Job Hunting Guide for Tokyo Tech International Students (For Job Hunting Activities in Japan)

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Ver.3.0

Contents

Introduction

Purpose and Scope of This Guidebook

- This guidebook provides basic knowledge about job hunting in Japan for international students at Tokyo Institute of Technology. It mainly focuses on job hunting for companies located in Japan, and does not include the information on employment outside Japan.
- This guidebook focuses on important points that international students should know and information unique to Tokyo Tech students.　For general information of job hunting in Japan, you are recommended to refer to already compiled useful information outside, which is mentioned in the appendix of this guidebook. Please see the appendix, "List of Referral Website."

When Should You Read This Guidebook?

It is strongly recommended for you to read this guidebook when you start studying at Tokyo Tech, so that you can understand how you should prepare for job hunting in Japan at the early stage before your job hunting. This is because job hunting in Japan has many aspects that are different from other countries, and it takes much time to prepare for it. Please make your plan on how you will spend years in Tokyo Tech to succeed in your job hunting in Japan by referring to this guidebook.

Career Path Overview

Let's think about your possible career path by checking Tokyo Tech graduates' paths. If you may prefer to find a job position in Japan after your graduation, you need to know the requirements for job hunting at an early stage and strategically take your actions so that you can develop your desired career.

Career Paths of Tokyo Tech Graduates

The career path overview of Tokyo Tech graduates, including Japanese and international students, is shown below.

Survey Results of Undergraduate Students, Master's Students, and Doctoral Students in FY2022

Overview of Career Paths in Japan for Graduates at Tokyo Tech
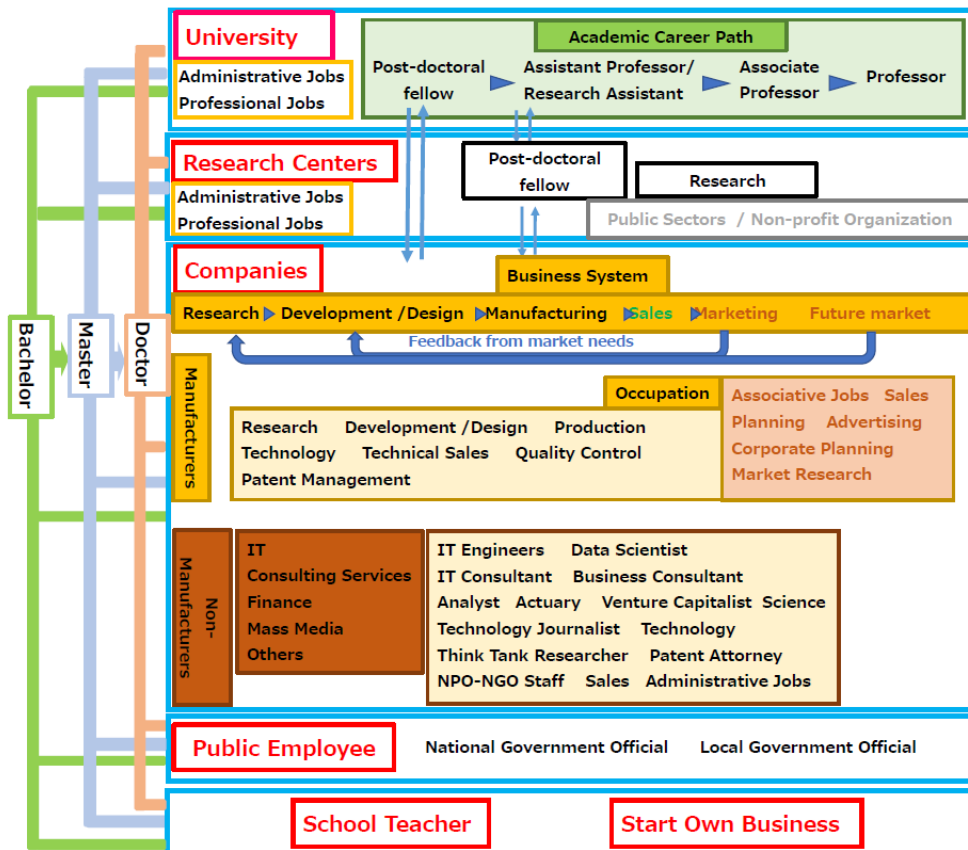
Career Paths of Tokyo Tech International Students

The following graph shows the career path overview of Tokyo Tech international students who graduated from April 2022 to March 2023.

Country of Job Hunting 就職国	Place of Employment 勤務先	No. of People 人数
	Breakdown of "Employment" 「就職」の内訳	
日本で就職 Employed in Japan	企業勤務 Private Firms · Japanese Company 98 · Foreign-affiliated Company 44	142
	大学勤務 University	6
	研究機関勤務 Research Institute	10
	就職先非開示 Not disclosed	6
	任期付研究員・PD等 Fixed-term research fellow · PD	14
母国で就職 Employed in Home Country	企業勤務 Private Firms	52
	大学勤務 University	10
	研究機関勤務 Research Institute	3
	公的機関勤務 Public Servant	4
	就職先非開示 Not disclosed	12
	任期付研究員・PD等 Fixed-term research fellow · PD	6
日本・母国以外で就職 Employed in Another Country	企業勤務 Private Firms	5
	大学勤務 University	2
	研究機関勤務 Research Institute	1
	任期付研究員・PD等 Fixed-term research fellow · PD	1

2023 International Students
Total number of student graduates **594** (from 9/2022 to 3/2023)

Difficulties International Students Encounter While Job Hunting in Japan

The following shows what barriers and concerns Tokyo Tech international students experienced while job hunting in Japan. Many of them tend to find difficulties in employment examinations such as required documentations, written tests and interviews which often requires Japanese proficiency. Also, it shows that international students may be confused with the job hunting process and schedule unique to Japan. This guidebook can help students understand the unique Japanese job hunting process and how to prepare for it.
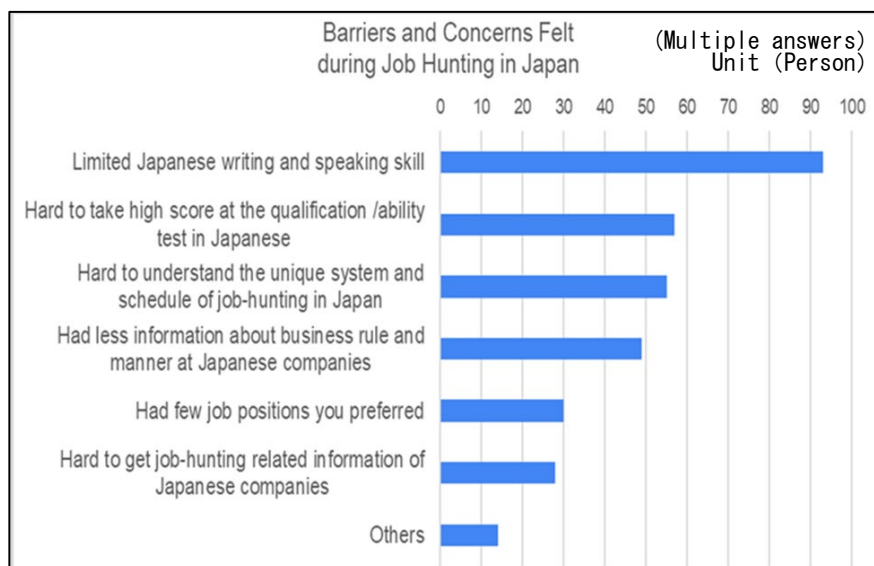
Source: Survey on Job Hunting Activities of Tokyo Tech International Students (Aug. 2022)

For those who got a job position (a job offer), please tell us the language you were required to use for each job hunting process of the company or organization you are going to join.

Unit (Person)
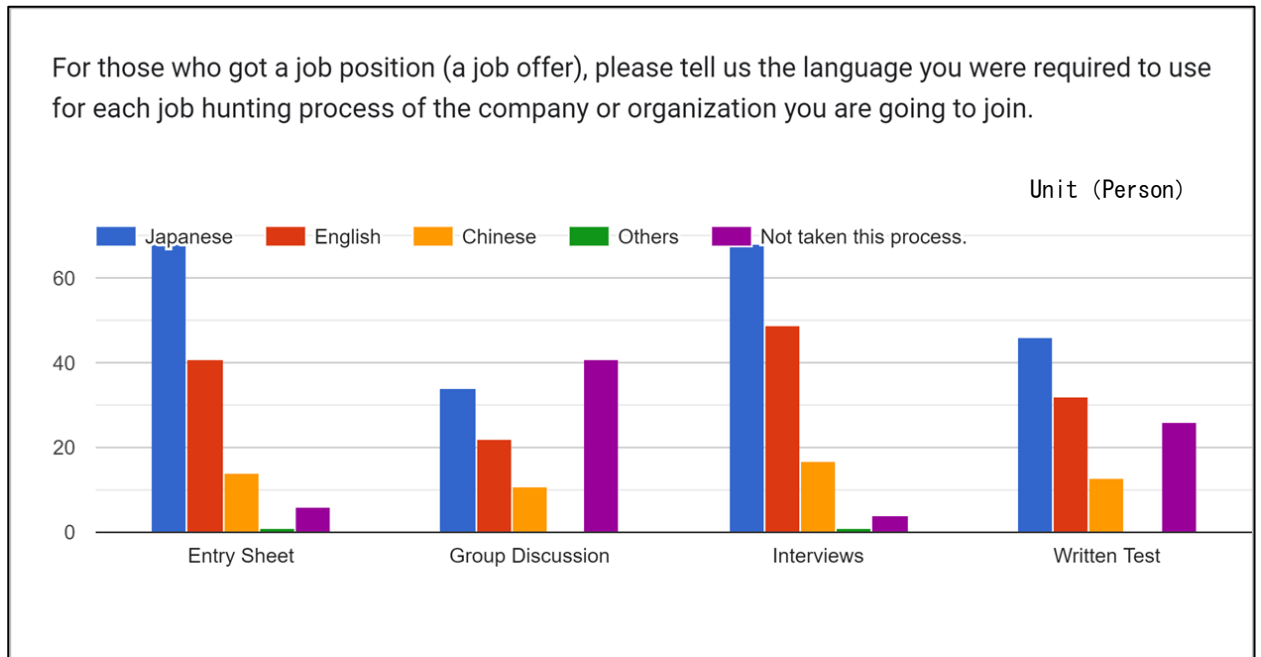
Source: Survey on Job Hunting Activities of Tokyo Tech International Students (Aug. 2022)

Advice from Tokyo Tech International Students on Job Hunting in Japan

The following chart shows advice from senior Tokyo Tech international students who have experienced with job hunting in Japan.
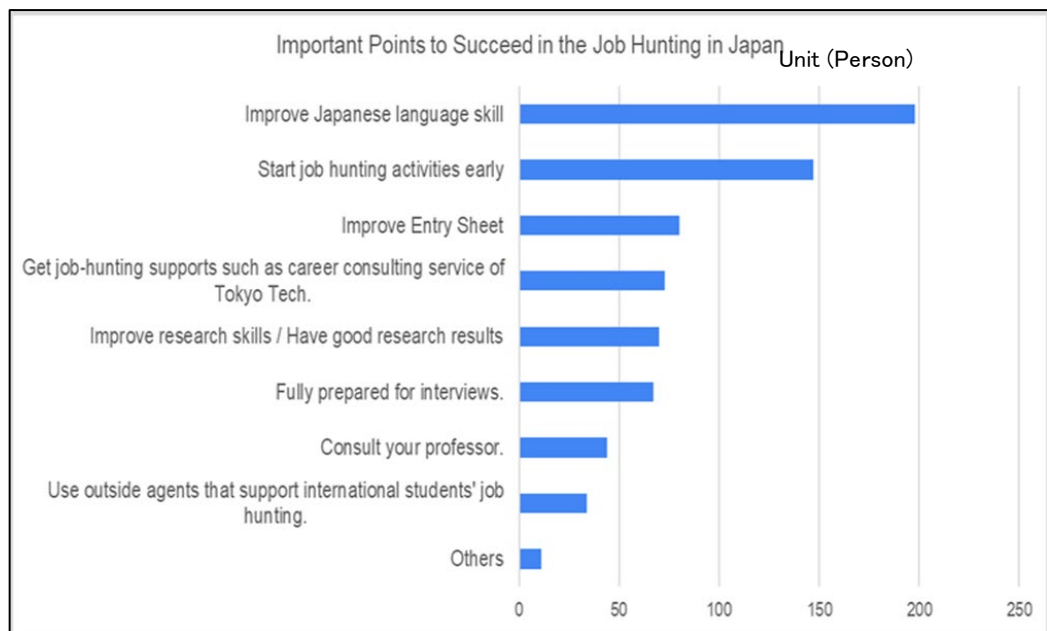
Source: Survey on Job Hunting Activities of Tokyo Tech International Students (Aug. 2022)

"Others" include the following key points for success.
- Keep connections with others such as seniors and alumni of your department and laboratory as they may offer good advice and/or recommendations while job hunting.
- Build research collaboration projects with future employers during your time as a student. Also, look for companies related to your research field. This advice is especially useful for doctoral students.
- Talk to laboratory superiors and company employees to find out information on the company and to determine whether it suits you or not.

Basic Knowledge of Employment System and Company Culture in Japan

Job hunting activities in Japan are quite unique and different from other countries, such as simultaneous recruitment of new graduates or "*ikkatsu saiyo*" in Japanese.   Most Japanese companies do not have any specific protocol for hiring international students and they decide who to employ by using the same screening methods as for Japanese students. Many foreign capital companies located in Japan execute their hiring process in the same way as Japanese companies.

Please read through the following sections to fully understand the unique aspects of Japanese job hunting and the Japanese employment system on which it is based. This knowledge will help you to understand the purpose of the documents required for the employment examination in addition to giving you an idea of the questions asked in job interviews, which can lead to success of job hunting in Japan.

Characteristics of Japanese Employment System

The Japanese economy went through a high-growth period from 1955 through 1973, which produced Japan's unique employment system. For example, the country's management system of mass hiring and lifetime employment was built to maintain its mass-production-based manufacturing in a period of rapid economic expansion and growth.

The characteristics of this employment system built from such a historical background, are mainly as follows. Although there have been some changes appearing through globalization, such as the shift from simultaneous recruitment to year-round recruitment, it is important to understand that many Japanese companies still maintain these characteristics.

Culture of Japanese Companies

- Lifetime Employment System
  This system ensures the employment of a person by a company from his/her hiring until his/her retirement. It is not clearly stated so in employment contracts, but it is an unofficial practice in industries. This system is based on the idea that a company trains and develops employees and therefore wants them to work there for a long time. As such, a company tends to ask international students how long they intend to work in Japan in job interviews because they expect them to work for the company for a long time.
  The number of people who changes jobs is recently increasing in Japan and the Japanese government is trying to develop the system to encourage career change now. But please understand that many Japanese companies still maintain an expectation for employees to work for them for a long time.

- Seniority-Based System
  The seniority-based system is when employees are promoted to management positions and given pay increases according to their length of service and age.

- Mandatory Retirement
  This is the system in which employees automatically go into retirement at the age prescribed by their company. More than 90% of companies that have 30 or more employees adopt this mandatory retirement system. The prescribed age is 60 years old in many companies. However, since the Act on Stabilization of Employment of Elderly Persons was announced in April 2021, companies have been encouraged to extend this age to 70, and the number of companies doing so (age extended to 65-70 years old) is increasing.

- Style of Decision-Making and Teamwork
  Many large Japanese companies tend to make decisions through meetings and approvals, rather than by a single person's decision.   Achievements through teamwork are often more valued than by one individual.

Characteristics of Japanese Job Hunting that International Students Should Know

- Simultaneous and Mass Recruitment of New Graduates
  Many Japanese companies simultaneously recruit new graduates during a fixed period, called

"Ikkatsu Saiyo." As students graduating from Japanese universities and graduate schools will normally do so in March, many companies require new graduates to join them on April 1st. The number of companies that adopt year-round recruitment instead of simultaneous recruitment is gradually increasing, but the number is still low.

If you graduate in September, you may have the following three options;

- ✓ Select a company that permits you to join on Oct 1st of your graduation year.
- ✓ Select a company that adopts year-round recruitment and permits you to join in any month
- ✓ Select a company that permits you to join on April 1st of the following year of your graduation year.
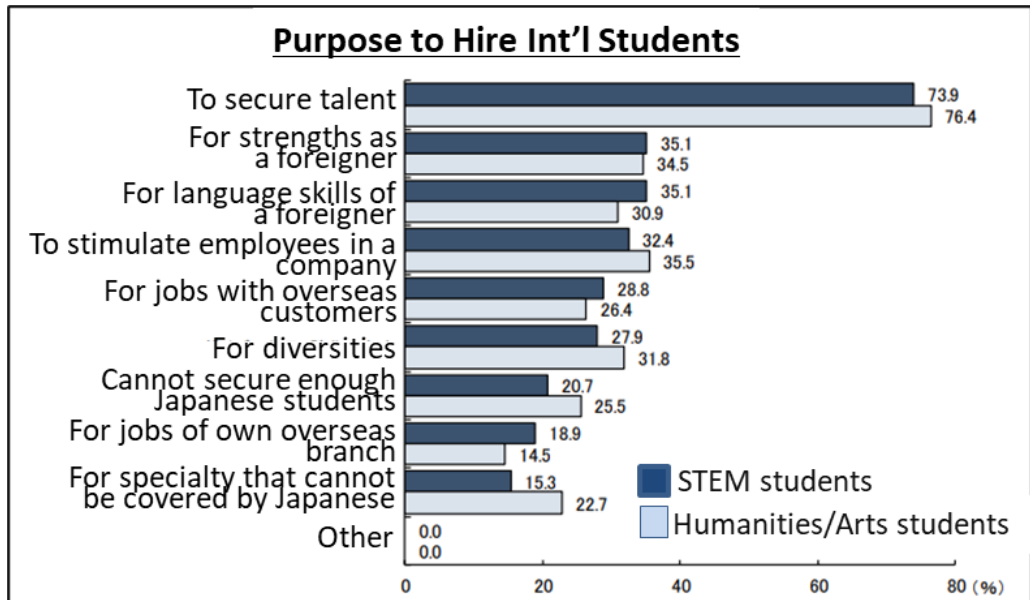
It is important to remember that most Japanese companies normally permit new employees to join on April 1st than during any other time. If you prefer to join a company earlier than April 1st of the year following your graduation, you are recommended to start searching for such companies sooner.

- Job Hunting Starts Early
  Japanese job-hunting activities tend to start earlier than those of overseas. Many Japanese students start searching for companies and considering internships more than a year and a half before graduation, and begin the employment examination process more than a year before graduation. International students tend to start job hunting much later than Japanese students without understanding this characteristic, which is one of factors affecting the success/failure of international students to find work.

- Complicated and Tough Employment Examinations
  Tough employment examinations are required even for students of well-known universities such as Tokyo Tech. You need to examine the details of employment examinations on your own since the method of examinations varies from company to company. Employment examinations may include document screening based on the "*Entry Sheet*" that requires you to answer questions prepared by companies, an aptitude test, and written tests of mathematics, Japanese, and English. In many cases, you can go on to job interviews after passing these examinations. Many companies require more than three interview sessions, and results normally take a long time.

  Many companies evaluate international students in the same way as Japanese students, and require international students to write documents, such as the "Entry Sheet," take written tests, and have job interviews all in Japanese. You MUST understand that many Japanese companies require a high level of Japanese proficiency such as N2 or higher. If you are not confident in your Japanese proficiency, you may need to make efforts to improve your language ability or find companies that accept English documents and job interviews in English.

- Membership-Based Employment
  This is a style of employment that does not limit duties, place of work, or working hours. The occupation is described as "*Sogo-shoku*," meaning a generalist. A company employs a large number of new graduates simultaneously, train them through in-house training and OJT, and decide what duty to be assigned to each new employee. Therefore, you may not be able to get a job position you desired.
  Some companies recently adopted job-based employment system that pre-decides duties and place of work, but the number is still limited.

- Potentiality-Based Employment/Emphasis on Personality
  Japanese companies, adopting membership-based employment system, tend to emphasize a person's potential capabilities and future prospects at the point of recruitment. Therefore, companies require you to write about what you worked hard on while in school and how you overcame difficulties in order to understand your sense of values, strengths, and behavioral characteristics to estimate your potentiality. They place emphasis on these qualities in addition to GPA to determine whether you fit in with their company culture.
  For this reason, it is very important that you describe how you think and act in particular situations in the "Entry Sheet," in addition to results or outcomes. Many international students do not fully understand this and fail to highlight their strengths, and just list their achievements in the "Entry Sheet."

Reasons Why Japanese Companies Employ Int'l Students and Required Qualities

The reasons why Japanese companies employ international students are shown below. Regardless of the company size, the most common reason is to employ talented people irrespective of nationality.   It means that international students have to compete with Japanese students under the same conditions.

Purpose to Hire Int'l Students

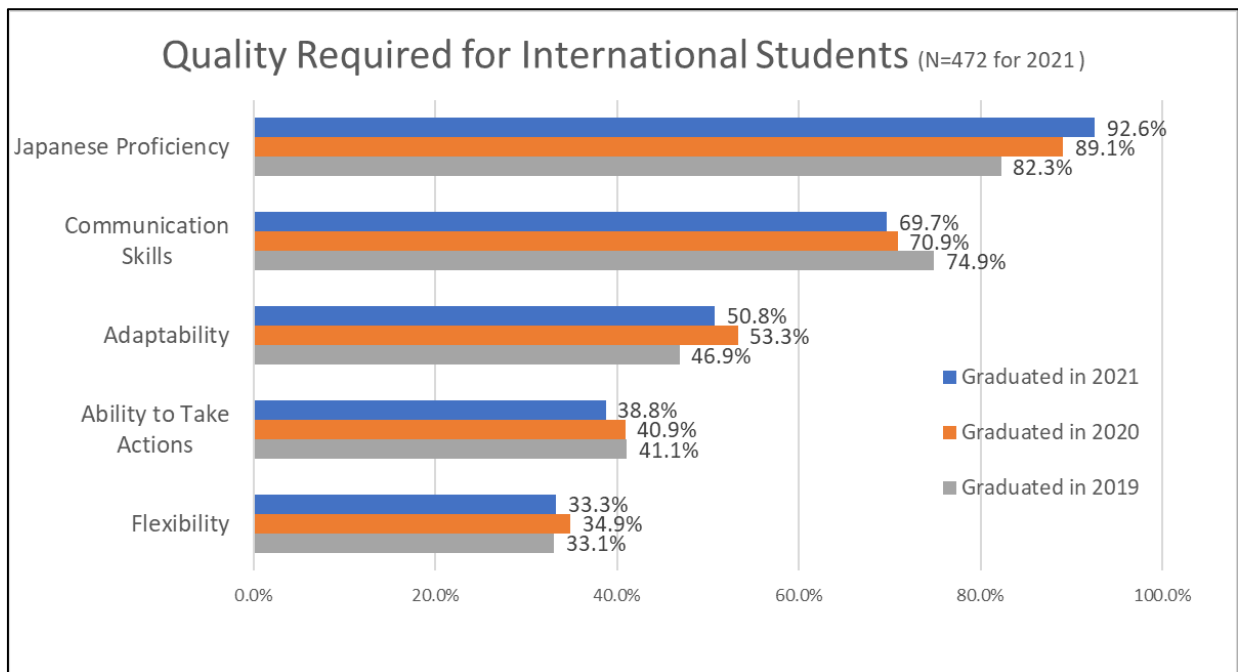|	STEM students	Humanities/Arts students
To secure talent	73.9	76.4
For strengths as a foreigner	35.1	34.5
For language skills of a foreigner	35.1	30.9
To stimulate employees in a company	32.4	35.5
For jobs with overseas customers	28.8	26.4
For diversities	27.9	31.8
Cannot secure enough Japanese students	20.7	25.5
For jobs of own overseas branch	18.9	14.5
For specialty that cannot be covered by Japanese	15.3	22.7
Other	0.0	0.0

Source :   Survey on Recruitment of International Students/Highly Skilled Foreign Human Resources by DISCO Inc. (2022.Dec)

Qualities Required of International Students

As you see in the graph below, companies in Japan require a certain level of Japanese proficiency. This is particularly due to their culture of teamwork, in which foreign employees need to collaborate with Japanese colleagues on their team as well as across departments, thus requiring a high level of Japanese proficiency. Many Japanese companies require N1 level (Japanese Language Proficiency Test) or equivalent proficiency. Some companies may not require very high Japanese language skills because they use English as an official language in their workplace, emphasize technology skills over language skills (e.g., IT engineers), or employ doctoral students as researchers in a specific field. But you need to note that the number of such companies is very limited.

If you prefer to find a job in Japan after graduation, it is strongly recommended that you make plans to study Japanese and improve your level, or to search for companies that accept your Japanese language level as mentioned above.

Quality Required for International Students (N=472 for 2021)

Quality	Graduated in 2021	Graduated in 2020	Graduated in 2019
Japanese Proficiency	92.6%	89.1%	82.3%
Communication Skills	69.7%	70.9%	74.9%
Adaptability	50.8%	53.3%	46.9%
Ability to Take Actions	38.8%	40.9%	41.1%
Flexibility	33.3%	34.9%	33.1%

Source: Survey on Companies Regarding Recruitment of International Students of 2021 by Mynavi corporation (2022)

Foreign Capital Companies Located in Japan

Foreign capital companies located in Japan may be one of targets for your job hunting. Please understand that even such foreign capital companies require a high level of Japanese proficiency because their customers are Japanese companies and they need to use Japanese in business. In some cases, they may accept Japanese language skill of N2 or N3 if you have specific abilities valued in their business and a high level of English proficiency that can be used when communicating with their head office or global group companies.

Refer to "Job Hunting Guide for International Students" published by Japan Student Services Organization (JASSO) for details. You can download the guide written in Japanese, English, Chinese, or Korean for free. Please see the appendix, "List of Referral Websites."

Basic Knowledge of Job Hunting in Japan

This section explains the basic knowledge of job hunting in Japan based on a typical example. It is very important for you to investigate each company by yourself since employment-related conditions – such as examination schedules, requirements, and application methods vary from company to company.

Job Hunting Schedule for New Graduate Mass Recruitment

- The typical job-hunting schedule is shown in the chart below. Since recruitment schedules vary depending on the company, be sure to check the company's information in which you have interest early on. As for internships, as described in details later, it is important to consider your research progress and decide whether to participate in internship programs.

- If you graduate in September, you need to proceed your job-hunting activities following the same recruitment schedule as for students who will join a company on April 1st of the year following your graduation year, or following the recruitment schedule of a company that permits you to join on October 1st of your graduation year or in any month through their year-round recruitment. Check the recruitment schedule of each company in which you have interest for details.

- You are recommended to work on self-analysis and company research as much as you can in the year before your final and start preparing the "Entry Sheet" early for companies to which you are applying.

- There is no set job hunting schedule for doctoral students. You need to find the recruitment process and schedule for companies on your own and apply accordingly.

The following shows a typical job hunting schedule for undergraduate' and master's students who will graduate in March and join a company in April. If your graduation schedule differs from this and you do not know when to begin job hunting, please take Tokyo Tech career counseling services.

Note   IS = Internship   *Duration of internship depends on a company from short-term to long-term.
ES = Entry Sheet
JLPT = Japanese Language Proficiency Test

* More active as colors become dark red

Applying to a Company

There are the two ways to apply; 1) Applying by yourself, called "*Jiyu Oubo*" 2) Applying via the recommendation of your university, called "*Gakko Suisen*." Decide which way to take by understanding the advantages and disadvantages of each application method. It is strongly recommended that you attend career-related sessions held by your school, department, or graduate major regardless of using the university recommendation system, "Gakko Suisen." Since many events are announced through Japanese emails, international students may miss them. You are recommended to make Japanese friends in your department and frequently exchange information about job hunting so that you can catch useful information in a timely fashion.

Applying by Yourself, "Jiyu Oubo"

Find a company and apply for it by yourself by following the process indicated by the company. You can apply simultaneously for as many companies as you want. It tends to be competitive compared to "Gakko Suisen." You can decide whether to take any job offers, unlike through "Gakko Suisen."

Applying through the Recommendation of Your University, "Gakko Suisen"

The university recommendation is a type of recruitment for STEM students. Companies value the specialized knowledge and skills of each department of Tokyo Tech and propose a certain number of positions they will accept through university recommendation. It is very important to attend career-related information sessions explaining the "Gakko Suisen" system, held by each school, department, or graduate major.
You should know that employment examinations are required even if you apply through university recommendation. A good point is that fewer tests and interviews are required than for "Jiyu Oubo," but you need to fully prepare for the examination as "Gakko Suisen" does not guarantee passing.
Even for "Gakko Suisen,", a high level of Japanese proficiency is required for many companies. If you plan to use both "Jiyu Oubo" and "Gakko Suisen," it is recommended to work on job-hunting activities including a internship early on.
This university recommendation system, is maintained by the longstanding good relationship between Tokyo Tech and companies. You MUST understand that you CANNOT refuse once you get a job offer through university recommendation.

Typical Process of Employment Examinations

Applying

Register with navigation websites or the website of a companies in which you have interest and click "Entry" to receive information. Unless you apply, you will not get any information about the company's seminar, recruitment process, or schedule.

Gathering Information

Participate in companies' seminars or join job fairs to gather a wide range of information. The session may be held online.

Examining Company

Receive information regarding company seminars and directions such as the "Entry Sheet" form via emails by applying to the company. A recruiter may get contact with you.

Participate in an information session which each company holds individually.

Taking Exams

Submit the "Entry Sheet" called "ES" and necessary documents such as a CV and an essay to the company.

Take an aptitude test, written tests, and/or technology skill tests as instructed by each company. They may be on paper or online.

Attend job interviews. They may be in the form of group discussions, group interviews, or individual interviews including technical interviews. They may be held online,

Informal Job Offer

Job Hunting of Doctoral Students

Doctoral students have no typical job hunting schedule like that of undergraduates and master's students. Doctoral students are required to proactively find a company in which they have interest and apply on their own.

Companies tend to value on research specializations usable for their research and key activities when employing doctoral students. For this reason, it is very important for doctoral students to find companies that have interest in your research field. Make a network with companies by knowing the following points.

Importance to Closely Communicate with Your Professors

It is very important for doctoral students to closely communicate with and consult their professors (supervisor) when needed. In order to take a profession after getting a doctoral degree, you need to achieve good research results and be recognized as an excellent researcher through articles and conference presentations, which are all supported by your professor.

You will get useful advice about job hunting from your professor since he/she is well versed in Japanese industries or companies that have interest in your research field. Also, he/she will give you advice on how to build academic career.

Be sure to proactively communicate with your professors.

Useful Programs to Make Connections with Companies at Tokyo Tech

Tokyo Tech provides you with the following programs to help doctoral students make connections with companies.
Take actions proactively to make connections with Japanese companies.

- Career development courses proposed by Innovator and Inventor Development Platform (IIDP)
  Check the Tokyo Tech website to find programs to make connections with companies.

- Dr's K-meet that is the job-hunting forum for Tokyo Tech doctoral students
  Companies that want to employ Tokyo Tech doctoral students gather at Dr's K-meet and explain about their companies. You can learn their business and research characteristics in detail and directly ask questions to them if necessary. Unfortunately, many companies make their presentations in Japanese, but they may answer your questions in English. You are recommended to find out which companies value your research and what level of Japanese proficiency is required at each by proactively attending this event.

- Tokyo Tech advanced programs such as Tokyo Tech Academy for Super Smart Society (WISE-SSS)
  The Tokyo Tech Academy for Super Smart Society offers a degree program that integrates masters and doctoral courses. The integrated program aims to train super-skilled PhD graduates with technical and professional knowledge so that they can lead a sector in industry-government-academia to realize a super smart society based on quantum science. You may have opportunities to make connections with companies.

Internships

Internships are activities in which students experience working in their research-related fields or fields they're interested as their career to determine whether they have abilities needed for their job after graduation and whether they are well-suited for the job and the company. Most internships at Japanese companies are short-term programs from a few days to 2 weeks; a contrast to the overseas internships, some of which are long-term programs of a few months.

<u>Even for internships, you are required to pass examinations for selection in most of cases.</u> Confirm the detailed information regarding internships in navigation websites or the websites of companies you are interested in, click "Entry," and follow the instructions to take document screening and interviews.

Internships of Japanese Companies

The content of internships may be working experiences, lectures by employees, or a program in which students are required to discuss a given theme and present their proposal to the company. It varies from company to company.
The number of companies that provide internship programs is increasing year by year, leading to about 80% of listed companies.
Some companies, including large companies, may provide preferential treatments on the phase of employment examination such as early selection or fewer interviews for students who took part in their internship.

Advantages and Disadvantages of Participating in Internships

Joining internship programs helps you understand a company's culture and the job more deeply and may give you preferential treatment. On the other hand, it takes a lot of time to prepare for internship examinations and participate in an internship program. <u>It is strongly recommended that you base your decision on an internship program by checking your research/study schedule</u>. Needless to say, <u>the most important thing is to study or pursue your research at Tokyo Tech</u>, and Japanese companies also expect such high abilities of Tokyo Tech students.

	Advantages	Disadvantages
Joining Internships	• Understand the job • Understand their business • Understand the company culture • Understand whether you have aptitude and how your strengths and weaknesses fit the company • Develop career consciousness • Motivates you to develop your research specialization and to study • Built a network of connections • Prepare for employment examinations • Get preferential treatment for employment examinations	• Takes much time and effort to prepare for the selection process such as document screening and interviews and participating in internships. It may also cost you travelling expenses. • May not learn as much as you expected depending on the content of the internship • Difficult to balance studying and joining internships
NOT Joining Internships	• Ensure sufficient time for your research and studies and strengthen abilities expected for Tokyo Tech students • Save your time and effort	• Less understanding of company culture and jobs • No preferential treatment for employment examinations. Some foreign capital companies may not allow you to even apply for employment examinations unless you have taken part in their internship program..

How to Apply for Internships

Many internships, especially programs that last a few days or weeks, have examinations to select attendants. If you would like to participate in an internship program, you are recommended to apply for it one year or more prior to your graduation year so that you can learn about companies and jobs before you start taking employment examinations. (i.e., in M1 for master's students)
Internship programs are held in summer, autumn, and winter and the application and execution timing varies depending on the company. You need to check these by referring to job hunting support agent and/or company websites.

Participating Status in Internships of Tokyo Tech Students

Please see the appendix regarding participating status in internships of Tokyo Tech students.

Job Hunting of Tokyo Tech Students

The information specified for Tokyo Tech students is described below.

What Japanese Companies Expect of Tokyo Tech Students

Japanese companies tend to expect Tokyo Tech students to possess the following abilities as Tokyo Tech is an outstanding science and technology university.

<Attributes>
- Initiative and independence
- Communication skills

<Abilities Developed by Research>
- High ability in a specific field/specialization
- Ability to discover and solve issues
- Ability to make and verify a hypothesis
- Ability to gather/grasp information
- Logical thinking skills
- Ability to continuously learn and independently learn new things
- Creativity

Japanese companies tend to ask about your research activities in detail in job interviews to determine whether you have some of the abilities listed above. For this reason, you are strongly recommended to explain not only your research results but also the process you went through to achieve them. For example, to emphasize your strengths and abilities, explain your thoughts while struggling with your research, how you devised a plan to overcome it, what was unique about, what you achieved, and how you ultimately solved the difficulties.

International students especially need to understand that many Japanese companies are reluctant to employ people that do not fit their company or organization's culture even if they have a high GPA or excellent research abilities. Japanese companies tend to employ people who know the importance of the company policy and strategy, and who collaborate well with other employees of various departments and contribute to their work. For this reason, they examine your personality and your way of thinking in a job interview to judge whether you will produce good achievements in the company or organization.

The ideal candidate profile varies from company to company. Visit the websites of the companies in which you are interested, check what type of person is required by them, and highlight your strengths to show you fit it on the "Entry Sheet" and at job interviews.

Job-Hunting Related Data of Tokyo Tech Students

Please see the appendix regarding job-hunting related data of Tokyo Tech students including Japanese students.
Note that the data mainly shows the job-hunting activities of Japanese students for Japanese or foreign capital companies located in Japan.
As shown in the graph of the appendix, many students submit "Entry Sheets" to more than 8 companies, which means that it is not easy to get a job offer. Many of the hardships in their job hunting are the "Entry Sheet," self-analysis, individual job interview, and balancing their studies/research and job hunting. With these characteristics of Japanese job hunting, it is very important to take enough time to do a decent self-analysis, write the "Entry Sheet," and fully prepare and practice for job interviews. If you want to find a job in Japan, you are strongly recommended to understand the characteristics of Japanese job hunting and prepare for the "Entry Sheet" and job interviews by referring to the following sections.

Self-Analysis and Evaluation

The process of self-analysis and evaluation is the preparation stage to make others understand yourself in documents and interviews required in a job-hunting process.

Objectives of Self-Analysis and Evaluation

There are two main objectives of self-analysis and evaluation;

1. To identify the type of job that you want to do / are suited for

2. To prepare for the "Entry Sheet" and job interviews where you will describe your capabilities and uniqueness.
This is the preparation task where you are able to show 'what you experienced in the past, how you felt going through it, what kind of recognition and strength you gained and how and where you would like to work and apply these capabilities. After looking back through your personal history, you need to clearly point out your strengths with specific examples on the "Entry Sheet" and at the interview.

Regarding the uniqueness that Japanese companies apply potentiality-based employment, they evaluate how much potential - including sense of value, way of thinking, behavioral characteristics - you will have after joining a company by hearing about your experiences. The process of self-analysis and evaluation is, therefore, indispensable for you and is an opportunity for you to describe your character in more detail.

Notes and Tips for Self-Analysis and Evaluation

① You do not necessarily have to refer to a very special or prestigious event in your past. You can demonstrate your unique characteristics from your daily life by reflecting how you did something and what you learned from the experiences.

② Show your characteristics together with keywords and examples. Do not use abstract keywords only, such as 'logical', 'responsible', 'active', etc. Show how you embody these characteristics by being clear and specific.

③ Just writing about your experiences is not enough to market yourself. Your characteristics can be observed from your experiences if you include why you did it, what you were thinking, and what you learned from your experiences.

④ It is significant to reflect on yourself deeply, e.g. how you were devoted to do things.

⑤ Complete self-analysis and evaluation once you feel some confidence that you have appropriate quantity and quality of sources for job hunting. There is no end for self-searching and complete self-understanding and you need to stop the self-analysis and evaluation at a certain point.

⑥ Do not take confusions and worries on yourself. Ask career advisors or others for help, if necessary.

How to Analyze and Evaluate Yourself

It is highly recommended to begin self-analysis as early as possible, as the process of reflection to clarify your strengths, weakness, capabilities, interests, value and vision takes more time than you expected. For steps of self-analysis and evaluation, you can refer to "Job Hunting Guide for International Students" published by Japan Student Services Organization (JASSO).

> *Refer to "Job Hunting Guide for International Students" published by Japan Student Services Organization (JASSO) for details. You can download the guide written in Japanese, English, Chinese, or Korean for free. Please see the appendix, "List of Referral Websites."*

Examining Companies

Criteria that you place more importance on when selecting a company to join is called "*Shushoku no Jiku*" in Japanese. The desired criteria, "Shushoku no Jiku," varies from person to person based on their career vision. Once you find a company that meets your desired criteria, collect the detailed information to recognize its' features, how and why you identify with them, how you can contribute to them with your strengths.

Basic Knowledge about Japanese Companies

- More than 99% of Japanese companies are categorized as small and medium businesses (SMB) with the capital less than JPY 1,000 million and at less than 1% are large corporations with capital more than JPY 1,000 million. There are some SMBs which have leading-edge, competitive technologies and are considered "the global niche top". It is recommended to put not only well-known companies but also SMB into your list of choices.
- Each company has its own features and benefits. We advise you to choose a company that meets your values and matches your capabilities, including your level of Japanese, regardless of the size.

Features of Large Corporations and SMBs

	Large Corporations	Small and Medium Companies
Corporate Culture	✓ Require good attitude as a member of organization ✓ Tend to consider team work as more important than individual work.	✓ Tend to have a more liberal and flexible environment than at large corporations. ✓ Often respect individual decisions and responsibilities. Having limited number of human resources, individual competency is well valued in addition to team work.
Career Path	✓ Employees may have comprehensive training programs. The scope of work would expand year by year.	✓ Employees may be given responsible and important tasks/duties from an early stage
Employment of International Students	✓ Most companies do not give international students special treatment. Screening criteria is the same as for Japanese students.	✓ There are some companies that will likely employ international students expecting them to apply their competencies on a global scale.
Employment Examination	✓ Most companies implement the screening of the "Entry Sheet" and/or a written test due to having a large number of applicants.	✓ Have tendency to focus on interviews more than the "Entry Sheet" or a written test in order to examine personality carefully.

（Added information to 'Career Seminar for International Students 2020' by Japan Association for Promotion of Internationalization ）

Steps to Examine Companies

For examining a company effectively, the first step is to observe and choose 'industry', referring to a broad classification such as manufacturing, retail, distribution, commerce etc. You can identify a suitable company by examining the industry with the steps below.

① Note social and economic trends
② Understand what industries there are in Japan
③ Identify the industry that you would like to work in
④ Search both the industry in which you are interested in the most and other related industries
⑤ Narrow down industries and examine each, and related companies, individually

> *Refer to "Job Hunting Guide for International Students" published by Japan Student Services*
>
> *Organization (JASSO) for details. You can download the guide written in Japanese, English,*
>
> *Chinese, or Korean for free. Please see the appendix, "List of Referral Websites.""*

Notes and Tips for Job Searching for International Students

With limited sources and lack of Japanese ability, international students may face difficulties when searching for job related information in Japan. You can see frequently reported issues/challenges and useful measures and actions below.

	Issue/Challenge	Measures/Actions
1	Having difficulties searching for companies actively recruiting international students	● Participate in "Career Support Seminar for International Students" and JETRO's career event to be held at Tokyo Tech. The Tokyo Tech Career Support Seminar for International Students provides you references such as the list of companies from which the seniors got a job offer with the information of their Japanese language skill level. ● Utilize job-hunting agent services for international students. Agents have information about companies actively recruiting international students and provide a matching service between the company and international student. See "Outside Services to Support Job Hunting." ● Review the appendix, "Examples of Companies/Organizations Tokyo Tech International Students Joined." It would be a clue for your company search by knowing what companies employed Tokyo Tech international students. ● Search the company's ranking in terms of employing international staff. Companies aiming to expand their business overseas tend to employ more international students positively. Check the reliability of information on web pages and always check the reputation of companies by asking your supervisor and Japanese and international friends.
2	No/limited information about Japanese small and medium companies in Japan	● Read Japanese daily news and try to check information regarding small and medium companies and large companies ● Utilize the agent service for international students listed in a later section. Information sessions of SMB in Tokyo for international students are implemented regularly. ● Check the ranking of 'Global Niche Top Companies' announced by the Ministry of Economy, Trade and Industry in Japan. You can learn the names of excellent companies according to who has the top 10 of the shares of specific products in the global market, even if the scale of company is small. ● Expand your network with Japanese friends and gain useful information on SMBs. Have information of career paths of Japanese / international OB/OG at your course
3	Not good at Japanese. No/Limited information about companies that do not require Japanese proficiency	● Participate in "Career Support Seminar for International Students" to be held at Tokyo Tech, which introduces the information on companies accepting Japanese ability of lower than N3 of the JLPT. Note that there are very few of these companies. ● Search foreign capital companies in Japan.

		Although they require Japanese proficiency to work, some foreign capital companies accept CVs and research summaries in English.
		● Search small and medium companies that respect your expertise and are looking to hire someone with English or your native language skills more. It would be effective to consult with your supervisor about companies meeting your specialty.
		● Utilize SNS with recruiting info, such as Linked-In or Glassdoor.

How to Write "Entry Sheet" (ES)

Once you apply to a company, the next step requires you to submit the "Entry Sheet"(ES). It is highly recommended to start writing the ES as early as possible as it may be more time consuming than you expect.

ES and Its Objectives

The ES is the application form that companies use for employment examinations. After applying, you will receive information on the company and the format of the ES with the deadline for submission. Unlike a resume, which includes basic information such as educational background, on the ES you have to show your strengths and capabilities by detailing the experiences that are unique to you.

In most cases, the ES is the first step of the examination. Only after passing this, you can move on to the next step. In other words, you will not have the opportunity to have an interview unless you market yourself effectively on the ES.

Notes and Tips for ES for International Students

Level of Completeness of Japanese

A large number of companies do not have special selection schemes for international students. You, therefore, will have to fill out the ES in Japanese so that it will be comprehensible to others. It is not necessarily important to have the perfect Japanese writing but is more important to include the following points in order to pass the ES screening.

Important Points

- You should fill out the content on the ES regarding the "intent of questions" by a company. Even Japanese applicants tend to fail to stand out because they do not address the company's intentions. Refer to the following section below for the intent of questions.

- What a company evaluates is the ES showing your unique characteristics. An ES that is generic and meant for all companies and is interchangeable among any applicants does not convey your characteristics to a company. You should not simply copy and paste content from ES examples on websites or from books, but you should market yourself in your own words.

- Include your specific experiences on the ES as it is more convincing. Do not simply mention common views and ordinary comments such as 'social contribution' or 'give my best' that other applicants will likely say.

- It is recommended that you explain in detail your research experiences somewhere on the ES, because companies tend to expect Tokyo Tech students to have higher level research skills and scientific knowledge. You can also detail experiences of other activities, such as a part-time job or club activity. Be sure to clearly demonstrate the following three points; (1) your potential to be suitable for the job position, (2) your resourcefulness and (3) your aptitude as a member of society.

Frequently Asked ES Questions and Their Objectives

On the ES, you should mention not only facts and results relating to your experience but also any value, sense, knowledge, and/or skills that you have gained from said experience in order to demonstrate your unique characteristics. Content should be filled carefully regarding the intent of questions of companies. The table below shows the relationship between 'Frequently Asked Questions' and 'Viewpoints of Company / Intent of Questions'.

Frequently Asked Questions	Viewpoints of Company / Intent of Questions
What did you work hard on as a student? (So called 'GAKUCHIKA' in Japanese)	• Companies will see an applicant's potential working capabilities from their way of thinking, attitude, knowledge and skills that are described in the ES. Therefore, you should show not only the facts or results relating to your experience, but also the unique path that you chose and your feelings and thoughts thereof. Others may have come up with the same facts and results by coincidence, but the unique process and original characteristics that have been developed through each person's experience would be one and only. Including these details would enable a company to imagine how you would apply your capabilities to the company. • Companies prefer to see what motivates you to take on challenges and what kind of values you have or gained from the experience. • Mentioning only prestigious awards or high grades may be perceived as mere boasting. Hence, it would be better to show the process of how you set your goal and what kind of obstacles you had to overcome to achieve it despite any complications or issues. • Companies tend to recognize one's potential for growth in the future by hearing what he/she learned from experiences and what improved after gaining knowledge and skills.
What are your strengths? (Self - Promotion)	• Companies make sure of the merit of hiring an applicant with specific strengths. You are recommended to consider your strengths regarding the personality that the target company wants to have and the competency that the target job requires. It would be more convincing if you could explain how you dedicate yourself working with your strengths at the company. • Companies will recognize your strengths from your original experiences that demonstrate your values and characteristics. Showing these experiences that are only yours, and not a copy of others, is more persuasive. • Companies confirm the reliability of content by checking if it includes specific instances. You, therefore, need to provide both your strengths and specific experiences as evidence to support these claims.
What is your reason for applying？	• Companies see how an applicant analyzes companies. You may be perceived as having low aspiration if your ES is generic and can be used to apply at other companies. You need to show the specific reasons and points of why you are interested in that particular company, how you identify with them, and what skills you can apply. • Companies want applicants who already have a concrete image of their job or career path after joining the company. If this image differs too much from the actual work at the company, it would be considered a mismatch. • Companies examine how an applicant contributes to a company. It is not appealing for the company to see the applicant only seeking to benefit him/herself (e.g. 'The working environment is suitable for me to improve my skills').

How to Fill out the ES

Refer to "Job Hunting Guide for International Students" published by Japan Student Services Organization (JASSO) for details. This book shows the method of how to apply to a company before submitting the ES. You can download the guide written in Japanese, English, Chinese, or Korean for free. Please see the appendix, "List of Referral Websites."

Support to Develop Your ES

In order to brush up the ES, try asking for feedback from others to get an idea of whether your intentions are well described and if expressions are easy to understand for others. You can use the on-campus career counseling support or tutoring at Nihongo Space to review the ES and brush up Japanese sentences. Career counseling sessions are available both in English and Japanese. Please see the section, "Tokyo Tech Services to Support Your Job Hunting."

"*Rirekisyo*" (CV/Resume)

"*Rirekisyo*" in Japanese (CV / Resume) is one of the application forms but is different from the ES. In principle, you have to fill out the rirekisyo by hand in Japanese and the format is available at the co-op, "*Seikyo*", at Tokyo Tech. Some international students use the electronic format instead of paper format. You have to confirm the language of the rirekisyo before submission to a company.
The picture below is a sample image of a rirekisyo in paper format taken from the co-op.

Change year and month appropriately.
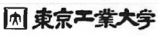
Please follow the rules to fill out your rirekisyo by referring to 'Job Hunting Guide for International Students' published by JASSO.

Refer to "Job Hunting Guide for International Students" published by Japan Student Services Organization (JASSO) for details. You can download the guide written in Japanese, English, Chinese, or Korean for free. Please see the appendix, "List of Referral Websites."

Written Test

Having a large number of applicants, large companies tend to conduct a written test in addition to ES screening process, resume, and interviews. It is usually challenging for international students to pass the written test in Japanese; thus, you should start preparing for the test as soon as possible. Several companies that are keenly employing international students sometimes do not place emphasis on the results of a written test in Japanese. Hence, please do not hesitate to try out for companies conducting a written test. In addition, there are a few large companies that conduct written tests in English and even small and medium companies that do not have a written test.

Type and Method of Written Tests

There are several types of written tests in Japan, such as SPI and "*Tamatebako*". The test being used for recruitment exams differs depending on the company. For further information about written tests, please refer to 'Job Hunting Guide for International Students' published by JASSO.

> *Refer to "Job Hunting Guide for International Students" published by Japan Student Services*
> *Organization (JASSO) for details. You can download the guide written in Japanese, English, Chinese,*
> *or Korean for free. Please see the appendix, "List of Referral Websites."*

Preparation for Written Tests for International Students

There are a large number of reference/text books for written tests. For international students with limited Japanese language abilities, it is advised that you refer to these books on written tests specifically for international students. One way would be to start learning about the written test with the book for international students first, and then proceed with the book for Japanese students. For your information, books for Japanese students tend to be categorized into each type of test, e.g., the book about SPI, the book about Tamatebako, etc. You can select an appropriate book after checking the specified written test of a company.

● Example reference book of written tests for international students
 Recruitment Written Exam Textbook for International Students, Kazuya TAMURA & Marina ITO
 「留学生のための就職筆記試験教科書」 田村 一也 (著), 伊藤 茉莉奈 (著)

 This is a textbook of written tests for international students. You can understand the basics of written tests in Japan and proceed with further learning through exercises. It is user friendly for those of limited ability in Japanese as it uses Japanese kana and furigana of the N3 level and Chinese characters of the N2 level. You can learn keywords with detailed explanations in exercises.
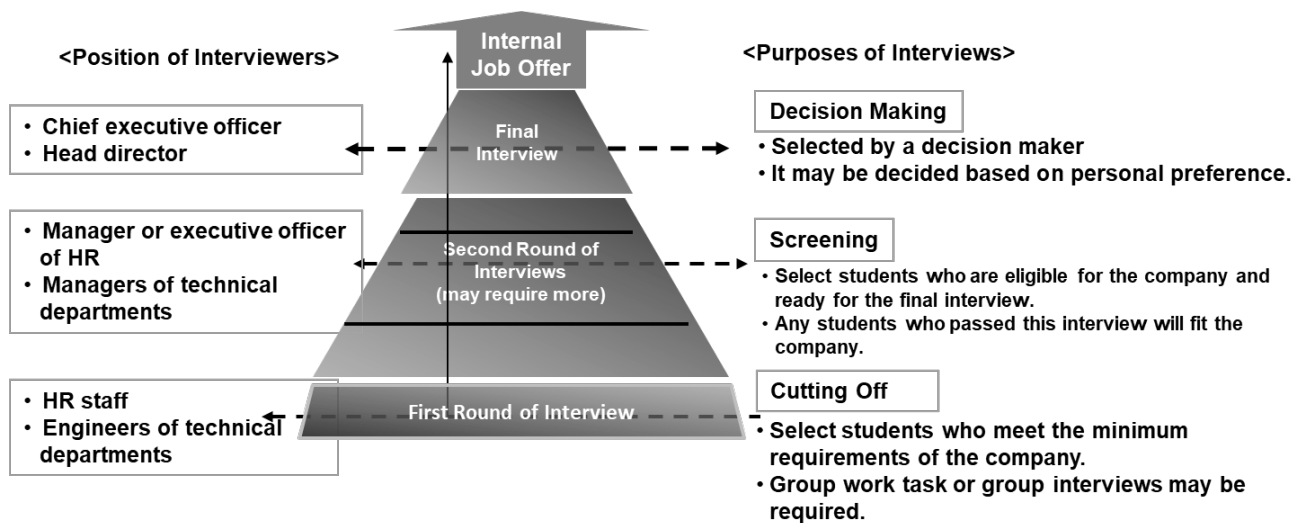
Interviews

In many cases, after you pass the document screening and written tests, you will proceed to the interviews. The interview process generally entails more than three separate sessions in Japan. This allows different observers to evaluate an applicant's personality, abilities, and thought processes at different times, in order to carefully examine whether he/she is suitable for the company.

Types of Interviews

There are two types of interviews: the screening type adapted by many traditional Japanese companies and the circular type adapted by many foreign capital companies and startups.

Screening Type of Interview Mainly Adopted by Traditional Japanese Companies

You can proceed to the next interview after passing the first. Generally speaking, an interviewer who holds a higher position in the company will attend an interview further on in the process. In many cases, the first interview is focused on general questions regarding your personality by HR staff and the second interview is focused on technical questions regarding your research by managers of engineering departments. Please note that the way interviews are conducted varies from company to company.

Since the HR staff interviewing does not necessarily have a background in science or technology, it is very important to explain your research in layman terms so that it is easily understood. If this is not achieved, your communication skills may be perceived as poor.

Regarding important notes on technical interviews, please refer to the "Technical Interviews" section. It is strongly recommended that you fully prepare for this because it is a good opportunity for Tokyo Tech students to show their strengths obtained through their research.

The final interview tends to include an interviewer who will be making the decision as to whether or not you will be hired. Since you must have passed in terms of personality and technical skills criteria in the first and second interviews, the final interview tends to focus on how strongly the applicant's desire is to join the company, whether he/she is highly motivated for the work, and whether he/she fits in with the company culture. Thus, companies find it very appealing when candidates provide convincing explanations and reasons for applying and express strong arguments on how you will apply knowledge gained from previous experience to contribute to the company – showing clearly that you have done thorough research on the company.

Circular Type of Interview Mainly Adapted by Foreign Capital Companies and Startups
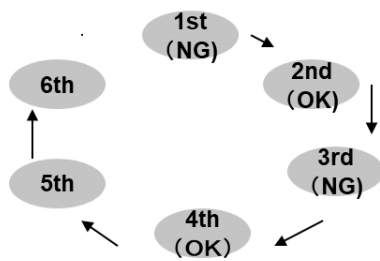
- Attend interviews, each with an executive officer of a different department
- You will not know which interview is conducted by a final decision maker. The first interviewer may be a chief executive officer or head director.
- An interviewer examines whether they want to have you as a department member.
- Even if you failed an interview of a certain department, you may still be able to proceed to the next interview, which will be conducted by another department.

You might also pass the interview of one department while you failing that of another. It is important to keep improving in subsequent interviews even though you could not properly answer questions in one interview.

Typical Questions of General Interviews

General interview questions by HR staff tend to be regarding the content written in your "Entry Sheet." You need to remember what you wrote in order to properly answer the interview questions.

Other typical questions are listed below. It is not easy to answer these questions in an appealing way without any preparation. You are recommended to prepare for expected questions and answers so that you can show your strengths and value to interviewers. The key is whether the interviewer can fully perceive your strengths and enthusiasm through your answers. It is recommended that you practice interviewing with the others including a career advisor and improve your expected answers based on feedback from others.

- What did you spend most of your energy on in your university days? (so-called "Gakuchika" in Japanese)
- What are your strengths and weaknesses?
- Why do you want to join us?
- What do you want to achieve after you join our company?
- Where do you see yourself in 10 years?
- What kind of job do you want? Why?
- Tell me your experiences in which you collaborated with other people.
- Tell me instances in which you overcame difficulties.
- What is your research or thesis?
- Have you ever had any setbacks in your life?
- What are the criteria in selecting a company to join and why?
- What are your dreams for the future in 10 (30) years?
- Tell me an instance in which your failed at something.
- What are the most important values to uphold while working?
- How did you examine companies while job hunting?
- How do you respond when other people disagree with you?
- What are our benefits in employing you?
- What is your impression of our company?
- How high on your priority list is working for our company?
- What companies did you apply to in addition to ours?
- Tell me the status of your application at other companies.
- What kind of part-time jobs did you do in your school days?
- What club activities are you doing?
- Do you have any hobbies or special skills?

- What topics of recent news interest you the most?
- How do you think the world or society will change?
- Do you have any questions for us?
- Who do you look up to?
- Do you have any ways to relieve stress?

Typical Questions Specific for International Students
- Why did you decide to come to Japan to study?
- Why do you want to work in Japan?
- Do you want to work in a local subsidiary overseas?
- How long are you planning to work in Japan?
- Do you have confidence in collaborating with Japanese people at work?

Technical Interviews

Technical interviews are conducted to examine both technical skills and personality mainly by managers of technical departments, and are often required for technical job positions.
You may need to submit a sheet of your research summary for this technical interview, depending on the company.

How to Summarize Research

The time for explanation differs depending on the company, but typically five minutes are given for you to summarize your research at the beginning of a technical interview. Some companies allow you to refer to your documents during your explanation, but some companies ask you not to. Carefully follow the instructions given from the company.

The following structure is easy to understand for interviewers when explaining your research.

1.	Abstract summarizing from the following No.2 through No.6	If the interviewer's background is outside of your field, he/she may have difficulty in understanding your explanation. Give some examples relating to everyday life or concrete examples of what will be produced from your research in the future so that he/she can easily imagine.
2.	Theme and the reason you selected this theme	
3.	Research significance	In addition to the needs of society and the possibility of practical use, express your strong motivation to conduct your research by referring to your awareness of and/or willingness to solve issues.
4.	Previous studies in the field and the originality of your research	University research may not directly lead to company research. It is important to show your potential capabilities such as your aptitude as a researcher, awareness of problems, knowledge and skills acquired through the research, as well as the abilities to think critically, make decisions, plan, be creative, and problem-solve. As such, it is crucial to explain in a way that's easy to understand. Interviewers may not necessarily focus only on your research results. Even if your research is behind schedule and does has not yet produced favorable outcomes, explain its current status and your future plans thereof with confidence.
5.	Research plan (purpose, goal, method, period, lace, etc.)	
6.	Issues and measures	
7.	Progress achieved in your research and future plans	
8.	How you collaborated with others including consulting others for advice	Research cannot be accomplished by only one person. Prepare to explain how you got and used advice from others and how you collaborated with the others, including sharing equipment. Engaging in joint research, for example, would be a good illustrator of this.
9.	How you presented your research and what evaluations you achieved	Prepare to explain how you presented your research in your major, how you were evaluated, and your reactions thereof. If you have given conference presentations and have article publications, be sure to mention them since they are appealing points.
10	What you acquired through your research activities ① Technical skills/technical knowledge ② Competencies ③ Experiences and learning ④ A sense of accomplishment	Explain your technical capabilities such as IT skills, language skills, and other specific competencies. This can include your sense of value and accomplishment that you gained through your experiences

Evaluation Points of Technical Interviews

Even if the interviewer of a technical interview is the manager of technical departments, he/she may have difficulty in fully understanding your research if his/her specialty does not perfectly match yours. For this reason, it is very important to simply explain your research in a way that's easy to understand.
The interviewer is examining whether you have attributes as a researcher or a developer in the technical interview. Be sure to clearly explain that you have some of the strengths listed below for evaluation supported by evidence.

	Items to Explain	Requirements	Evaluation Points
1	Research Summary	Explain in a way that's easy to understand and that is specific.	Ability to see the big picture, Ability to structure
2	Background/ Preceding Studies	Clearly explain the positioning of your studies with regard to preceding studies.	Logical thinking, Ability to discover issues
3	Research theme/ Your awareness of problem	Explain how you took the initiative to decide on the theme and the reasons and demonstrate that you have a sense of purpose.	Point of views, Awareness of problem
4	Research Plan/Method	Specifically explain your research method and expected results in a way that's easy to understand.	Research planning ability, Practical skills, Flexibility
5	Progress and future plan	Explain the current outcome, issues, and your plans for your research.	Research planning ability, Self-management skills
Explain the five points shown above in the same order and be sure to include the following points.			
A	Originality in your research	Clearly explain the originality of your research; i.e. how your research is unique compared to previous research of the same field/similar content, how your theme stands out among others, and how new your problem-solving methods or improvements are.	Creativity, Point of view
B	Ingenuity/Problem solving	Explain how you solved problems and the outcome.	Sense of purpose, Problem-solving ability
C	Contribution	Explain how the research can contribute to society	Social consciousness, Business sense
D	What you acquired through research activities	Explain in detail your scientific/technical understanding, ethical awareness, research skills, interests, abilities, and what you have gained from your experiences.	Specialty, Initiative, Aptitude for collaboration, Growth willingness, Sense of purpose, Practical skills, Goal setting ability, Endurance

Typical Questions at Technical Interviews

In technical interviews, questions from interviewers follow your research overview. Typical questions other than technical questions are shown as follows. It is recommended that you prepare appropriate answers to expected questions to show your strengths as a researcher.

- Why did you choose this theme and how did you get a sense of the problem?
- Please tell us how you have expanded your research from your undergraduate days, and what is your focus in your current research, and why.

- In what fields is the research useful?
- Could you tell us more about your research background?
- Tell us about your previous research on the subject.
- What overseas articles did you refer to?
- Please explain the research purpose in an easy-to-understand manner.
- Is there a possibility of practical application, and if so, how do you think this possibility might increase?
- Please explain the uniqueness and novelty of your research, and why.
- Did you have a midterm presentation? How were you evaluated?
- Please explain your research method in detail. Why did you use this method?
- Why did you choose to set the conditions the way you have, and what other conditions did you consider?
- Could you tell us more about the experiment equipment? Is it difficult to operate?
- What do you think about the evaluation and why?
- What are your current challenges and how are you going to solve them?
- Please tell us about the progress of your research and your future goals.
- Do you ever get stuck in research? How do you overcome this?
- Who do you consult most about your research?
- On what do you place emphasis in your research?
- What strengths of yours do you think you can apply most to your research?
- What do you think is important in joint research?

Notes on Online Interviews

In recent years, online interviews have been increasing instead of face-to-face interviews. As one's impression is greatly affected by the online environmental conditions, it is recommended that you record and check how you will be seen and heard through the screen. You especially need to be careful so that your eyes meet with the interviewer's eyes on his/her screen. When you look at the interviewer's eyes on your screen while talking, your eyes on his/her screen tends to look down due the location of your PC camera. <u>The following table shows notes on online interviews.</u>

Environment	Equipment	• Prepare necessary equipment such as the PC and/or smartphones. • Check beforehand that you can use the camera and microphone function, or if it is difficult to hear, prepare earphones, etc. • Charge your equipment in case the interview lasts a long time • Turn off sounds such as email ringtones
	Application	• Download software specified by the company in advance.
	Camera Position	• Secure the camera position to your eye level so that it does not aim at the top of your face and so that you do not have to face downward.
	Network	• Make sure your internet connection is stable.
Place	Sound	• Choose a quiet place with no other voices or noise can be heard.
	Background	• Be aware of the background on your screen. Select something simple like a bare wall (note that showing a messy room or laundry is inappropriate).
	Brightness	• Choose a bright spot. Make sure that your face is neither shadowed nor too bright. If so, your face will not be clear on their screen.
Attire		• Dress in a suit and style your hair in the same way you would in a face-to-face interview.
Attitude		• Before the interview start time, sit in front of the camera and prepare. • Bow your head and greet the interviewers as you would in a face-to-face interview. • Look into the camera and keep a lively expression in mind. • Speak clearly and loudly with appropriate speed since the sounds online tend to be muffled. Do not speak quickly.

Business Manners in Japan

Consideration of business manners is important because interviewers will determine whether you can show appropriate attitudes in the workplace in Japan. Refer to "Job Hunting Guide for International Students" published by Japan Student Service Organization regarding telephone and email etiquette, and proper attire and manners at in-person interviews. You can consult Tokyo Tech career advisors if necessary.

> *Refer to "Job Hunting Guide for International Students" published by Japan Student Services Organization (JASSO) for details. You can download the guide written in Japanese, English, Chinese, or Korean for free. Please see the appendix, "List of Referral Websites."*

Tokyo Tech Services to Support Your Job Hunting

Please use the following Tokyo Tech services to support your job hunting.

SLACK Channel　#an-career-related-info-キャリア支援

SLACK channel, **#an-career-related-info-キャリア支援** enables you to catch the latest career-related information. Important news and campus event & seminar info are supposed to be announced through this channel. Please add #an-career-related-info-キャリア支援 to your SLACK and check it regularly.

Career Counseling Service

You can have an individual meeting with a Tokyo Tech career advisor. It is necessary to make an appointment on the Web System for Faculty and Students to take a career-related counseling session. You can consult about your career development and job hunting activities, ask for advice on your "Entry Sheet," and practice job interviews with the advisor. Even if you cannot finish the "Entry Sheet" before the counseling session, you can consult a career advisor to discuss what to write on the "Entry Sheet". Career counseling can be in Japanese or English. If you prefer English, make an appointment with of an advisor who can speak English. Refer to the appendix, "List of Referral Websites."

Career Information Room

Books and documents useful for job hunting are placed in the Tokyo Tech career information room. There are some reference materials for international students.
Refer to the appendix, "List of Referral Websites for details on the Career Information Room.

Job Placement Advisors of Each Department

Faculty and administrative staff members of graduate and undergraduate departments provide students with detailed assistance, taking their respective research fields into consideration. You are recommended to consult not only your professor but also the job-placement advisor of your department.
Refer to the appendix, "List of Referral Websites " for the list of job-placement advisors. .
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Career Seminars

Various kinds of career-related seminars are held at Tokyo Tech and those are informed through SLACK channel. **Please make sure to add SLACK channel #an-career-related-info-キャリア支援**. Most seminars are held in Japanese, but there are a few English seminars. It is recommended that you attend even Japanese seminars to obtain information on job hunting and improve your Japanese skills even if it is not easy to understand.

Tokyo Tech Career-related Seminar Schedule of May 2023 to April of 2024

Be sure to check the latest schedule on the website of Tokyo Tech (https://www.titech.ac.jp/student-support/students/career/events).

	Event Name and Overview	Language	By	Date
1	**インターンシップ説明会/Internship Guidance** インターンシップとは何か、インターンシップの効果的な活用方法を解説 Tokyo Tech career advisors give you information about what an internship is and how you can effectively make use of it.	日本語 Japanese	Webinar	May. 10th
2	**業界説明会（蔵前工業会）/Seminar to learn Industry in Japan** 各業界の特徴を解説/Alumni advisors provide you information about various industries and their features in Japan	日本語 Japanese	Zoom	May. 14th
3	**大学院課程学生対象中長期インターンシップ説明・情報交換会（IIDP） / Mid-to-long term Internship Guidance and Information Session for Master's and Doctoral Students (by IIDP)** 研究型インターンシップ（２週間以上）実施企業との交流会 This seminar gives you information about research internship programs of 2 weeks or longer and chances to talk with companies.	日本語 Japanese	ZOOM	May. 22nd
4	**キャリアガイダンス/Summer Guidance to Share Japanese Job Hunting Experiences** Seniors (Japanese students) with successful job hunting activities are invited to share their job hunting experiences in addition to career-related information session.	日本語 Japanese	Webinar	Sept. 28th, 29th
5	**Dr's K-meet・ポスターセッション/ Dr's K-meet with Poster Session ※1** 博士後期課程学生とポスドク専用企業説明会/自研究の企業向けポスターセッション A career event for doctoral and post-doctoral students with companies. Some students may have a chance to present their research findings in a poster session. Companies have their presentations to explain their business and interests, and each company welcomes your questions.	日本語 Japanese (may depend on company)	Face to Face Ookayama	Oct. 24th,25th
6	**留学生就職ガイダンス/Career Support Seminar for International Students** 留学生を対象として日本での就職についてのスケジュール、考え方を解説 A guidance for international students who wish to work in Japan. This will be a great opportunity to learn about the job-hunting process in Japan and the career support services offered by Tokyo Tech.	英語 English	Webinar	Nov. 1st
7	**外資系企業と留学生の交流会☆/Career Discovery - online networking event for students and global companies** 英語の得意な日本人も参加可 A joint event with JETRO and other universities for international students and global companies. Usually, companies have their short presentations and afterwards each company welcomes your questions.	英語 English	Online	Nov. 17th
8	**K-find ※1** 各業界企業の特徴や仕事の内容・キャリア形成等について理解を深める交流会 This event will help you learn company features such as jobs, cultures, and career development through information sessions by companies.	日本語 Japanese (may depend on company)	Face to Face Ookayama	Dec. 19th-21st
9	**就職対策講座/Seminar to Prepare for Employment Examinations** 具体的な就活でのスキル指導 This seminar focuses on how to prepare for employment examinations such as the "Entry Sheet" and interviews. Career advisors give tips that will be useful when writing the ES and preparing for interviews.	日本語 Japanese	Webinar	Dec. 13th Feb. (Date not decided yet)
10	**蔵前就職情報交換の集い（K-meet)/K-meet ※1** 東工大生を採用する企業を招いて行う合同説明会（約400社） K-meet is a job fair, with around 400 companies for Tokyo Tech students. Each company has a short presentation and afterwards you get a chance to talk and ask questions.	日本語 Japanese (may depend on company)	Face to Face Ookayama	Mar. 5th-7th
11	**進路に関するオンライン相談会/Consultation meeting on job hunting activities in Japan** オンラインで学生からの質問にキャリアアドバイザーがその場で回答 Free Q&A session about career or job-hunting activities in Japan.	日本語/英語 JPN/ENG	Webinar	Every month on last Wednesday (except Dec.)

☆：JETRO主催 Host:JETRO ※1：主催・蔵前工業会 Host:Tokyo Tech Alumni Association 共催・学生支援センター Co-host: Student Support Center

Tokyo Tech Support to Improve Japanese Proficiency

Tokyo Tech provides the following programs designated to build up Japanese communication skills and cultural understandings. Refer to the appendix, "List of Referral Websites for details.

- Japanese classes for international students with Japanese language skills of beginner level through JLPT N2 level.

- Japanese classes focusing on job hunting and working in Japan
  - ➢ Japanese seminar 7-8: Career development
  - ➢ Japanese seminar 9-10: Japanese companies and industries
  - ➢ Japanese culture 3-4: Multi-cultural collaboration

- Nihongo Space
  Nihongo Space offers tutoring on how to study Japanese, how to prepare for JLPT, modification of Japanese documentations such as "Entry Sheet" and practice for Japanese job interviews.

Outside Services to Support Job Hunting

There are some job-hunting support services specific for international students in addition to websites that many Japanese students are using. The websites for these services announce job fairs where companies gather to employ international students, job opening information, and seminar information where international students learn how to prepare for the "Entry Sheet" and interviews. Some seminars are held in English or Chinese. Use these services at your own discretion

Examples of Outside Services Specific for International Students

The following table lists agents or services specific for international students. You can find their websites by searching agent names on the internet. Refer to JREC-IN, Higher Education Jobs, and EURAXESS for academia positions. Use such services at your own discretion.

Agent Name	Description
Pasona Global	You can search for job opportunities in Japan and overseas and get information on job fairs for international students.
Connect Job	This is a scout agency that mostly offers job opportunities requiring N3 or above of Japanese proficiency.
Ryukatsu	You can search for job opportunities, which includes many technical job positions in relatively large companies. It also shows the information of job fairs for international students.
Mynavi Global Agent	They tend to list job opportunities of relatively large companies, which mostly require N3 or above of Japanese proficiency.
Tokyo Employment Service Center for Foreigners	This center is a public office specializing in providing job counseling and placement services for international students. It mostly lists job opportunities of relatively small- or medium-sized companies.
Job Tree Japan	They list job opportunities mostly requiring N3 or above of Japanese proficiency.
Bilingual Recruitment Solutions	This agent is suitable for international students who have years of work experience and are seeking a mid-career position. They can provide counselling in English.
en world	This agency is suitable for international students who have years of work experience and are seekinga mid-career position. They can provide counselling in English.
Career Support Network for International Students in Japan	They provide information on how to prepare for employment examinations and job opportunities for international students. (Japanese website)
JETRO	They provide Japanese and English seminars where you can learn about job hunting in Japan. You can search for companies interested in highly-skilled foreign professionals.
Paiza.jp	This website is not specific for international students. You write programming codes on this website and can get a kind of certificate to show your coding skill level. Then you will be able to apply to a company according to your coding skill level and go on to interviews without document screening steps.

The following job fairs are very useful for international students because you can gather information about companies that want to employ international students or you may be able to take job interviews on the same day in some cases. It is important not to miss applying for such job seminars by checking the event schedule beforehand. You can search for the following event names on the internet to find their websites.

Event Name	Description
Connect Job	They hold job fairs several times a year, including a fair specific for STEM students. Many large companies join this event. There are some events where they conduct screening sessions for internships or job positions, and you may be able to have an interview on the same day.
Global Leader	They hold job fairs several times a year, including a fair specific for STEM students. Many large companies join this event. There are some events conduct screening sessions for internships or job positions, and you may be able to have an interview on the same day.
Career Forum	This forum is suitable for bilingual students of English and Japanese of N2 or above. This event is geared towards Japanese students studying abroad and international students studying in Japan. You may be able to have an interview at this event. This forum is held in Japan and overseas, and recently, online. Many large companies that want bilingual people join this event.
Job-Haku	They hold job fairs several times per year. Many large companies join this event.

Appendix: Job Hunting Data of Tokyo Tech Students

Job Hunting Activities of Tokyo Tech Students (Mainly Japanese)

The following chart shows the results of the questionnaire asking Tokyo Tech students who graduated in March of 2023 about their job hunting activities. Since this questionnaire was written only in Japanese, most answers are mainly from Japanese students.

Internship Participation of Tokyo Tech Students (Mainly Japanese)
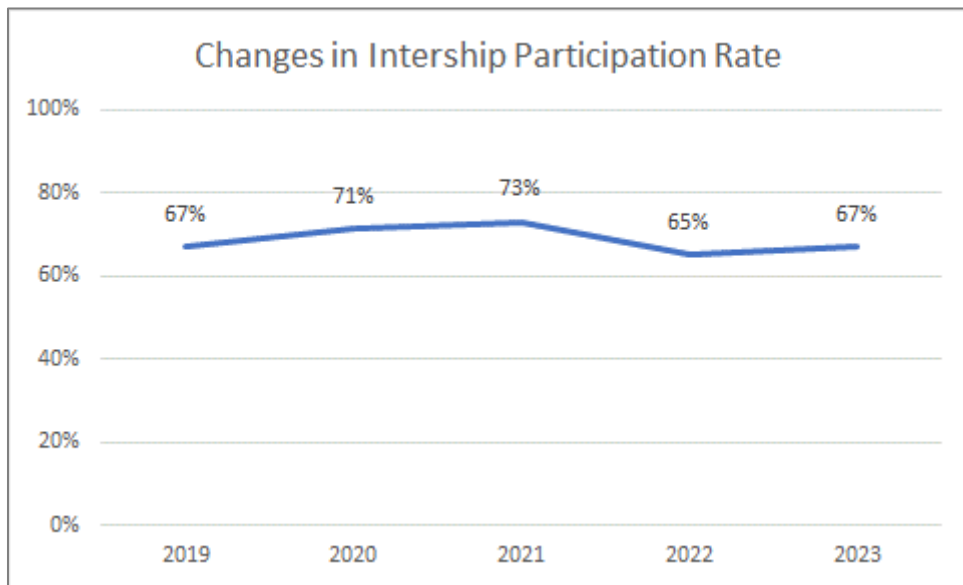
Source： Survey results of employment status at Tokyo Tech (2023.3)
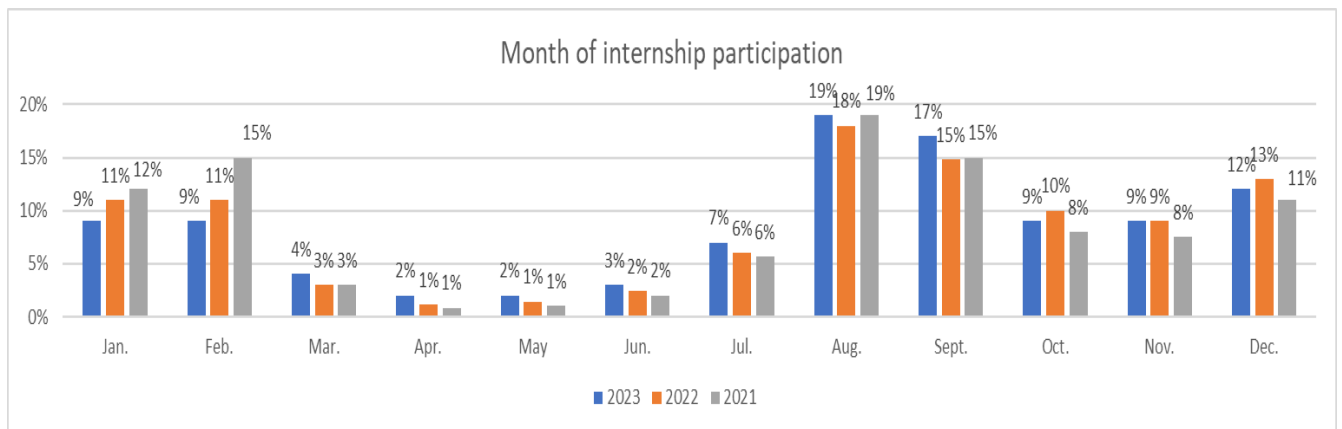
Source： Survey results of employment status at Tokyo Tech (2023.3)

The Number of Companies to Which You Submitted the "Entry Sheet" (mainly Japanese)
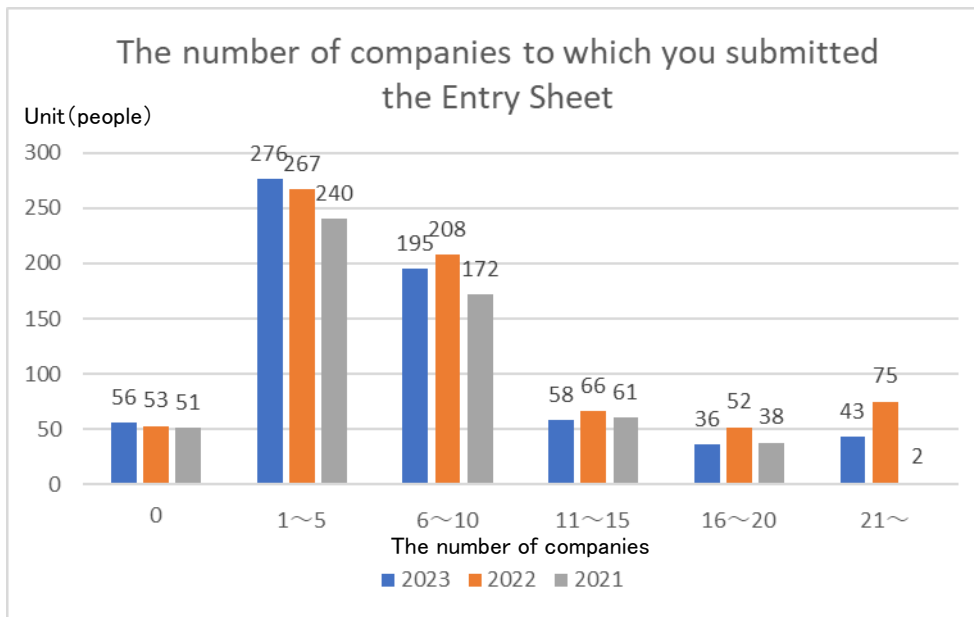
Source： Survey results of employment status at Tokyo Tech (2023.3)

● Average (2023): 8.03 companies

Interview Results: The Number of Companies Where You Failed in Interviews (mainly Japanese)
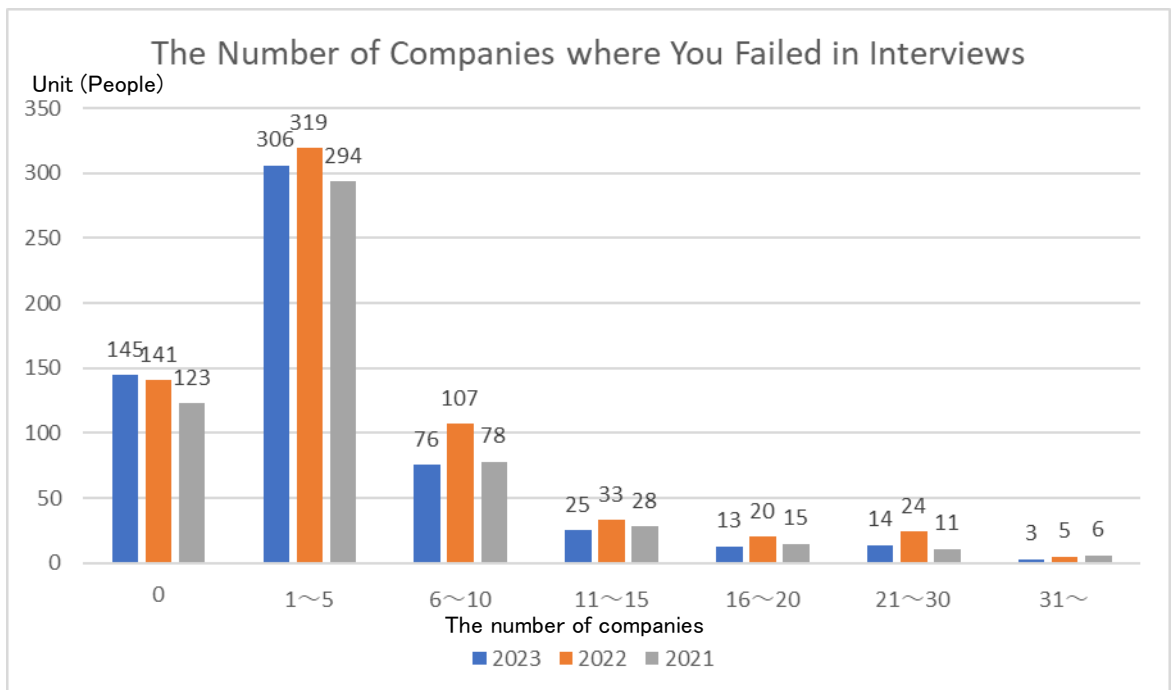
Source： Survey results of employment status at Tokyo Tech (2023.3)

● Average (2023)： 4.0 companies

Difficulties You Encountered to Get a Job Offer (mainly Japanese)

Difficulties You Encountered to Get Job Offer

Unit %

Category	2023
Self-Analysis	46.4
Selection of Industry and Company	26.2
Entry Sheet	45.1
SPI Written Test	20.2
Aptitude Test	9.7
Group Discussion	10.5
Technical Interview	15
Individual Interview	31.9
Scheduling	14.5
Balancing Job Hunting Activities and Study/Research	37
Balancing Job Hunting Activities and Club Activities	0.7
Balancing Job-Hunting Activities and Civil Service/Qualification Exams	1.3
Turn Down the Job Offers	0
Impact of Having to Go On to Graduate School/ Study Abroad	1.2
Relationship with Laboratory/Supervisor	10
Expenditure for Requitement Activities	1.3
No Job Offer	12
Respect Family Opinion	2
Others	5.6

Source： Survey results of employment status at Tokyo Tech (2023.3)

Examples of Companies/Organizations Tokyo Tech International Students Joined

The following table shows the excerpt of companies by which Tokyo Tech international students of FY2022 were employed in Japan. If you want to know more about Tokyo Tech international students' career data, please take Tokyo Tech career counseling service.

Company Names (Only listed ones of Tokyo Stock Exchange, foreign affiliated & multiple people got jobs)	Environment and Society	Engineering	Computing	Life Science & Technology	Materials & Chemical Technology	Science
Accenture Japan Ltd	6	1	1	1		1
AEON CO.,LTD.	1					
AGC Inc.					1	
AIG General Insurance Company, Ltd.	1					
Amazon Japan G.K.		2				
Amazon Web Services, Inc.						1
ASAHI KASEI CORPORATION					1	
ASM Japan					1	
Astellas Pharma Inc.				2		
Bosh Corporation		1				
Chiyoda Corporation					1	
CHUGAI PHARMACEUTICAL CO., LTD.				1		
CTI Engineering Co.,Ltd.	1					
DAIICHI SANKYO COMPANY, LIMITED	1					
DAIKIN INDUSTRIES, LTD.	1					
Daiwa Securities Group Inc.	1					
Dell Technologies Japan Inc.		1				
DIC Corporation						1
DKSH					1	
Dow Chemical Japan Limited					1	
DXC Technology Japan, Ltd.		1				
Enel X Japan K.K.	1					
FANUC CORPORATION		1				
Fixstars Corporation		1				
Goldman Sachs Japan	1					
Google Japan Inc			1			
Hitachi Energy		1				
Hitachi, Ltd.	1	1			1	1
IBM Japan Digital Services Company			1			
IBM Japan, Ltd.	1					
Indeed Technologies Japan	1					
ISUZU MOTORS LIMITED					1	
Japan Advanced Semiconductor Manufacturing		1				
JSR CORPORATION				1		
KOZO KEIKAKU ENGINEERING Inc.	1					
Kyndryl Japan KK	1					
Medpace Japan K.K.				1		
Micron Memory Japan, K.K.	1	2		1	1	
Microsoft Japan Co., Ltd.		2				
Mitsubishi Electric Corporation		1				
MK SEIKO CO.,LTD.	1					
National Instruments Corporation					1	
NIKKEN SEKKEI LTD	3					
NIPPON TELEGRAPH AND TELEPHONE CORPORATION		1				
NTT DATA Japan	1	1				
ONE CAREER Inc.			1			
Panasonic Holdings Corporation			1			
PENTA-OCEAN CONSTRUCTION CO.,LTD.	1					
Rakuten Group, Inc.	2	2	2	1		
Rakuten Mobile, Inc.		3				
Renesas Electronics Corporation		1			1	
Resonac Holdings Corporation		1				
RICOH COMPANY,LTD.		1				
Seiko Epson Corporation		1				
SenseTime Japan Ltd.		1				
SHIMIZU CORPORATION	1					
Simplex Holdings,Inc.			1			
Sinochem International Corporation					1	
SoftBank Group Corp.			1			
Sony Corporation		1		1		
Sony Interactive Entertainment			2			
Sony Semiconductor Solutions Corporation	1	1			1	
Sumitomo Seika Chemicals Company, Limite					1	
SUS Co., Ltd.		1				
The P&G Japan Limited				1		
TOSHIBA CORPORATION					1	
TOYO INK SC HOLDINGS CO., LTD					1	
TOYOTA MOTOR CORPORATION		1			1	
Western Digital Technologies GK		1			2	
Yokogawa Electric Corporation		1				

Appendix: List of Referral Websites

The following table shows the links to websites of referrals in this guide.

Name	URL
Job Hunting Guide for International Students (JASSO) Japanese Version	https://www.jasso.go.jp/ryugaku/study_j/job/guide.html
Job Hunting Guide for International Students (JASSO) English Version	https://www.jasso.go.jp/en/ryugaku/after_study_j/job/_icsFiles/afieldfile/2023/02/20/guide_2024_all_e.pdf
Job Hunting Guide for International Students (JASSO) Simplified Chinese Version	https://www.jasso.go.jp/ryugaku/after_study_j/job/_icsFiles/afieldfile/2022/02/21/guide_2023_all_chi.pdf
Job Hunting Guide for International Students (JASSO) Traditional Chinese Version	https://www.jasso.go.jp/ryugaku/after_study_j/job/_icsFiles/afieldfile/2022/02/21/guide_2023_all_twn.pdf
Job Hunting Guide for International Students (JASSO) Hangul Version	https://www.jasso.go.jp/ryugaku/after_study_j/job/_icsFiles/afieldfile/2022/02/21/guide_2023_all_h.pdf
How to Make Career Counseling Appointments of Tokyo Tech	https://www.titech.ac.jp/english/student-support/students/career/counseling
Career Information Room of Tokyo Tech	https://www.titech.ac.jp/english/student-support/students/career/placement
Tokyo Tech Job Placement Advisors (Faculty Members)	https://www.titech.ac.jp/english/student-support/students/career/support
2020 Global Niche Top Companies Selection 100 List (Ministry of Economy, Trade and Industry) Japanese Version	https://www.meti.go.jp/policy/mono_info_service/mono/gnt100/pdf/2020_gnt100_company_list.pdf
2020 Global Niche Top Companies Selection 100 List (Ministry of Economy, Trade and Industry) English Version	https://www.meti.go.jp/policy/mono_info_service/mono/gnt100/pdf/2020_gnt100_company_list_en.pdf
JETRO Companies Interested in Highly-Skilled Foreign Professionals	https://www.jetro.go.jp/en/hrportal/company/
Tokyo Tech Japanese classes	https://js.ila.titech.ac.jp/~web/courselist.html
Nihongo Space	https://js.ila.titech.ac.jp/~web/nspace.html

<Revision Table>

Date	Rev.	Description
Nov.1 2021	Version 1.0	Published
Nov.1 2022	Version 2.0	• The data updated on page 5, 6, 7, 10, 11,40, 41, 42, and 43. • More detailed job-hunting schedule added on page 12. • Deleted the information of PLP program on page 15. • Reflected current career-related event schedule on page 36.
Sept.1 2023	Version 3.0	• The data updated on page 5, 6, 7, 10, 11,40, 41, 42, and 43. • Updated the description about Tokyo Tech advanced programs on page 15. • Changed the description of Career Support Seminar for International Students according to the condition of the upcoming seminar on page 21. • Changed to the updated Rirekisho image on page 26. • Reflected current career-related event schedule on page 36. • Updated the URL of referral websites on page 45.