is to start early and gather information!

International students tend to start job hunting later than Japanese students.

(See the graph on P2 titled "When to start Job Hunting Activities")

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



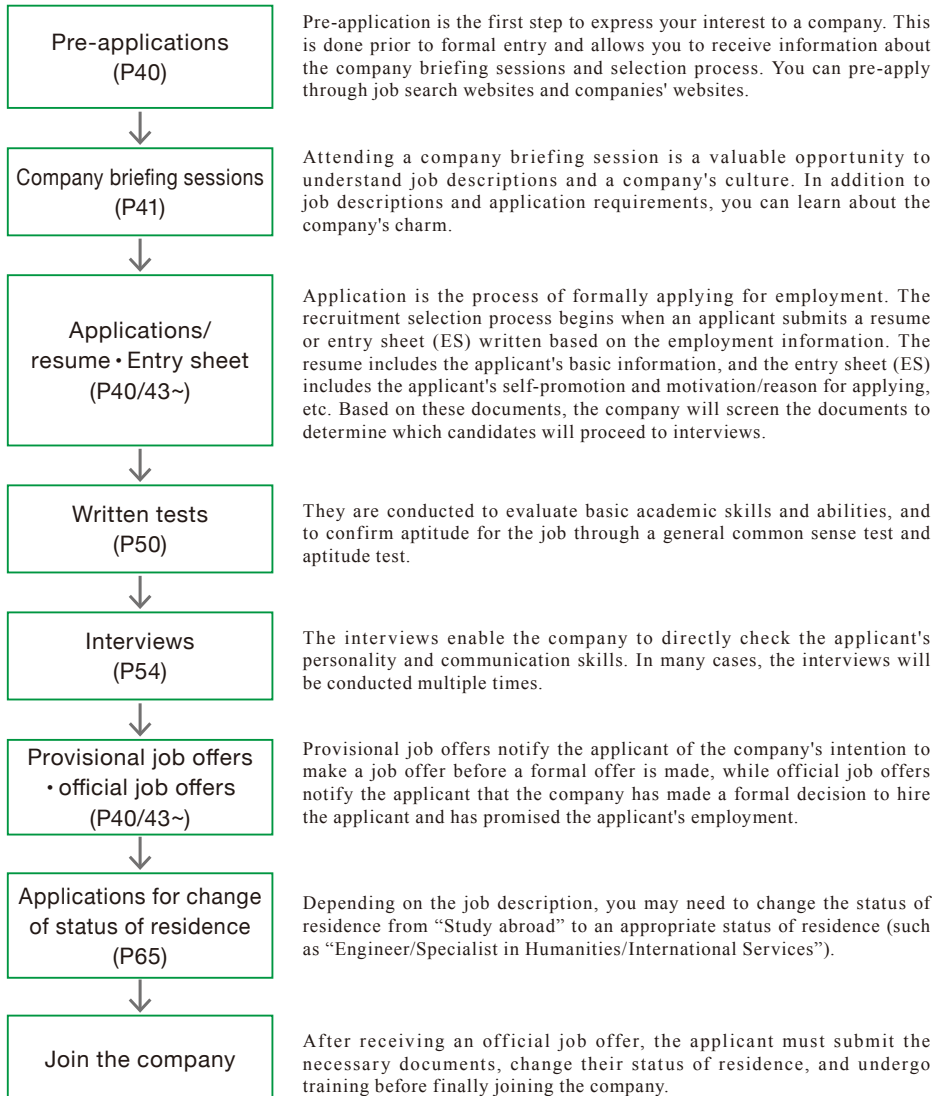
■ Year-Round Recruitment

In Japan, most companies recruit new graduates in large numbers simultaneously (scheduled to graduate in March), who will start employment in April. On the other hand, currently, many companies are offering year-round recruitment, where they hire throughout the year. You should check online and other sources to see if the companies you are interested in offer year-round recruitment.

Recruitment Selection Process and Application Guidelines

The recruitment selection process in Japan begins with the submission of an entry sheet (application form) and resume, and proceeds through stages such as written tests, group discussions, and interviews. Particularly in the recruitment of new graduates, character evaluation is emphasized, and cooperation and adaptability are often tested. In the interview process, the applicant's motivation/reason for applying and self-promotion are important, and compatibility with the company's culture and values is also evaluated. The recruitment process tends to be drawn out.

※ This process is an example and the actual selection process varies depending on companies. Please check the application guidelines for details.



Application guidelines play a very important role in selecting a company. Application guidelines includes the company's job description, application requirements, salary, benefits, etc. Through the application guidelines, you can get a concrete picture of how you would work at the company. It is important to check the application guidelines well in advance, as the contents vary depending on companies.

Examples of information found in application guidelines

Item	Contents
Employment type	It explains about the employment type, such as permanent employment, contract employment, or outsourced/temporary employment. Working styles and other factors vary depending on the employment type.
Type of occupation • Job descriptions	It describes the positions available, such as general position, as well as job descriptions after joining the company. Check carefully to see if they fit your wishes.
Location • Workplace	The location of the head office may differ from the location of your assignment.
Probation period	This is a period during which the company evaluates the individual's work attitude, ability, and skills to determine whether to formally hire the applicant. During the probation period, conditions of employment may differ, so check carefully.
Salary	In addition to starting salary and overtime pay, some companies offer fixed overtime pay.
Allowances	These are wages paid separately from the monthly salary, such as commuting and housing allowances.
Salary increase	Your salary can be increased. In Japan, it is common to have regular salary increases that are generally based on years of employment and position.
Bonus	Bonus is an extra amount of money paid separately from the monthly salary. Payment criteria are set by the company.
Days off • Holidays	In addition to the number of annual days off and holidays set by the company, annual paid leave, childcare leave, etc. are also listed.
Employee benefits	Services such as health and lifestyle services provided by the company to employees and their families, apart from salary and bonus. There are social insurance and retirement benefits etc.

Preparing for Job Hunting Activities

Self-analysis and Evaluation

Job hunting starts with self-analysis and evaluation 15

Researching Industries

Examine companies that belong to the industry you are interested in 20

Researching Companies

Research a company which belongs to the industry you desire 24

Researching Job Types

Learning job types and required skills 26

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 to not choose a company just 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? → P16	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? → P16 · 17	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? → P17	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, during each educational level: 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, regardless 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 - Example

Time	Life plan	Reasons	Work goals	How can I achieve them?
After 3 years	• Expand my network	• Want to build good relationships	• 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 am in touch with 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 during 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 helped me to finally 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 of 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 about the 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 accurate information about job hunting.

Visit Alumni

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

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.

Participate in company briefing sessions

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

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 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)



Please do not be misled by information

You need to be especially careful about the reliability of reviews and online information. Since reviews tend to be highly subjective, and some of the information on the Internet is incorrect or outdated, it is important to verify the source and reliability of the information.

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 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.

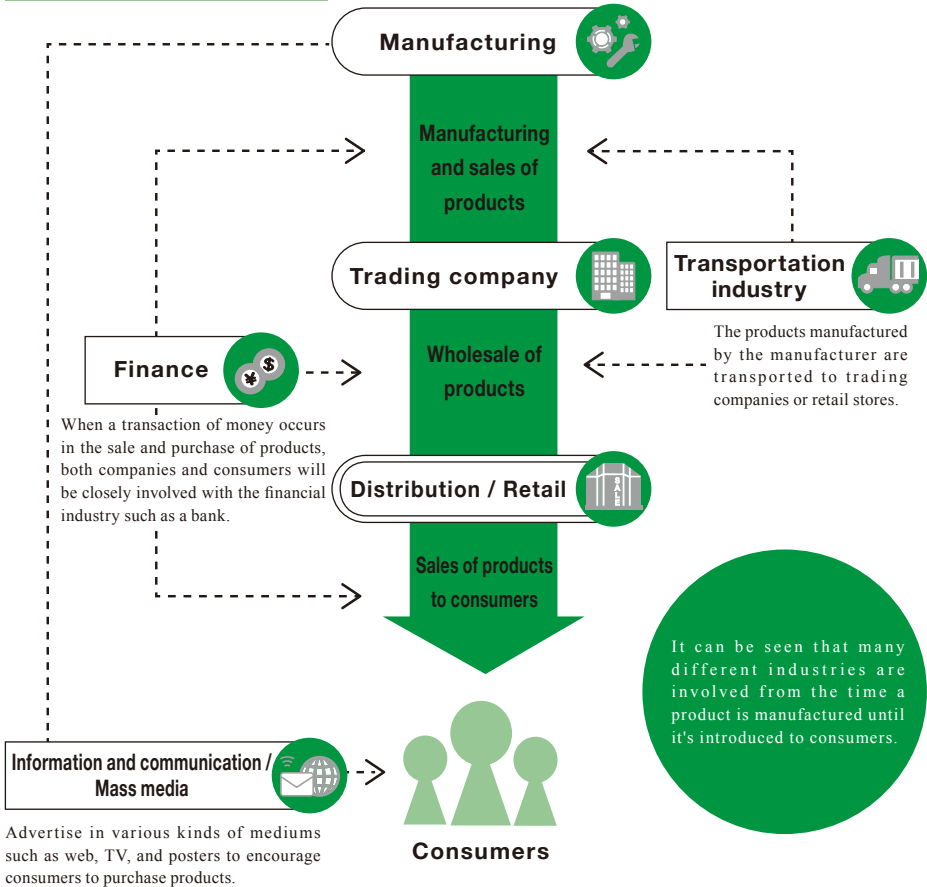
5 Now make a shortlist of industries in which you are most interested. Use this shortlist to conduct more in-depth research into the industries where possible.

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 one of the service industries that receives requests from companies and provides a wide range of research and support to help them address challenges related to business strategies, business systems, and more. In addition, many students tend to apply to trading companies, as well as the Information, Communication and Mass media 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
- Planning
- Sales and services
- Technology and research



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
- Planning
- Sales and services



Finance

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

The finance industry 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
- Planning
- Sales and services
- Finance



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
- Planning
- Sales and services
- Medical and welfare
- Linguist



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
- Planning
- Sales and services



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
- Planning
- Sales and services
- Linguist
- Creative
- Information processing and communication technologies

Researching Companies

Research a company that belongs in an industry you prefer

When researching a company, you should study from two key perspectives:

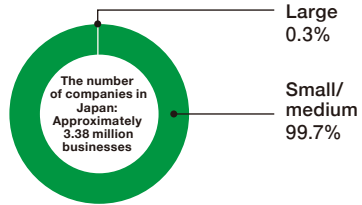
"Management Perspective" including the company philosophy and management, the business strategy and performance, the management resource, etc. and "Workplace Perspective" including the human resource and organization, the job assignment, the evaluation and treatment, etc.



Company size

Japan has approximately 3.38 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



From *White Paper on Small and Medium Enterprise in Japan / 2025* (Small and Medium Enterprise Agency)

Benefits by company size

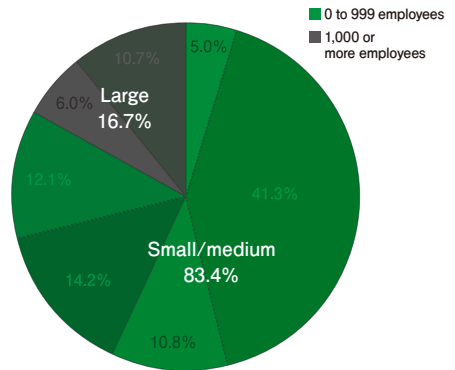
Large

- 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
- More likely to adopt performance base system, so promotion speed is relatively fast.

Percentages of international students employed by company size



From *Japanese Company Employment Status of International Students as of 2023* (Immigration Services Agency)

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

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 potential employees that match what the companies are looking for.

■ Register on agent-type recruiting websites

After you register, consultants and advisors will suggest companies that match your strengths and way of thinking. Some of them specialize in specific fields, such as international students and engineers.

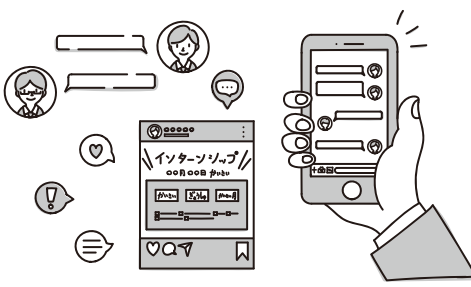
How to choose a small-to-mid-sized company

- 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 determine if their personalities and way of thinking suit you, by going through the company website and asking questions during the interviews.
- 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 classification that focuses on the kind of work an individual does. This section outlines job types and explains their job descriptions.

Clerical and administrative

Work that is essential for the smooth operation of the company's business. It also involves fundamental organizational decisions, such as developing frameworks and recruitment.

General affairs, human resources, and labor

General Affairs personnel manage office supplies, maintain the workplace environment, and plan company events. Human resources personnel handle recruitment, transfers, and the development and implementation of evaluation systems. Labor personnel handle payroll processing, social insurance procedures, and attendance management.

Finance, accounting, and treasury

Finance and accounting personnel manage the 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 are in charge of carrying out budget and account settlement operations and practical tasks such as negotiating with financial institutions for financing.

Legal affairs and patents

Legal affairs personnel are in charge of legal clerical work, verifying contracts from a legal standpoint, and liaising with and consulting legal counsel. Patent personnel are tasked with applying for and registering new products and technologies, and handling litigation when patents are violated.

Inventory and distribution control

Individuals in these occupations manage product receiving and shipping, storage, and product delivery, and reduce costs and ensure a stable supply to customers. Demand forecasting and inventory adjustment are also critical business operations.

Overseas clerk and trade clerk

Overseas clerks and trade clerks are in charge of the entire range of business required for companies to carry out import and export business smoothly, including customs clearance procedures, declaration of customs duties, arranging warehousing and transportation, payment and collection of payment, etc.

Clerk and secretary

Clerks are in charge of a broad range of work, such as handling phone calls and entering data, as well as purchasing goods and performing general affairs work related to employee welfare. Secretaries are in charge of work ranging from managing the schedule of their superior to taking care of their superior's daily affairs.

Planning

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

Advertising and public relations

Advertising and public relations personnel promote the sale of products and services, enhance corporate image, and communicate financial results, corporate policies, and other company information to the world.

Marketing research

Based on the results of research, analysis, and study of market trends, marketing research personnel develop sales strategies for products and services that will lead to the development of new products. They analyze advertisements and distribution channels, etc., in a comprehensive manner.

Product planning and 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 sales strategies.

Corporate planning

Corporate planning personnel utilize their expertise in corporate management to support presidents, executives, and other members of top management. They have many opportunities to interact with management and are involved in making important decisions.

Technology and research

These occupations involve conducting technological development and research to enhance production efficiency and develop new products, within a predetermined 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 and conduct joint research with overseas organizations.
Technology development and applied research	Technology development personnel develop technologies to effectively produce and provide their company's products and services. Applied research personnel use the results of basic research to conduct research that will lead to specific technologies/products.
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.
Quality and production management	Quality management personnel are in charge of planning inspections and checking 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.
Architectural and civil engineering design, cost management, and construction management	Architectural and civil engineering design personnel design housing, buildings, parks, roads, etc. Cost management personnel calculate and manage budgets related to construction work. Construction management personnel manage people and resources to ensure construction projects proceed according to plan.
Machinery and electronic equipment design	These are engineering occupations that design the "heart" of products ranging from precision instruments to automobiles and computer systems. These occupations leverage specialized knowledge and expertise to create outstanding products.

Sales and services

These occupations involve selling products, providing services, and attending to customers. Strong listening skills and the ability to grasp current trends are required.

Sales	Sales representatives introduce and sell products. There are corporate sales targeting businesses and individual sales targeting consumers. Sales representatives gather information to build trust with customers and make cutting-edge proposals.
Buyer	Buyers procure raw materials and products to be placed on store shelves. They look for products that match the concept of the company and that differentiate them from other companies.
Supervisor	Supervisors manage multiple locations, monitor store operations from the aspects of sales and management, and if necessary, provide instruction.
Attendant (Sales and food service)	Attendants attend to customers at department stores and mass retailers, proposing and introducing products according to the customer's taste. Food service involves jobs such as serving food in restaurants or waiting tables in inns.
Attendant (Reception, accommodation, beauty)	Receptionists are in charge of attending to visitors and directing them to the relevant locations at companies or commercial facilities. Accommodation involves jobs such as hotel front desk operations, guest assistance, and luggage handling. Beauty involves attending to customers at establishments such as beauty salons, esthetician clinics, and massage parlors.
Consultant	Consultants advise on the problems companies face from an objective standpoint. They provide improvement guidance tailored to various industries, such as finance, distribution, and healthcare, while others specialize in specific areas like management, sales, patents, or taxation.

Medical and welfare

These are specialized occupations in the fields of medicine and welfare. In many cases, one of the necessary 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. This is a field where people with liberal arts backgrounds can also thrive.
Pharmacist (National qualification)	Pharmacists dispense medications in accordance with prescriptions issued by doctors. Their job also involves giving instructions and advice to patients and customers on how to take medicine. They also order pharmaceuticals and control their inventory.
Nurse and medical technician (Both are national qualifications)	Nurses are professionals who provide health and hygiene management and treating the diseases of patients as directed by doctors. Medical technicians are professionals who support diagnosis and treatment in the medical field. They include technologists, radiologists, and physical therapists.
Certified care worker (National qualification)	Certified care workers are professionals involved in physical care, daily living assistance, and related services. They provide care for users under the direction of doctors and offer guidance to unlicensed care workers in hospitals, long-term care health facilities for the elderly, homes for elderly people requiring special care, etc.
Home helper (Accredited qualification)	Home helpers visit the homes of the elderly and physically-challenged to provide bathing assistance and daily living support such as cleaning, laundry, and shopping.
Nationally certified senior nutritionist (national certification) and nutritionist	Nationally certified senior nutritionists are professionals who manage nutritional status and provide nutritional guidance in hospitals, elderly care facilities, and similar settings. Nutritionists obtain their certification upon graduating from training institutions and work in schools and other settings to create menus and provide guidance to kitchen staff.
Nursery school teacher (National qualification)	Nursery school teachers substitute for parents to supervise children and provide instructions on general daily living in accordance with the age of the children at child welfare facilities, such as nursery schools, child centers, and preschools.

Linguist

Linguists can utilize their foreign language skills and communication abilities to play an active role.

Language teacher and lecturer	Language teachers and lecturers teach foreign languages at schools or private tutoring institutions. After graduating from university, they can engage in teaching their native language, translation, and interpretation regardless of their major.
Translator	Translators work to translate sentences written in one language into another language. There are various types of translation, such as “literary translation” for novels and other works, “video translation” to add subtitles, “business translation” to translate corporate contracts and reports, etc.
Interpreter	Interpreters work to support communication between people who speak different languages. There is simultaneous interpretation, consecutive interpretation, business interpretation, conference interpretation, broadcasting interpretation, and escort interpretation.

Finance

Individuals in these occupations utilize their advanced specialized knowledge of economic trends, stock markets, and financial products in order to manage funds and the capital of their customers.

Exchange dealer and trader	Exchange dealers buy and sell Japanese yen, US dollars, Euros, etc., on foreign currency markets on behalf of their customers to produce marginal profits. Traders receive orders from customers to buy or sell, then transmit those orders to dealers.
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Fund manager	A financial product that pools money collected from investors into a single large fund is called an investment trust (or fund). Fund managers are specialists who oversee the management of such a fund.
Security analyst	Security analysts analyze companies whose stock prices are expected to rise due to economic conditions and political developments. Some security analysts flourish on their own, while others work at insurance companies or in the asset management divisions of ordinary companies.
Financial advisor	Financial advisors advise individual clients on asset planning and management, land utilization, inheritance issues, and other matters concerning savings and deposits, insurance, stocks, real estate, etc.
Actuary	Actuaries are professionals who perform actuarial work, such as calculating interest rates and pension payments for corporate pensions. In addition, they also handle everything from setting insurance premiums to applying for approval from the Financial Services Agency in order to develop new insurance products.

Creative

These occupations are involved with artistic works or product creation. Individuals in these occupations flourish on their own, while others work in the production divisions of ordinary companies or production companies.

Editing and production	Editing and production personnel create print media, such as magazines and books, as well as web content, etc. They multitask to carry out a variety of work, including making plans, scheduling for onsite reporting, and coordinating plans with sales.
Reporter and writer	Reporters belong to newspaper companies, magazine companies, and other media outlets. Their job is to compose articles that they are requested to write while learning reporting methods and writing techniques. Writers have specialized fields, such as music and business, and write articles to be printed in magazines, books, and web media.
Designer	Designers are responsible for design in their respective fields of specialization, such as being a graphic designer, web designer, fashion designer, or interior designer.
Game creator	A general term for occupations related to game production. Roles include scenario writers, character designers, programmers who write the code for a game system, sound designers, and producers.

Information processing and communication technologies

This occupation involves all aspects of information processing technologies using computers and the Internet.

System engineer (SE)	System engineers understand the goals and requirements of customers, define specifications, and design systems. This occupation requires strong communication skills to fulfill its crucial role of listening to customers to eliminate any gaps in understanding.
Programmer	Programmers follow specifications to create computer programs. Based on the design documents created by the system engineer, they are in charge of writing code in a programming language, implementing it, conducting tests, and fixing bugs.
System maintenance and operation	System maintenance personnel regularly inspect computer systems and make adjustments, such as the replacement of peripheral devices. System operation personnel manage operations to ensure that the installed system operates without problems.
Customer engineer	Customer engineers are technicians who visit customer offices to install, configure, maintain, and repair IT equipment and systems. This job involves direct interaction with customers, requiring prompt responses when problems arise.

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 employment support companies and websites specializing in international student support.

How to search for information

Use search keywords such as "留学生" "就職支援" (employment support for international students) to search for companies offering employment support to international students. 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	Employment support companies and websites specializing in international students
<ul style="list-style-type: none"> • Used by many students • Large number of companies listed • Job postings in a wide range of industries • You can apply for internship or entry 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 job openings 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 the name of your prefecture followed by the keywords 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 at the company you are applying to, you should contact them directly. If not, you should consult with your school's career services center. Some schools have introduced an online system for requesting alumni visits. In addition, recently there are many applications that allow students to search for alumni. Always make sure that you are identifying and using these systems safely. It is also useful to make use of connections and ask people from clubs, part-time jobs or friends if they can introduce you to any opportunities.

Make an appointment

If you want to contact someone that has been introduced to you, you should be conscious of your 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 details 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 are the things that make you happy, or what struggles do you face at work?
- Was there a discrepancy between before and after you joined the company?
- What should I practice on while I'm a student?
- What's your office like?
- Please tell me your career path.
- What are the strengths of your company compared to other companies in the same industry?



Asking questions about the information listed in the company brochure or website may 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." This is different from training that takes place after you accept a job offer; students apply for internships while job-hunting and participate after going through a selection process. 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 and 4 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 for 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 know 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 can be used to appeal to companies in resumes and during 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 selected by the university.
Internship conducted as a non-required activity	usually not recognized for school credit	Internships are 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 are posted on job search websites, company websites, etc. Some companies have a selection process (document screening and interview, etc.), and only selected applicants are allowed to participate in the internship.

Styles of Internship and other initiatives to support the career development of students

Type	Target student	Expected contents	Duration	Utilization in Recruitment Activities*
Type 1 : Open company	Undergraduate and graduate students (regardless of grade)	Company briefing	Ultra-short term (single day)	×
Type 2 : Career education	Undergraduate and graduate students (regardless of grade)	Classes, industry-academia collaboration programs, etc.	Varies by course/program	×
Type 3 : Internship for general ability/specialization	Undergraduate juniors and seniors and graduate students	Includes actual work experience	5 days or more for general ability utilization type 2 weeks or more for specialized utilization type	○*
Type 4 : Highly specialized internship	Graduate students	Includes actual work experience	Job-based research → Long term (Over 2 months) For master degree students → Over 2 weeks	○*

* 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, effort is made to ensure smooth internship experiences for international students.
- Lectures, and other sessions are provided to students before participating in an internship.
- Students can continue to receive employment support from the Employment Service Center for Foreigners even after completing of 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, internalizing a feeling of respect towards others will allow honorifics to come naturally to you.

Types of honorific

- ① Respectful terms 「尊敬語」・・・to show respect; used when referring to the acts, status and possessions of the other party
- ② Humble terms 「謙讓語」・・・to show modesty; used when referring to 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	謙讓語	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	<small>おんしゃ</small> 御社（話し言葉） <small>ましや</small> 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. It is also effective to ask Japanese teachers or friends for their advice on specific pronunciations that are difficult for you.

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 should letters 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

○年○月○日

○株式会社
採用ご担当者様

青海大学経済学研究科
王 留学

履歴書送付について

拝啓
貴社ますますご清祥のこととお喜び申し上げます。

先日は貴社の会社説明会に参加させていただきありがとうございました。貴社の経営方針や事業の内容について理解が深まりました。また、貴社の社員の方々の熱意あふれる仕事ぶりに感銘をうけ、貴社へ入社したいという気持ちが高まりました。

つきましては、ご指定のありました下記書類を送付させていただきます。よろしく
お願い申し上げます。

履歴書 一通

記

以上

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

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
東京都千代田区〇〇町△丁目×番□号

〇〇大学△学部××学科 〇〇 〇〇

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	人事ご担当者様
Job Titles Attached to Individual Names	様	人事部〇〇様

Important Notes 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 it shows the company that you are serious about the interview and have social common sense. Suits designed for 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 are 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 should be avoided at all costs. 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?”

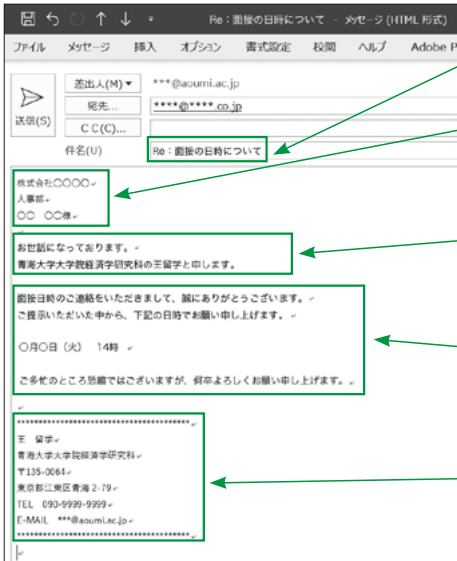
E-Mail Etiquette

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.

■ Important Notes 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 it is urgent or if you need to apologize.
- Reply immediately to all e-mails received from the company.

Cost of Job Hunting

Job hunting activities require a lot of money. For example, expenses include 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 become 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
<hr/>	
Total cost	65,000 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
<hr/>	
Total cost	4,000 yen

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

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



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

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

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Applications

Starting an application is the first step to job hunting

Starting an application, known as "entry" in Japanese, involves expressing your interest in the company. Some companies call this "pre-entry". When you do so, the company will send you employment information, company details, announcements of briefing sessions, etc., via e-mail or direct mail. As your first step, you should actively apply to companies that interest you.

How to start an application

■ The company information page on an employment information website

The application feature for simultaneous recruitment 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://www.ac-lab.jp/
Career+ (operated by Career-tasu, Inc.)	https://job.career-tasu.jp/
S-WaveNet (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/
Bun Nabi! (operated by Bunkahoso Career Partners Co., Ltd.)	https://bunnabi.jp/
Mynavi (operated by Mynavi Corporation)	https://job.mynavi.jp/
Rikunabi (operated by Indeed Japan, Inc.)	https://job.rikunabi.com/
Re Job Hunting Campus (operated by Gakujo Co., Ltd.)	https://www.gakujo.ne.jp/campus/

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 recruitment websites 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 via direct mail, etc.

Company Briefing Sessions

Developing an eye for companies

Company briefing sessions, seminars, and similar events are held after applications are submitted and before moving onto the selection process. Attending the briefing sessions, etc., provides the opportunity to listen to explanations provided by recruiters, 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 the effectiveness of attending the sessions.

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.

Company briefing sessions are held either face-to-face or online. There are two main styles of online briefing sessions:

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** • • • Available on the [Event] page of job information 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 careers centers, etc.
- Job Information Magazines** • • • Advertisements for events and lists of event information are available in magazines related to job information placed in career centers etc.

Preparation for and attitude in company briefing sessions

■ Things to do before the session

- 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 an environment with a stable Wi-Fi connection. Also, prepare a webcam, earphones, etc. in advance so everything goes smoothly.

■ 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 ⇒ Reach 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.

What to bring

- Something to write with
- Organizer/memo pad
- Map to the venue
- Letter of invitation to the briefing session
- Company information materials

Things to bring just in case

- Personal seal (inkan)
- Resume (just in case)
- Copy of the application form

*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 governments for students who are starting to job hunt and is 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.

How to write a resume

Your resume is one of the official application documents. Handwritten resume used to be required, but now increasingly more companies require you to submit them online. You should fill out your resume carefully and legibly if it is handwritten. The basic rule is to write in a “desu-masu” style (the polite form). The “desu-masu” style expresses politeness and softness, and is especially preferred in business situations because it is easy to read and gives a friendly impression.

履歴書

20XX年 X月 X日 現在

写真をはく位置

写真をはく必要がない場合

1. 縦 24×24mm
2. 半角文字から上
3. 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

〒 135-8630 東京都江東区青海 2-2-1

電話番号 090-9999-9999

Eメールアドレス abc@aomi.ac.jp

〒 電話番号

連絡先 〒 (現在所以外に連絡し希望する場合は記入)

年	月	学歴・職歴 (項目別にまとめて記入)
		学歴
2024	6	中国经济大学 経済学部 経済学科卒業
2025	4	青海大学大学院 経済学研究科 修士課程入学
2027	3	同課程修了見込
		職歴
		なし
		以上

記入上の注意 1. 郵葉以外の異又は青の筆記具で記入。 2. 数字はアラビア数字で、文字はくすきず正確に書く。 3. 印刷のところは、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
2024	12	日本語能力試験N1取得
2025	7	TOEIC公開テストスコア880点取得
2026	3	普通自動車第一種運転免許取得

Write the official names of licenses and qualifications. Write down any qualifications that you acquired in your home country.

志望動機

私の貴社を志望する理由は、日本のパンを世界に広めたいからです。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と海外にも展開されていることをホームページで見ましたからです。

私は日本に来た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あ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、現在アルバイトがレズビの翻訳をしたり、母国の料理の作り方を教へたりしています。その経験や語学と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と半年間毎日続けたことから言えます。日本語の勉強とすることになり、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必ず調べ、作った文で日本語の先生に直して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考えています。

通勤時間

約 | 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・無 ※有・無

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。

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 your personality and strong points with the reasons and background for each. When writing about your weakness, try to give a positive impression showing the efforts and learning with specific episodes.

When you handwrite your resume and make a mistake, you need to rewrite the entire document. Do not use correction liquid. 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 pencil, 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 used 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 application form, "What I worked hard for in my schooling 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 20) and the company (page 24).
- Under "Reasons for Applying" explain why you are keen to join the company.
- Explain clearly that 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 want to work for the company (i.e. the main point)
↓
- 2 Give reasons for this statement—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-PR

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

Key points

- Self-analysis is a good way to identify your strengths and attributes. (→Self-analysis and Evaluation, P15)
- 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.



- Self-analysis is a good way to identify your key achievements at university.(→ Self-analysis and Evaluation P15)
- 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

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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 ensure that students have attained a certain level of knowledge and academic skills, and to verify that they possess 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 an 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 the ease of adapting to work based on points scored for personality and basic skills
	Organizational Adaptability	Measures ease of adapting to organizational customs

Points of note for SPI3

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

Sample questions

● Language course (Japanese)

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

- (1) 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
- (2) There is 200 g of a 3 % saline solution and 300 g of a 4 % saline solution.
If these two saline solutions are mixed together, what percentage is the salinity?
① 2.6 % ② 3.6 % ③ 4.6 % ④ 5.6 % ⑤ 6.6 %
- (3) 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
- (4) When the following statements are true, which of the below is certain?
A. If you like Spring, you like tennis. B. If you like winter, you like skiing.
C. If you like studying, you like Spring.
① If you like Spring, you like studying. ② If you like winter, you like studying.
③ If you don't like skiing, you don't like Spring. ④ If you like studying, you like tennis.
⑤ If you don't like Spring, you don't like tennis.

[Answers] (1)→⑤ 75 km. (2)→② 3.6%. (3)→② 81 children (4)→④ If you like studying, you like tennis.

● General knowledge

- (1) Preliminary tremors causing seismic waves are known as P-waves, but what are the seismic waves causing principal shocks known as? Choose from the following options.
① S-wave ② L-wave ③ N-wave ④ EW-wave ⑤ V-wave
- (2) What are the 3 musical elements? Choose from the following options.
① Rhythm, melody, harmony ② Beauty, joy and grandiosity ③ Strength, length and melody
④ Force, height and tone ⑤ Length, size and tone
- (3) Of the administrative divisions in Japan, the one with the largest area is Hokkaido, but which prefecture has the second largest surface area? Choose from the following options.
① Akita prefecture ② Iwate prefecture ③ Aomori prefecture
④ Nagano prefecture ⑤ Gifu prefecture
- (4) 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, 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.

In addition, some companies conduct interviews online. There are many different types of interviews, but here, we will look at the most common interview formats: group discussions, group interviews and one-on-one interviews.

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

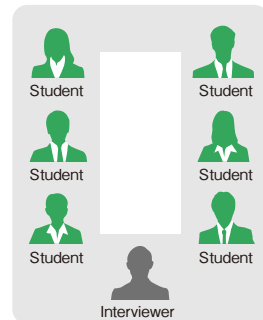
- 1 Self-introduction
↓
- 2 Allocation of roles
↓ Main roles are: coordinator, secretary, timekeeper, presenter
- 3 Discussion
↓
- 4 Presentation

■ 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.

■ Procedure

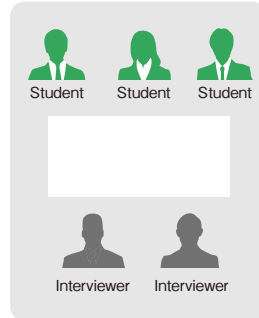
The interviewer asks a set of questions based on the application forms and resumes. The same questions are asked to each applicant in turn.

■ Important

- Remember: first impressions are very important!
- 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.

■ Format

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



③ One-on-one interview

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

The interviewer will analyze your responses and examine your attitude and posture, your expression, and your use of language.

■ Procedure

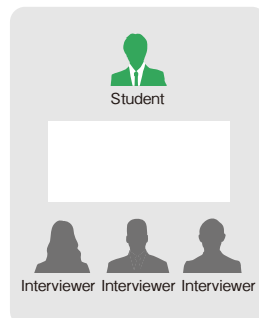
The interviewer prepares questions based on the application form and resume. Firstly, you will be asked about information supplied on your application form and resume. Often, the interviewer will want to hear further details or explanations.

■ Important

- Re-read your application form and resume 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.

■ Format

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



Interview process (Face-to-face)

1 Arrival at the venue

Never be late. Be sure to arrive at the venue 15 minutes before the set time so that you can be calm for the interview. Be sure to switch off your mobile phone before going into the building. In winter, take off your coat before going inside.

2 Reception

You should assume that the interview starts at reception. At the reception desk, be sure to clearly state the name of your school, your name, and that you have come for the interview. Do not forget to thank the person who directs you to your destination, and be sure to lightly bow to any company employees you pass along the way.

3 Waiting room

Wait quietly until you are called in for the interview. Put your belongings at your feet rather than on the table. Avoid talking to other students or going in and out of the waiting room frequently, even if you have to wait for a long time.

4 Entering the interview room

Knock on the door two or three times. When you are told to come in, you should say "Excuse me" and enter the room. Be sure to open and close the door quietly. After entering the room, politely bow once to the interviewer(s) and walk to the side of the prepared seat, then state your school name, department, and your name, in a cheerful manner, and politely bow again. When the interviewer asks you to sit down, say "Thank you" and sit down.

5 During the interview

Be sure to place your bag at your feet and sit with good posture without leaning against the back of the chair. Use polite and accurate Japanese, answer questions concisely and in a manner that is easy to understand, while making eye contact with the interviewer. In the case of a group interview, you should pay attention to other students when they are being asked questions.

6 Leaving the room

When the interview is finished, stand up and thank the interviewer(s) for taking the time to interview you. Walk to the door, politely bow again, and say "Goodbye." Close the door quietly as you leave the room. In winter, do not put your coat back on until you are about to leave through the main entrance. You may also switch your mobile phone back on.

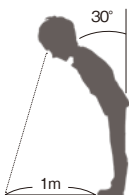
Bowing etiquette and posture

Full bow

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

Angle = 30°

Eyes fixed on the ground about one meter away

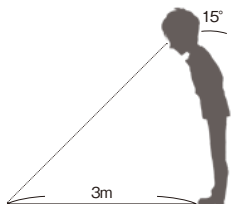


Half bow

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

Angle = 15°

Eyes fixed on the ground about three meters away



Seated posture

How to sit with good posture

- Sit tall—stretch your back out
- Do not use the backrest
- Sit forward in your seat



Placement of hands and feet

- Women: Keep legs together and place hands on the knees
- Men: Have legs slightly apart, form a gentle fist with your hands and rest on thighs
- Try to keep your hands and feet still during the interview



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 are usually able to record this multiple times until you are satisfied with the result. Even for video interviews, you should dress and present yourself as you would for a typical job interview. Communication and time management skills are also evaluated. For example, whether the applicant is able to speak clearly about the topic and express themselves concisely within the appropriate time frame.

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 progress 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 an employment agency and a temporary agency.

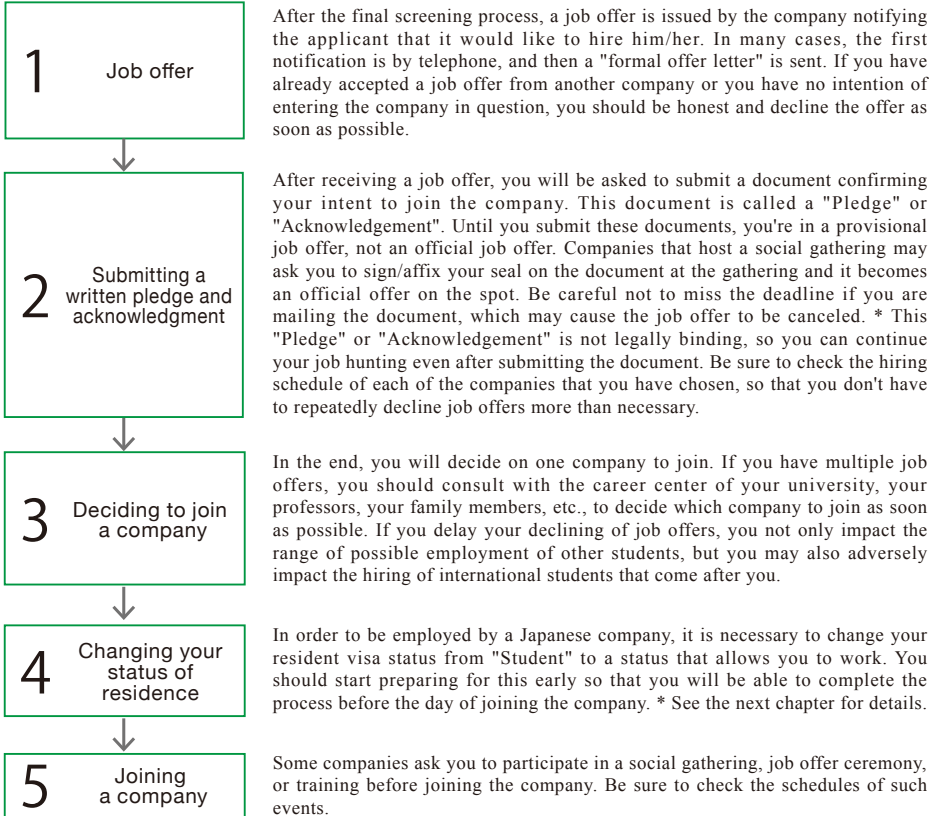
To enter a company on April 1st, it is necessary to complete all change in residence status procedures by the end of January. So try to obtain a job offer before that time so that you can apply for change in residence status.

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



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)



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.

Changing Your Status of Residence

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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 Engineer/Specialist in Humanities/International Services status accounted for approximately 80% of the residence statuses held by international students that changed their residence status for the purpose of working in Japan in Reiwa 5,(2023).

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/applications/resources/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). 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 specialized training college should be related to knowledge and skills required for the work you intend to engage in. (However, this is not as strictly considered for those who have completed a university, technical college, or a department of postsecondary course in a specialized training college that has been accredited by the Minister of Education, Culture, Sports, Science and Technology as stipulated in Article 2 of the "Regulations concerning the accreditation of Program for Enhancing Employment of International Students in postsecondary courses in specialized training colleges (Ministry of Education, Culture, Sports, Science and Technology Public Notice No.53 of 2023).")

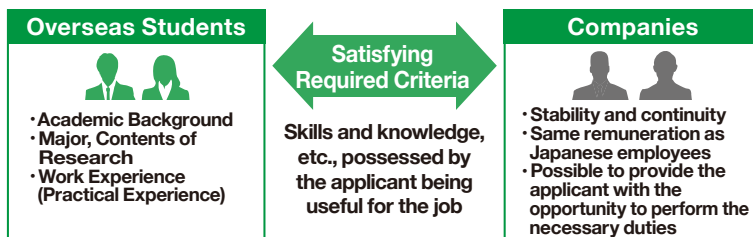
- University graduates can engage in translation from or into their native language, interpretation, and/or language instruction regardless of university major.

- 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 	<p>Organizations or individuals (excluding those listed in category 2) that have submitted statements of earnings in withholding tax records or other statutory tax reports for employees for the previous year</p>	<p>Organizations or individuals not covered by Categories 1 to 3</p>

Category	Documentation required(See page 68 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 67

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)

- ④ Documentation providing evidence of the titles of diplomas or advanced diplomas received (vocational school students only)

Individuals who have completed a program that has received accreditation from the Program for Enhancing Employment of International Students will receive a certificate of completion

- 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



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

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

1 Outline and Objectives of the System

The Points-Based Preferential Immigration Treatment for Highly-Skilled Foreign Professionals was enacted on May 7, 2012, for the purpose of promoting the entry of highly-skilled foreign professionals into the country. The objective of this system is to promote the entry of highly-skilled foreign professionals into Japan by dividing their activities into the three categories of [Advanced Academic Research Activities], [Advanced Specialized Technical Activities] and [Advanced Business Management Activities], and awarding points in accordance with their [Academic Background], [Work Experience], [Annual Salary], and other criteria depending on the characteristics thereof, and granting preferential immigration treatment to those who achieve a predetermined total of points (70 points).

2 Preferential Immigration Treatment

Three Categories of Activities of Highly-Skilled Foreign Professionals
<p style="color: #4f81bd;">Advanced Academic Research Activities [Highly-Skilled Professional (i) (a)]</p> <p>Activities of engaging in research, research guidance, or education based on a contract entered into with a public or private organization in Japan</p>
<p style="color: #4f81bd;">Advanced Specialized Technical Activities [Highly-Skilled Professional (i) (b)]</p> <p>Activities of engaging in work requiring specialized knowledge or skills in the field of natural sciences or humanities based on a contract entered into with a public or private organization in Japan</p>
<p style="color: #4f81bd;">Advanced Business Management Activities [Highly-Skilled Professional (i) (c)]</p> <p>Activities of engaging in the operation or management of a public or private organization in Japan</p>

[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

[Highly-Skilled Professional (ii)]

- a. In conjunction with the activities of "Highly-Skilled Professional (i)", permitted to engage in almost all of the activities under the authorization for employment
 - b. Granted an indefinite period of stay
 - c. Eligible for the preferential treatment of the above-mentioned (3) to (6)
- **Highly-Skilled Professional (ii)* is for foreign nationals who have engaged in activities of "Highly-Skilled Professional (i)" for three years or more.

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/>



Application for Change of Status of Residence
 Specialist in Humanities / International Services / Engineer /
 Job Hunting Activities after Graduating
 Designated Activities
 Specified Skilled Worker

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 the Immigration Services Agency of Japan), 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.

■ 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.

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.

In line with J-MIRAI - Japan-Mobility and Internationalisation : Re-engaging and Accelerating Initiative for future generations - (Council for the Creation of Future Education, April 27, 2023), in June 2023, a new system was established by the Minister of Education, Culture, Sports, Science and Technology (MEXT) with the aim of improving the retention rate of highly-skilled foreign professionals and providing more opportunities for foreign human resources who have graduated or completed specialized training colleges etc., so that they can play an active role in the industry. This new system accredits departments of postsecondary courses in specialized training colleges that provide high quality education, as well as education that contributes to the promotion of understanding of Japanese society, for the purpose of promoting career development for international students. In response to this, the Immigration Services Agency decided to add those who are recognized as equivalent to university graduates, such as those who have obtained advanced diploma (limited to those who have completed the postsecondary course in a specialized training college accredited by MEXT), to the list of "specified activities (Notification No. 46)", and the Ministry of Justice Notice was revised in February 2024.

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>Those who have graduated from a university, and have completed a program at a graduate school in Japan and have been awarded a degree. Those who have graduated from a College of Technology (KOSEN) (includes those who have completed the first half of a professional/vocational university course) or vocational school (they need to have completed the first half of a professional and/or vocational university), passed the examination conducted by the National Institution for Academic Degrees and Quality Enhancement of Higher Education, and have been awarded a degree. Those who have graduated from a department of post-secondary course in a specialized training college (limited to departments of postsecondary courses that have been accredited by the Minister of Education, Culture, Sports, Science and Technology as stipulated in Article 2 of the regulations concerning the accreditation of Program for Enhancing Employment of International Students in postsecondary courses in specialized training colleges (Ministry of Education, Culture, Sports, Science and Technology Public Notice No.53 of 2023), have been awarded an advanced diploma, and have a high level of Japanese language proficiency.</p> <p>① Educational Background Those who have graduated from a university, and have completed a program at a graduate school in Japan and have been awarded a degree. Those who have graduated from a College of Technology (includes those who have completed the first half of a professional/vocational university course) or vocational school (they need to have completed the first half of a professional and/or vocational university), passed the examination conducted by the National Institution for Academic Degrees and Quality Enhancement of Higher Education, and have been awarded a degree. Those who have graduated from a department of postsecondary course in a specialized training college (limited to departments of post-secondary courses that have been accredited by the Minister of Education, Culture, Sports, Science and Technology as stipulated in Article 2 of the regulations concerning the accreditation of Program for Enhancing Employment of International Students in postsecondary courses in specialized training colleges (Ministry of Education, Culture, Sports, Science and Technology Public Notice No.53 of 2023), and have been awarded an advanced diploma.</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.

Specified Skilled Worker

With the objective of accepting foreign workers for industrial fields with a serious shortage of labor, the new status of residence Specified Skilled Worker was created on April 1st, 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 16 specified fields are nursing care; building/cleaning management; manufacture of industrial products; the construction industry; the shipbuilding/ship machinery industry; automobile repair and maintenance; the aviation industry; the accommodation industry; automobile transportation business; railway; agriculture; fishery & aquaculture industries; manufacture of food and beverages; food service industry; forestry and wood industry.

Note: There are two types of status of residence for the 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, automobile transportation business, railway, forestry and wood industry 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/applications/ssw/10_00179.html



Requirements and criteria

- 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 and agree with 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, in principle.

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



Job Hunting Reports



Mr. DONGROK KIM

Nationality: Korea

University/school: Sophia University

Faculty of Law, Department of Legal Studies of the Global Environment

Period of study in Japan: April 2022 to March 2026

Place of work: OKAYA & CO., LTD.

Japanese proficiency: JLPT N1

■ Reasons for working in Japan

From the time I decided to study in Japan, I had my sights set on finding a job in Japan, so I never considered any other options. Also, I believed that having overseas experience would be more beneficial for career development than finding a job in my home country.

■ Reasons for choosing the company

I was looking at industries in Japan that would allow me to interact with countries around the world, focusing my job search on trading companies and manufacturers that are actively expanding globally. Among them, Okaya & Co., Ltd. was appealing because it had strengths across various business areas, even among specialized trading companies, and had secured long-term stability.

■ Company job content

As a specialized trading company, their main revenue model is the trading business, which generates added value by purchasing goods from manufacturers and selling them to customers. The company handles products across four segments, steel, machinery, electronics, and food, through ten sales divisions, representing a broad range of business operations.

■ Self-promotion to companies

The company values the “Three Reality Principle” (actual site, actual object, and people on the site) as one of its core philosophies, and they were looking for individuals who could directly observe things on-site and interact closely with local people. Therefore, I was keen to highlight my diverse on-site experiences, such as leading activities in student dormitories and backpacking.

■ Number of companies applied to during job hunting

Internship applications: 25, Main selection applications: 20

■ Effective job hunting strategies

It is getting multiple people to review your application form. No matter how good your Japanese is, I believe there will always be parts that need correction if you are an international student. Therefore, I asked university career center and Japanese acquaintances to proofread my application.

■ How I researched industries and companies

I started by looking through information on multiple companies, primarily checking the quarterly corporate reports available at my university career center and review sites. Then, using the IR information and recruitment websites of the companies I selected, I further narrowed down the industry and the specific companies I would apply to.

■ Things to be careful of regarding application forms and resumes

Recently, I have heard that there has been an increase in people using generative AI like ChatGPT to create their application forms. However, I thought that using generative AI would make it difficult to differentiate myself from others and not show my unique writing style, so I made a conscious effort to use it as little as possible, except for correcting typos.

■ Things to keep in mind during interviews

I focused on smiling and speaking clearly. I was also careful to avoid reciting the content of my application form like a script during the interview. Instead, I rephrased it in my own words so that the interview could feel like a conversation with the interviewer.

■ Questions asked during interviews

Besides standard questions such as what I put my effort into during my student years and my reasons for applying, there were also many questions related to my unique background as an international student. These included why I chose to work in Japan and how it compares to my home country.

■ Hopes and plans for the future

One characteristic of trading companies is the abundant opportunities for overseas postings. In the future, I would like to work in a department that deals with international trade and serve as a bridge connecting Japan with multiple foreign countries as a trading company professional.

■ Advice to future job-seekers

In recent years, job hunting activities have tended to start earlier, so I suggest beginning your job search by the summer of your junior year at the latest. It took me about a year from starting my search to receiving a job offer. Keep in mind that job hunting is a long-term endeavor, so work hard while also taking care of your health!



Ms. ZHOU JUNYI

Nationality: China

University/school: Tama Art University

Major: Graduate School of Art and Design (Master's Degree Program), Design Major, Product Design Research Area

Period of study in Japan: April 2022 to March 2025

Place of work: maruman Holdings Co., Ltd.

Japanese proficiency: JLPT N1

Reasons for working in Japan

My fascination with Japanese design goes way back, and I have always had a strong desire to work as a designer in Japan. I also felt that the country was a safe and convenient place to live, particularly for someone living alone, which is why I wanted to work in Japan.

Reasons for choosing the company

I love stationery, and many products I had used since my student days were from this company, so I was already familiar with it. I was also drawn to their focus on overseas expansion. I decided to join because I saw it as a place where I could utilize my language skills and interests.

Responsibilities at work

We are a stationery manufacturer. While expanding our product range into the stationery category, focusing on paper products like loose-leaf paper, we are developing our business around “creating moments of creativity” for people.

Self-promotion to companies

I talked about my skills in planning and design through the artistic works I created during my university years. I also promoted myself as having gained many practical experiences for working in Japan by actively participating in events and internships after arriving in the country.

Number of companies applied to during job hunting

Applications: 20, Company briefing sessions: 15, Internships: 6, Interviews: 12

Effective job hunting strategies

I thoroughly researched the characteristics of the industries and companies I was interested in, as well as the ideal candidate they were looking for beforehand. Then, I organized how my strengths and aspirations aligned with these requirements. Having a clear sense of direction made it easier to select companies and promote myself in interviews.

How I researched industries and companies

I researched the company's business activities and philosophy on their official website and attended briefing sessions to get a feel for the atmosphere and work style. As an international student, I initially struggled with managing my schedule and gathering information, but I took full advantage of the career support services and information tools offered by the school. I organized my thoughts on suitable industries and company profiles by referencing the experiences of former Japanese students and visiting alumni.

Things to be careful of regarding application forms and resumes

It is important to have a thorough understanding of the company's characteristics and to be able to articulate your motivation and strengths clearly. I made sure to express my motivation for applying sincerely and authentically, while also avoiding mundane content.

Things to keep in mind during interviews

First impressions are important, so I paid close attention to my manners and appearance. I eased my nervousness by thoroughly preparing for and practicing the interview beforehand. During the interview, I made a conscious effort to maintain a cheerful, proactive attitude.

Questions asked during interviews

The questions asked during the interview were mainly basic topics such as “Motivation for applying,” “Self-PR,” “What I worked hard for in my schooling days,” “My future goals,” and “Introduction of my portfolio.” As an international student, I made a conscious effort to clearly talk about my strengths and experiences while being mindful of language and cultural differences. For example, I simplified explanations of technical terms and tried to include many specific examples. Although I sometimes stumbled over my words due to nervousness, repeated practice helped me gain confidence.

Hopes and plans for the future

While gaining experience as a designer in Japan, I would like to enhance both my specialized skills and language proficiency. In the future, my goal is to introduce hit products that I have been involved in planning and designing to the world.

Advice to future job-seekers

During job hunting activity, it is important to align what you really want to do with the type of person companies are looking for. You should carefully conduct self-analysis and company research, and prepare to express your thoughts in your own words for peace of mind. Good luck.



Ms. Cha Cera

Nationality: Korea

University/school: J. F. Oberlin University

Department/Faculty: College of Arts and Sciences,
International Cooperation

Period of study in Japan: April 2020 to March 2025

Place of work: Nippon Cargo Airlines Company, Limited

Japanese proficiency: JLPT N1

■ Reasons for working in Japan

While studying in Japan, life there suited me very well so I felt that I wanted to continue to live in Japan, and then I started considering finding a job in Japan. I feel that Japanese companies have excellent systems for education and career development in the workplace, and I can gain valuable experience and learn a lot in life. Therefore, I thought that working in Japan was the best choice for me.

■ Reasons for choosing the company

Seeing the vaccine being transported around the world by air logistics during the coronavirus pandemic, I realized that air logistics is an important industry that delivers needed supplies quickly, and I became interested in the industry. When I needed my belongings that were left in Korea while I was studying in Japan, I had the experience of receiving it promptly by airmail, which was very helpful. Through this experience, I felt that I wanted to do work that would be useful and valuable to people, which is why I applied to this company.

■ Responsibilities at work

Nippon Cargo Airlines Company, Limited is responsible for the operations of air cargo being imported and exported. They take care of cargoes including perishable goods that must be fresh, expensive artwork, semiconductor manufacturing equipment, life-saving medical supplies, relief supplies, and even racehorses and more. They support Japan's international logistics while seeing off aircraft that take off to countries around the world.

■ Self-promotion to companies

First, I emphasized that I maintain amicable interpersonal relationships. Specifically, I mentioned that I have never had any major problems or arguments in my life and about how I have solved problems with others when they arose. I also marketed my strength as a planner and explained how I planned my daily schedule, showing a specific schedule.

■ Number of companies applied to during job hunting

Applications: 38, Company briefing sessions: 30 (All online), Internships 4: (3 online), Interviews 6 (4 online)

■ Effective job hunting strategies

I think it was good to broaden my perspective and have an interest in a variety of fields, rather than concentrating only on areas that are related to things I am interested in. I also felt that it is important to take on challenges first, even if I am not confident when applying to companies.

■ How I researched industries and companies

I attended company briefing sessions and checked the company's website. I also gathered information by consulting with friends and people who graduated before me.

■ Things to be careful of regarding application forms and resumes

I analyzed the company and tried to write my applications taking into account the type of person the company is looking for. I also took care not to use unnatural Japanese or incorrect grammar.

■ Things to keep in mind during interviews

I learned about interview etiquette, practiced many times to prepare myself to avoid making mistakes, and tried to speak confidently even if I was nervous. I also valued the opportunity to visit offices in other countries and communicate with employees there.

■ Questions during interviews

What I want to do after joining the company, why I came to Japan to study, and how I deal with personal relationship problems.

■ Hopes and plans for the future

I believe that it is meaningless if I am the only one feeling happy, so my dream for the future is to do a rewarding job where I can make the people around me happy as well.

■ Advice to future job-seekers

I think the key is to not worry too much and take action by attending company briefing sessions, focusing on self-analysis, and analyzing the industry. It would also be helpful to study for the SPI in advance.



Ms. Go Lien

Nationality: Belarus

University/school: Takushoku University

Faculty of Foreign Languages, Department of Global Japanese Language

Period of study in Japan: January 2020 to March 2025

Place of work: AXZIA Inc

Japanese proficiency: JLPT N1

■ Reasons for working in Japan

After coming to and living in Japan, I have experienced Japanese life and culture and have been strongly attracted by its charms. I empathized with the Japanese's daily life people's courtesy, and their attitude toward work, and felt that I wanted to contribute to Japanese society as a member of it. Because of this, I would like to work for a Japanese company where I could utilize my skills and contribute to society through my job.

■ Reasons for choosing the company

I wanted to be involved in work that improves people's lives, and I wanted to offer products that I have interest in. I feel that cosmetics are closely related to our daily lives and support people's self-expression and self-confidence, so I decided to work for a cosmetics-related company.

■ Responsibilities at work

The company offers beauty and health products such as skin care and supplements. Taking advantage of Japan's high technology and quality, they are expanding their business to Asia and other countries. They aim to support beauty from both inside and outside the body, with particular emphasis on anti-aging care and skin whitening.

■ Self-promotion to companies

I promoted my international communication skills, which I acquired by participating in international exchange meetings at the university. Through interaction with people from different cultural backgrounds, I cultivated my ability to understand diverse values and respond flexibly. I would like to make use of this experience to communicate smoothly with diverse people in the company and contribute to them from a global perspective.

■ Number of companies applied to during job hunting

Applications: 12, Company briefing sessions: 35 (18 online), Internships: 0, Interviews: 7 (5 online)

■ Effective job hunting strategies

It was effective to actively participate in various company briefing sessions. This helped me to understand the business and company culture of each company, and to clarify what I really want to do and the characteristics of the companies I want to work for. I feel that by gaining a lot of information, I have broadened my perspective and have a foundation for identifying the company that suits me the most.

■ How I researched industries and companies

I used their official websites. Specifically, I reviewed an ideal candidate profile and their business description in detail, and looked for matches with my own strengths. I also deepened my understanding of the company I wanted to work for by reading interviews with senior employees and gaining an image of the company's atmosphere and work style.

■ Things to be careful of regarding application forms and resumes

I made a conscious effort to clarify "Why I chose this company and not others." I tried to convey how much I wanted to work for this company and my strengths by listing specific features and attractions that I understood from the company research, and by expressing how I empathized with them and how I can contribute to the company.

■ Things to keep in mind during interviews

By anticipating questions in advance, preparing answers, and having rough answers in mind, I was able to go into the interviews with confidence. I also tried to give a good impression to the interviewer by being conscious of answering with a cheerful expression and a smile.

■ Questions during interviews

During the interview, I was asked questions about reasons for applying for the company, what is most important for me when I am job hunting, what I want to do after joining the company, the kind of person I want to be, my strengths, what I worked hard at when I was a student, and news that caught my attention etc.

■ Hopes and plans for the future

I would like to improve people's lives as much as possible through my work. I want to give a positive impact on someone's daily life through my work, and to strive to find joy in being useful to society.

■ Advice to future job-seekers

I recommend that you attend job hunting briefing sessions early on to learn how to proceed and how to find companies. The earlier you get information, the easier it will be to find the work you want to do and the companies you want to work for, and the easier it will be to make plans. Please participate actively to prepare well in advance.

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: All prefectures
- 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, Burmese, Bengali (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: All prefectures (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/>



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