

# PLACEMENT GUIDE

International Student Placement Guide



Doshisha University Career Center

Cover image provided by Doshisha University

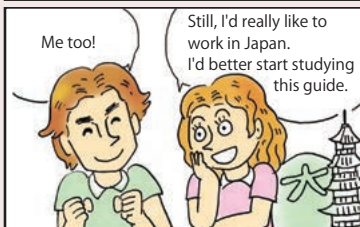
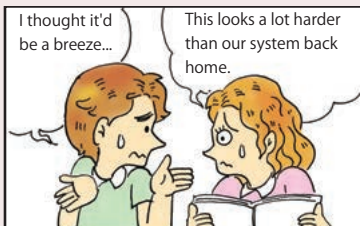
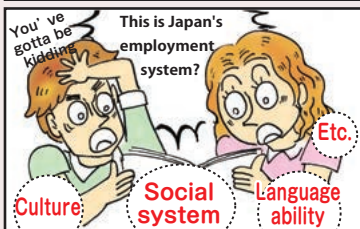




# Job Search Overview



## Getting ready



## Remember!

Each country's employment system society is based on that country's living standards and culture. Japan's corporate system and the way job searches are carried out differ greatly from other countries. An awareness of those differences will help you in your search for work in Japan.

## The Job Search Process (Standard Schedule)

- You should begin your job search well in advance. Start out by familiarizing yourself with the job search process.

	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	
March graduates	B3 / M1										B4 / M2								
	B3 / M1			B4 / M2															
September graduates	B3 / M1			B4 / M2															
Internships																			
Placement guidance																			
On-campus seminars begin																			
Request materials (preregistration)																			
On-campus seminars																			
Employment fairs begin																			
Applications/ screening tests																			
Unofficial informal offers begin																			
Informal offer ceremony (Official informal offers)																			

## What do I have to do?

### Create a life plan.

- Will you work in Japan, return to your country, or go on to graduate school?



### Know yourself.

- Analyze your strengths and weaknesses.
- Consider how to employ your strengths and change your weaknesses.
- Consider which fields are right for you.

### Clarify your reasons for working in Japan.

- Why will you work in Japan?
- Why did you choose this field?
- Why do you want to join this company?
- Why do you want to do this work?

### Prepare for your job search.

- Practice filling out applications.
- Drill yourself with SPI and "common knowledge(ippan jōshiki)" study guides.
- Prepare for interviews

### Start your job hunt.

## START



- It is important to analyze yourself and your reasons for seeking employment when searching for jobs.

Some employers may start the recruitment process at a different time.



# Job Searching in Japan — Preparation



## What companies want



### Remember!

Each company in Japan has its own corporate culture and operates according to practices unique not only to Japan, but to the organization, too. To succeed in this environment you will need to exhibit an understanding of cultural differences and actively strive to blend in. Many companies also hope to incorporate foreign values and may look to you to effect innovative changes within their firms. For these reasons, businesses consider cultural adaptability when evaluating foreign applicants

## What Japanese companies look for in international students

Companies rely on international students to...

- ① **provide talent regardless of nationality.**
- ② **help globalize operations.**
- ③ **effect innovative changes within the company through diversity.**

Companies seek the following qualities in international students:

- ① **A high degree of Japanese proficiency**
- ② **A high degree of basic academic skills**
- ③ **A high degree of cultural adaptability**

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.

### Take Japanese Language/Japanese Studies courses

We recommend that you take as many Japanese Language/Japanese Studies courses as possible. Almost all Japanese companies look for international students with superior Japanese language abilities when hiring.



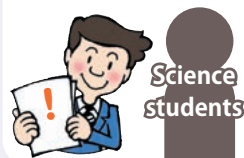
### Japanese Affairs

When hiring many companies look for international students who are culturally adaptable. It is important, therefore, to be open-minded and flexible, familiarizing yourself with Japanese communication styles and business practices. Doshisha University offers many courses in Japanese business, literature, philosophy, religion, law, politics, society, and culture. Enrolling in these courses will help you to become immersed in Japan.

### Internships

Internships are short-term work experiences offered to students. Beginning a career in Japan can be daunting. Internships help alleviate the anxieties by providing students with hands-on experience leading to an understanding of the corporate environment and the tasks involved. For the international student, they also provide an excellent opportunity to become better accustomed to business practices in Japan. Many different styles of internships are available, ranging in duration from one day to one month. Keep an eye out for internship opportunities, advertised at Doshisha and also search out internships on your own.

## Skills sought differ for arts and sciences!



Superior expertise

+

Advanced Japanese language proficiency



High basic academic skills + cooperativeness

+

Advanced Japanese language proficiency

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 Searching in Japan — Searching

## Job Searching in Japan — Searching



### 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.

## 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 Gather Information

#### 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)

### Be sure to conduct your own employment information investigation.

#### Reference Books

Industry Research	• Nikkei Gyokai Chizu • Nikkei Shushoku Navi "Gyokai Map" • Business magazines
Company Research	• Kaisha Shikiho • Shushoku Shikiho • Company websites



### STEP 2 Document Preparation

#### 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.



Major job hunt websites include *Rikunabi*, *MyNavi*, and *Career-tasu Shukatsu*



## 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
- International student job fairs
- Individual company job fairs
- Joint company job fairs
- Regional 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.



## 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/26/Graduate School of Commerce, Major retailer】**

"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/28/Brazilian/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."

## ◆ Japanese Business Industries

Category	Sub Category	Industry
Manufacturing	Agriculture, Forestry, Fishing, Mining	Agriculture
		Forestry/Hunting
		Fishing/Aquaculture
		Mining
	Construction/Civil Engineering	Construction/Civil Engineering
	Manufacturing [Materials]	Textiles
		Chemical Fertilizer/Chemical Industrial Products/Paint Manufacturing
		Petroleum Products/Coal Product Manufacturing
		Rubber Product Manufacturing
		Ceramics/Stone & Clay Product Manufacturing
		Iron & Steel
		Non-ferrous Metal Products
		Metal Product Manufacturing
	Manufacturing [Manufacturing & Assembly]	General Machinery & Instrument Manufacturing
		Electric/Information-Communication Machinery & Instrument Manufacturing
		Electric Parts/Device Manufacturing
		Transport Machinery & Instrument Manufacturing
	Manufacturing [Daily Necessities, etc.]	Precision Machinery & Instrument Manufacturing
		Food Products/Tobacco Manufacturing
		Clothing/Other Textile Product Manufacturing
		Lumber/Wooden Products/Furniture & Equipment Manufacturing
		Pulp/Paper/Paper Processed Product Manufacturing
		Printing/Printing-related
		Cosmetic/Pharmaceutical Manufacturing
		Other Products
Distributing	Wholesale	Various Product Wholesaling
		Food Product Wholesaling
		Textile Product Wholesaling
		Construction Material, Mineral/Metal Material, etc. Wholesaling
		Machinery & Instrument Product Wholesaling
		Other Wholesaling
	Retail	Various Product Retailing
		Textile/Clothing/Accessory Retailing
		Food & Drink Product Retailing
		Automobile/Bicycle Retailing
		Other Retailing
	Finance	Banking
		Credit Association/Credit Union /Labor Credit Association, etc.

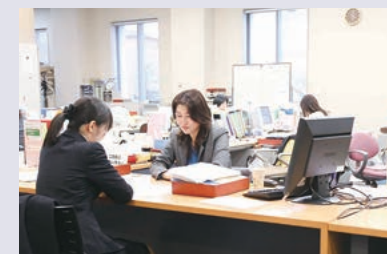
Category	Sub Category	Industry
Finance	Finance/Insurance	Government-related Financial Institutions
		Securities
		Commodities
		Insurance
Media and communications	Information-Communications [Communications, Media]	Moneylending/Credit Cards
		Other Finance
		Communications
	Information-Communications [IT, Software, Other]	Broadcasting (Including Movies)
		Newspapers/Publishing
		Video/Audio Information Production
Education/ Study Support	Education/ Study Support	Software Services
		Internet-based Services
		Other Information-Communications
		Public School Teacher/Staff
Service	Services [Advertising, Tourism, Hotels, Other Lifestyle-related]	Private School Teacher/Staff
		Various Schools/Special Training Schools, etc.
		Social Education/Private Preparatory Schools, etc.
	Specialized Services [Post Office, Accounting/Law Firms, Research Institutes, NPO, etc.]	Other Education/Study Support
		Restaurants/Inns/Hotels, etc.
		Advertising
		Tourism/Leisure
		Other Services
		Post Office/Cooperatives
		Law Firm/Judicial Scrivener
		Accounting Firm/Construction Office, etc.
Public/ Other	Real Estate, Rental Goods	Academic/Research & Development Institutions
		Non-Profit Organizations
	Medical/Welfare	Religions Institutions
		Real Estate
	Transport	Rental Goods
		Medical/Health
	Civil Services	Social Insurance/Social Welfare/Nursing, etc.
		Transport/Post Service
	Electric/Gas/Heating Supply/Water	National Government Employee
		Local Government Employee
	Other	Electric/Gas/Water/Heating Supply
		Unclassifiable

## ◆ Japanese Corporate Job Positions

Marketing	Marketing (For Individuals/For Organizations), MR (Medical Representative), Merchandising (Store Retailing/Nonstore Retailing/Direct Selling), Technology Sales/System Sales, etc.)
Administration & Planning	General Affairs, Personnel, Labor, Administrative Affairs, Accounting, Legal/Patents, Sales Promotion, Public Relations, Advertising, Marketing, Planning/Product Development, etc.
Technology/ Research	Production/Manufacturing Technology, Quality/Production Management/Maintenance, Applied Research/Technology Development, Machine/Electronic Instrument Design, Systems Engineer, Network Engineer, Programmer, Customer Engineer, etc.
Specialized Skills	Librarian, Teacher, Secretary, Reporter, Cabin Attendant, Announcer, Welfare Officer/Caregiver/Nurse/Preschool Teacher/Nutritionist, Lawyer, Patent Attorney, Certified Public Accountant, Tax Accountant, Real-estate Appraiser, etc.



## Career Center Support



## Remember!

Employment is not the sum or goal of your life as a student, but rather the start of your life as a member of society. We at Doshisha University hope our students recognize what it means to “work,” and construct a future plan based on the knowledge and interests you have cultivated during your time here. Armed with your own self-created life plan, we hope you will take the initiative and actively seek out the job you desire.



# 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 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

## 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.

## 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.

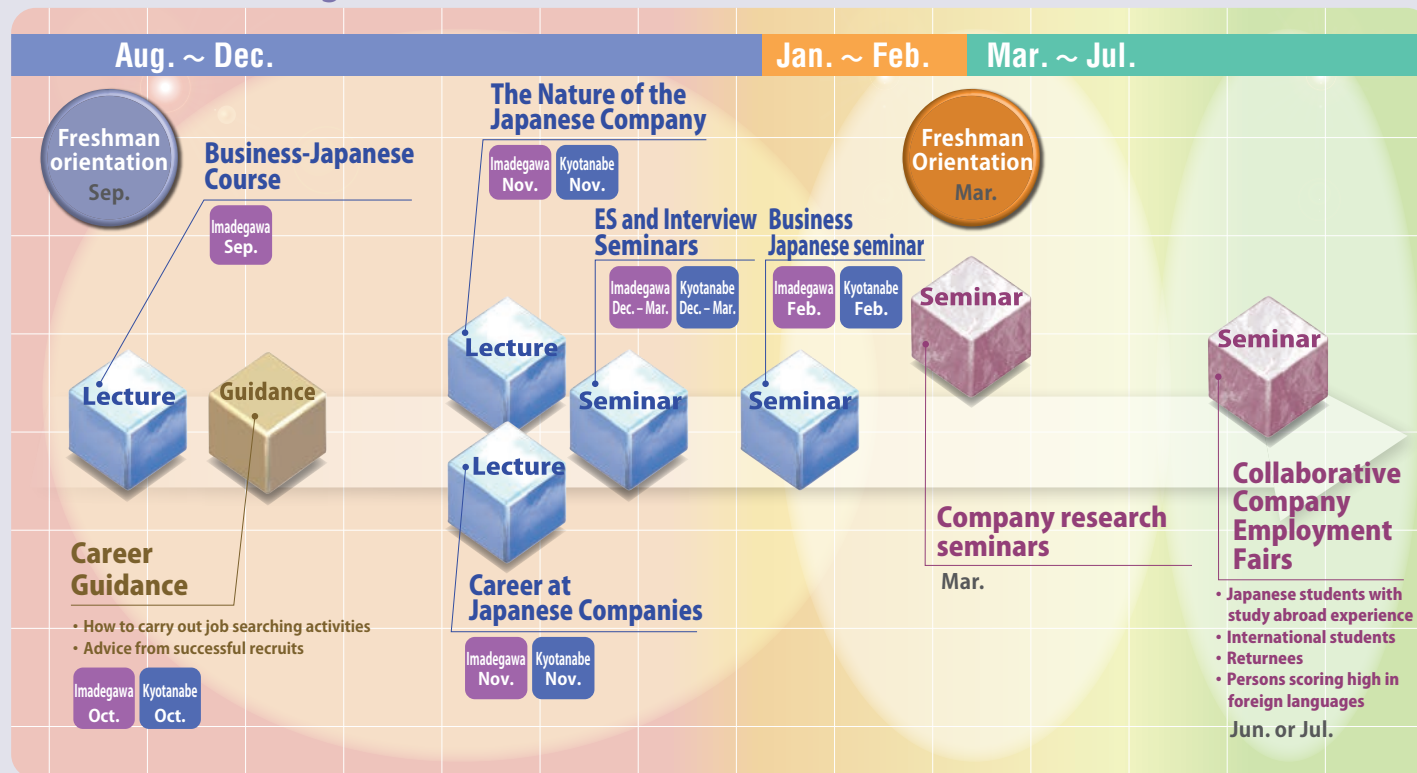
Bulletin Boards

Imadegawa Campus → 3 locations

Kyotanabe Campus → 2 locations

## Job Search Program for International Students

Check the schedule details for each year on "e-career".





# 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" (*tokutei katsudō visa*). 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/>
- Kyoto Prefectural International Center <http://www.kpic.or.jp/njfumin/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/>

## Job search support bases in Osaka & Tokyo

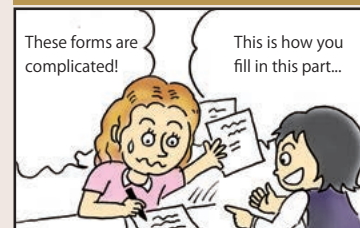


**Doshisha University  
Osaka Satellite Osaka Placement Support Campus**  
17F Umeda Square Bldg. 1-12-17 Umeda, Kita-ku, Osaka 530-0001  
TEL: 06-4799-3255



**Doshisha University Tokyo satellite campus**  
3F Kyobashi East Bldg. 2-7-19 Kyobashi, Chuo-ku, Tokyo  
TEL: 03-6228-7260

## Drop by anytime!



## Remember!

The career center serves to help students achieve their dream career. We will provide all the support we can to assist international students with their job search. Feel free to drop in anytime, as many times as you like. We look forward to your visit!

**Doshisha University Career Center** e-mail : [ji-shshk@mail.doshisha.ac.jp](mailto:ji-shshk@mail.doshisha.ac.jp) <http://career.doshisha.ac.jp/campusweb/top.do>

### 【Imadegawa Campus】 (Kambaikan Bldg. 2F)

103 Goshō 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).

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

(consultation hours: Mon.-Fri. 9:00 – 17:30)

-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).