Internships on your own. Opportunities, advertised at Doshisha and also search out to one month. Keep an eye out for internship business practices in Japan. Many different styles of an excellent opportunity to become better accustomed to understanding of the corporate environment and the tasks students with hands-on experience leading to an Internships are short-term work experiences offered to Internships help alleviate the anxieties by providing particular field as well as in the companies to which you are market fluctuations. Be sure to research both trends in your company depending on changes in business strategies or The skill sought in international students are listed only as a Japanese Affairs Internships well in advance will significantly increase your chances of getting hired. Arts BJT Business Japanese Proficiency Test communicating meaningfully with Japanese coworkers. important skill sought when hiring international students is Companies around the world share the desire to hire employees with talent, regardless of nationality. The most Superior expertise High basic academic skills + cooperativeness Advanced Japanese language proficiency Advanced Japanese language proficiency Japanese Science students effect innovative changes within the company \( \text{①} \) A high degree of Japanese proficiency \( \text{②} \) A high degree of basic academic skills \( \text{③} \) A high degree of cultural adaptability Each company in Japan has its own according to practices unique not to Japan, but to the organization,_only to Japan, but to the organization, Considering which fields are right for you. Analyze your strengths and weaknesses. \( \text{①} \) Why will you work in Japan? \( \text{②} \) Why did you choose this field? \( \text{③} \) Why do you want to join this company? \( \text{④} \) Why do you want to do this work? Practice filling out applications. Drill yourself with SPI and "common knowledge (ippan jōshiki)" study guides. Prepare for interviews. Some employers may start the recruitment process at a different time.
What Japanese companies look for in international students

Companies around the world share the desire to hire employees with talent, regardless of nationality. The most important skill sought when hiring international students is their language ability. Proficiency in Japanese is crucial to communicate meaningfully with Japanese coworkers.

BJT Business Japanese Proficiency Test
http://www.kanken.or.jp/bjt/

Preparing for your job search: Understanding what Japanese businesses seek in international students and preparing well in advance will significantly increase your chances of getting hired.

Skills sought differ for arts and sciences!

The skill sought in international students are listed only as a starting point. Human resource needs differ from corporation to corporation, and may differ from year to year within the same company depending on changes in business strategies or market fluctuations. Be sure to research both trends in your particular field as well as in the companies to which you are applying in order to determine what skills are in demand most.
Job Search Process

The job search process for international students is nearly identical to the process for Japanese students, meaning that much effort is required on your part.

**STEP 1**

Register at employment information sites.

In March, the pre-entry stage of the employment information sites will officially open. With pre-entry, you will get information and announcements from recruiting companies. In order to find the company that is best for you, however, we recommend that you get started on industry, company, and job research as soon as possible. It is best if you can do this by February. During this time, you should try to participate in the seminars held by the Career Center.

- **Know Japanese industries**
  Research what types of industries can be found in Japan, and learn their attributes. Take note of industry trends, growth potential, and international developments. (See page 5)

- **Know Japanese companies**
  Each company has its own corporate environment and corporate philosophy. Consider which company best matches your personality in order to avoid a mismatch and ensure work goes smoothly for both you and your employer.

- **Know job types in Japan**
  Many Japanese companies offer identical occupations, but some positions are unique to certain fields or certain companies. Search for the specific type of job you want. (See page 5)

**Remember!**

Japanese companies are noted for hiring all new university graduates at the same time of year. University students decide which company to work for before they graduate, and simultaneously begin their new career upon graduation. As a result, job searching begins during the fall of the third year for undergraduate students, and during the fall of the first year for graduate students.

**STEP 2**

Prepare for the document review process.

The actual job search begins with the submission of the entry sheet.

- **Create an Entry Sheet (ES)**
  The entry sheet is used to notify companies of your interest in working for them. Companies you submit an entry sheet to will send you helpful information and employment guides. The entry sheet is used to convey the thoughts and activities of applicants, and serves as the initial step in the documentation screening process. For this reason, great care should be taken when submitting an ES. Entry Sheets are generally submitted from December to January or February during students’ third year.

- **Write your resume**
  In general, after applicants submit an Entry Sheet, companies send the applicants a preliminary selection notice whereupon the applicants often must submit their resumes in person. Note that Japanese resumes differ from English resumes both in format and in the way addressees are written. They are also handwritten, so be sure to practice writing them in advance.

**Reference Books**

- Industry Research
  - Nikkei Gyokai Chizu
  - Nikkei Shushoku Navi “Gyokai Map”
  - Business magazines

- Company Research
  - Kaisha Shikihō
  - Shushoku Shikihō
  - Company websites

Major job hunt websites include Rikunabi, MyNavi, and Career-tasu Shukatsu.
Advice from Alumni

Doshisha University graduates are an excellent source of information. Take advantage of seminars, group activities, or international networks to speak with alumni and learn about their jobs, the corporate environment, and other practical information in order to help form a realistic image of the companies you are interested in. Some graduates of Doshisha University offered the following advice, which may help you in your job search.

【Male/Chinese/28/Graduate School of Commerce, IT device manufacturer】
"The written exam was hard even with level N1 Japanese language proficiency. Be sure to brush up on your Japanese. Study the study guide, especially math. Start the process early. The most important thing is to have a clear outlook on life and a sense of purpose."

【Female/Chinese/24/Faculty of Commerce, Real estate】
"Start as early as possible. Mastery of the Japanese language is the most important factor (the JLPT focuses on reading & writing, but is weak in listening/speaking skills). Many of my entry sheets were rejected. Try to write one that stands out. I was always asked about my employment period at interviews."

【Male/Chinese/28/Graduate School of Commerce, Steel manufacturer】
"You need to start preparing early. It’s good to go ahead and make a template for general things like ‘Things I worked hard on as a student’ and ‘Self-promotion’ on the entry sheet. Also, if you train with the study guide for the SPI and written tests and get used to them, it will help you get a higher score. If you don’t do enough industry and company research, you will have a hard time showing your work attitude, and you will come across as lacking passion."

【Female/Chinese/24/Faculty of Commerce, Real estate】
"You need a higher level of Japanese proficiency than level N1. Earn points on the SPI with English and math. As for your mentality, analyze yourself and showcase your strengths. Begin your job search as soon as possible."

Step 3 Screening

Take advantage of opportunities to meet recruiters from companies. Practice for written exams and interviews.

- Attend employment fairs
  Employment fairs are excellent opportunities to hear first-hand from recruiters about their company or organization’s business policy, achievements, future plans and more. Be sure to attend the information sessions of companies you are interested in.

  - Job fairs at Doshisha University
  - Joint company job fairs
  - International student job fairs
  - Regional company job fairs
  - Individual company job fairs

- Take written exams
  Several types of written exams are given, including aptitude tests (SPI and others), "common knowledge" (ippan jōshiki) tests and essays. These tests allow companies to gauge the basic academic skills and common knowledge of applicants while assessing their personalities, aptitudes and qualities. Use practice drills to prepare for these examinations.

- Secure an interview
  Interviews comprise the final stage in the hiring process. Companies interview applicants to find out what kind of people they are and to assess their personality and character. Applicants generally undergo three or four interviews prior to receiving an informal offer. As a foreigner, companies will most likely also use interviews to assess whether you can adapt to the Japanese corporate environment and work well together with Japanese co-workers. The best approach to interviews is to be yourself, expressing your opinions clearly and with confidence and highlighting your abilities.
**Japanese Business Industries**

<table>
<thead>
<tr>
<th>Category</th>
<th>Sub Category</th>
<th>Industry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture, Forestry, Fishing, Mining</td>
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<td>Agriculture, Forestry, Fishing, Mining</td>
</tr>
<tr>
<td>Construction/Civil Engineering</td>
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<td>Construction/Civil Engineering</td>
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<tr>
<td>Manufacturing [Materials]</td>
<td></td>
<td>Chemical/Plastics/Plastics Products/Paint Manufacturing</td>
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<td></td>
<td></td>
<td>Petroleum Products/Coal Product Manufacturing</td>
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<td></td>
<td></td>
<td>Rubber Product Manufacturing</td>
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<td></td>
<td></td>
<td>Ceramics/Stone &amp; Clay Product Manufacturing</td>
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<td></td>
<td></td>
<td>Iron &amp; Steel</td>
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<tr>
<td></td>
<td></td>
<td>Non-ferrous Metals Products</td>
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<tr>
<td></td>
<td></td>
<td>Metal Product Manufacturing</td>
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<tr>
<td>Manufacturing [Manufacturing &amp; Assembly]</td>
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<td>General Machinery &amp; Instrument Manufacturing</td>
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<td></td>
<td></td>
<td>Electric Parts/Device Manufacturing</td>
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<td></td>
<td></td>
<td>Transport Machinery &amp; Instrument Manufacturing</td>
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<td></td>
<td></td>
<td>Precision Machinery &amp; Instrument Manufacturing</td>
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<tr>
<td>Manufacturing [Daily Necessities, etc.]</td>
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<td>Food Products/Tobacco Manufacturing</td>
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<td></td>
<td>Clothing/Other Textile Product Manufacturing</td>
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<td>Lumber/Wood/Products/Furniture &amp; Equipment Manufacturing</td>
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<td>Pulp/Paper/Paper Processed Product Manufacturing</td>
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<td>Printing/Printing-related</td>
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<td>Cosmetic/Pharmaceutical Manufacturing</td>
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<td>Other Products</td>
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<tr>
<td>Wholesale</td>
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<td>Various Product Wholesale</td>
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<td>Food Product Wholesale</td>
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<td>Textile Product Wholesale</td>
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<td>Construction Material, Mineral/Metal Material, etc. Wholesaling</td>
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<td></td>
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<td>Machinery &amp; Instrument Product Wholesale</td>
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<td></td>
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<td>Other Wholesaling</td>
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<tr>
<td>Retail</td>
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<td>Various Product Retailing</td>
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<td></td>
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<td>Textile/Clothing/Accessory Retailing</td>
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<td>Food &amp; Drink Product Retailing</td>
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<td>Automobile/Bicycle Retailing</td>
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<td>Other Retailing</td>
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<tr>
<td>Finance</td>
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<td>Banking</td>
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<td>Credit Association/Credit Union/Credit Association/other Credit Association</td>
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</tbody>
</table>

**Japanese Corporate Job Positions**

<table>
<thead>
<tr>
<th>Marketing</th>
<th>Marketing (For Individuals/For Organizations), MR (Medical Representative), Merchandising (Store Retailing/Nonstore Retailing/Direct Selling), Technology Sales/Systems Sales, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration/Planning</td>
<td>General Affairs, Personnel, Labor, Administrative Affairs, Accounting, Legal/Patents, Sales Promotion, Public Relations, Advertising, Marketing, Planning/Product Development, etc.</td>
</tr>
<tr>
<td>Technology/Research</td>
<td>Production/Manufacturing Technology, Quality/Production Management/Maintenance, Applied Research/Technology Development, Machine/Electronic Instrument Design, Systems/Engineer, Network Engineer, Programmer, Customer Engineer, etc.</td>
</tr>
<tr>
<td>Specialized Skills</td>
<td>Librarian, Teacher, Secretary, Reporter, Cabin Attendant, Announcer, Welfare Officer/Camp User/Nurse/Preschool Teacher/Nutritionist, Lawyer, Patent Attorney, Certified Public Accountant, Tax Accountant, Real-estate Appraiser, etc.</td>
</tr>
</tbody>
</table>
Support  Helping students embark on their careers after graduation.

Seminars
Doshisha University invites extramural lecturers, alumni and corporate officials to offer guidance and career formulation workshops and seminars. We also hold guidance seminars for international students (bottom right). By participating in these seminars you can gain knowledge on how to best to prepare to work in Japan.

Main Guidance Seminars
- Career guidance
- Entry Sheet seminars
- How to find the right job for you
- Job research seminars
- Job hunting experience sharing meeting
- Interview seminars
- Self-analysis seminars
- How to use job search resources such as industry maps, the Kaisha Shikiho (Japan Company Handbook), and newspapers
- Industry research seminars
- Company research seminars
- Entry sheet seminars
- Other seminars

Information Gathering
The Career Center has set up “e-career,” a career support system, to provide students with employment information, the latest information on companies, and job search stories from alumni. Job search-related books, magazines and newspapers are also available at the center for viewing. There is also an “International Student Corner” in the reference room that provides employment information and publications catered to international students. Be sure to make use of these resources.

https://career.doshisha.ac.jp/campusweb/top.do
Revamped version will launch in fall 2018.
(e-career is specifically for international students (as opposed to exchange students))

Bulletin Boards
Event information and notices from the Career Center can be found on bulletin boards or on the Career Center homepage “e-career”. Be sure to check the information regularly, as many notices are timely.

Bulletin Boards
- Imadegawa Campus ➔ 3 locations
- Kyotanabe Campus ➔ 2 locations

Job Search Program for International Students
Check the schedule details for each year on “e-career”.

Individual Counseling
Everyone’s job search is unique. What kind of work do you want to do? What does your lifelong career plan look like? How do Japanese companies fit into it? The answers to these questions differ from person to person. In light of this, the Career Center offers individual counseling to students. Specialized staff members have been appointed to offer international students general counseling services as well as counseling based on each person’s individual circumstances. Staff members also offer advice on matters pertaining specifically to international students.
5 Miscellaneous Information

Visa

Don't forget to change your Japan residency visa!

- To work in Japan, you must change your residence status from "College Student (ryūgaku visa)" to a status for which work is permitted. If your hiring conditions do not meet those stipulated in the Immigration Control and Refugee Recognition Act, you will not be permitted to work, so be sure to consult with the hiring firm and prepare in advance.
- The procedure for changing your residence status can be found on the immigration office website or on the foreign employment service center websites.
- Find out the conditions necessary to change your residence status, and prepare the necessary documents.
- If you cannot find a job by the time you graduate, you can temporarily continue searching for work in Japan after you graduate by obtaining a visa for "designated activities" (shokugan katsudō shitsuyou). You can also perform part-time work by obtaining permission to engage in activity other than that permitted under the status of residence previously granted.

Immigration Bureau [http://www.immi-moj.go.jp/]

Major non-university information sources

The following sites provide valuable information for international students:

- Osaka Employment Service Center for Foreigners [http://osaka-foreigner.jsite.mhlw.go.jp/]
- Tokyo Employment Service Center for Foreigners [http://tokyo-foreigner.jsite.mhlw.go.jp/]
- Japan Student Services Organization [http://www.jasso.go.jp/job/]
- Kansai Prefectural International Center [http://www.kpic.or.jp/jfomin/livinginfo/syushoku07.html]
- International Student Study Kyoto Network (an association that supports international students in Kyoto) [https://www.study.kyoto.jp/jobhunting/]
- Japan Study Support [http://www.jpss.jp/ja/life/job/]

Doshisha University Career Center

e-mail: ji-shshk@mail.doshisha.ac.jp [http://career.doshisha.ac.jp/campusweb/top.do]

Office hours: Mon. – Fri. 9:00 – 17:00 (closed: 11:30 – 12:30)

- Actual consultations start at 9:15. The reception is open between 9:00 – 11:30 and 12:30 – 16:45.
- On busy days, however, we may close the reception earlier than 16:45.
- The office is closed on Saturdays, Sundays, national holidays and designated university holidays.
- The office is closed during the summer break (the third week of August).

Drop by anytime!

These forms are complicated!
This is how you fill in this part...
I've got all the materials I need.
There sure are a lot of seminars and employment fairs.
Great!
We offer individual guidance counseling as well. We even have specialized staff for international students.

Remember!

Good luck on your job search. We're rooting for you!

Doshisha University Career Center

【Imadegawa Campus】 (Kambaikan Bldg. 2F)
103 Gosho hachiman-cho, Kamidachiuri-sagaru, Karasuma-dori, Kamigyō-ku, Kyoto 602-0023
TEL. 075-251-3310 FAX. 075-251-3067

【Kyotanabe Campus】 (Shigyokan Bldg. 1F)
1-3 Tatara miyakodani, Kyotanabe 610-0394
TEL. 0774-65-7016 FAX. 0774-65-7017

Students in the faculty of Science and Engineering and the faculty of Life and Medical Sciences can contact the employment committee office as well (including graduate students).