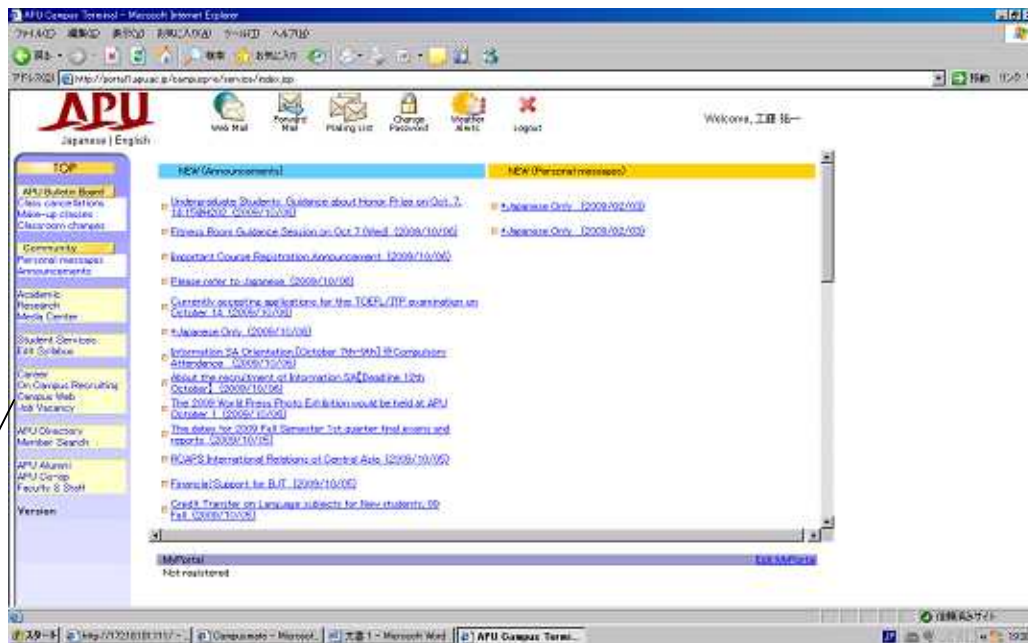


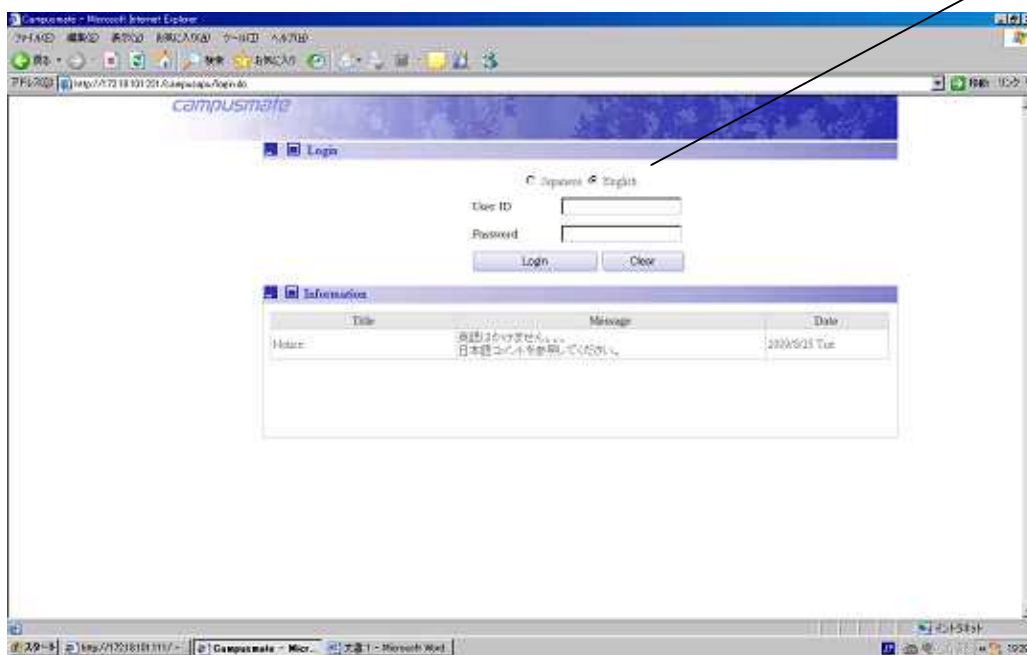
Desired Employment and Career Path Registration

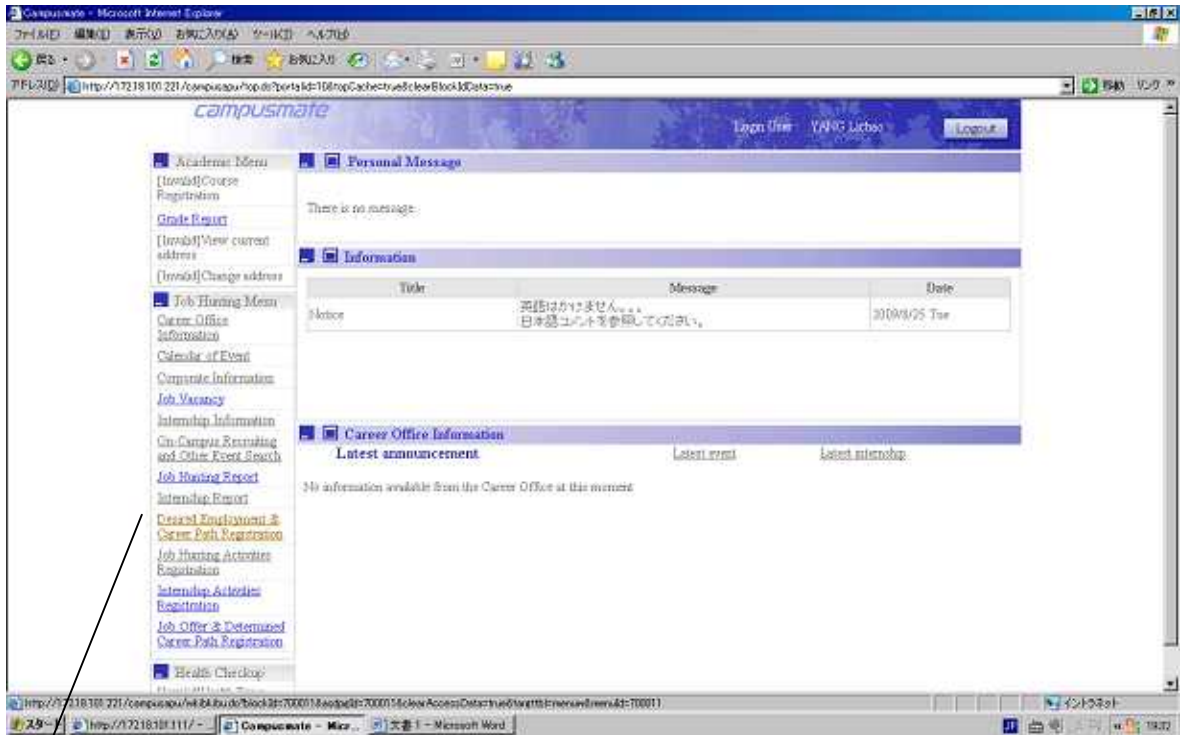
The steps for registering your job hunting in the Campusmate Web are as follows. Campusmate Web can be accessed through “**Campusmate Web (APU)**” via the Campus Terminal or through the Career Office website.



Click on **Campusmate Web (APU)**. The screen will change to the **Login** page. A similar **Campus Web (RU)** system is also available. Using this system, you are able to access the job hunting system of Ritsumeikan University.

Select the language (English or Japanese) and input your APU user ID and password for login.





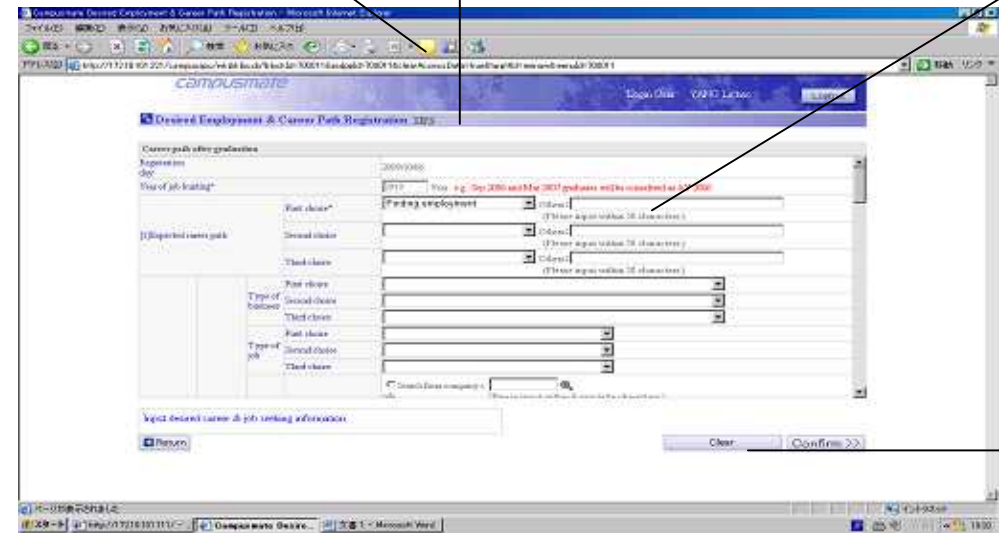
Click on “**Desired Employment & Career Path Registration**” on the Job Hunting Menu and the registration screen will appear. Please note that there are some items in the Job Hunting Menu which are out of service. Notice for the out-of-service items will be displayed.

Below is the job hunting registration page. Items other than ‘**Year of Job Hunting**’ and ‘**Expected Career Path: First Choice**’ are not necessary to be filled in. However, in order to help us provide information, please complete the form as much as you can.

Click on **TIPS** for simple tips.

The ‘**Year of Job Hunting**’ will be considered as the Academic Year you will be graduating. (e.g.: Students graduating in Sep 2010 and Mar 2011 will be considered as 2010)

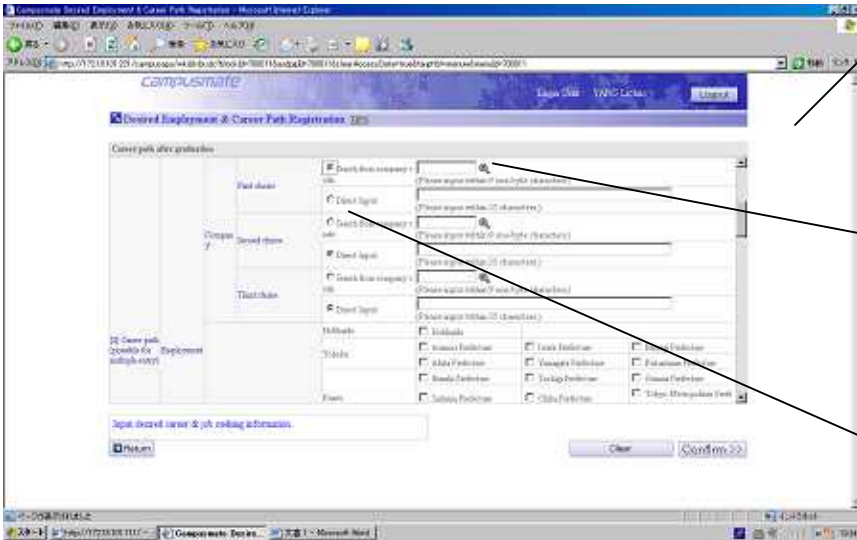
- Use the pull-down tool to see the list.
- Please write additional information in the ‘**Others**’ column.
- Please be careful, clicking on ‘**Clear**’ button will erase all entered information.



Use **'Return'** button to go back to previous screen.

Please do not use the **Back** button on the top-left of the screen. Your search may be terminated.

Use the scroll bar to move up and down.

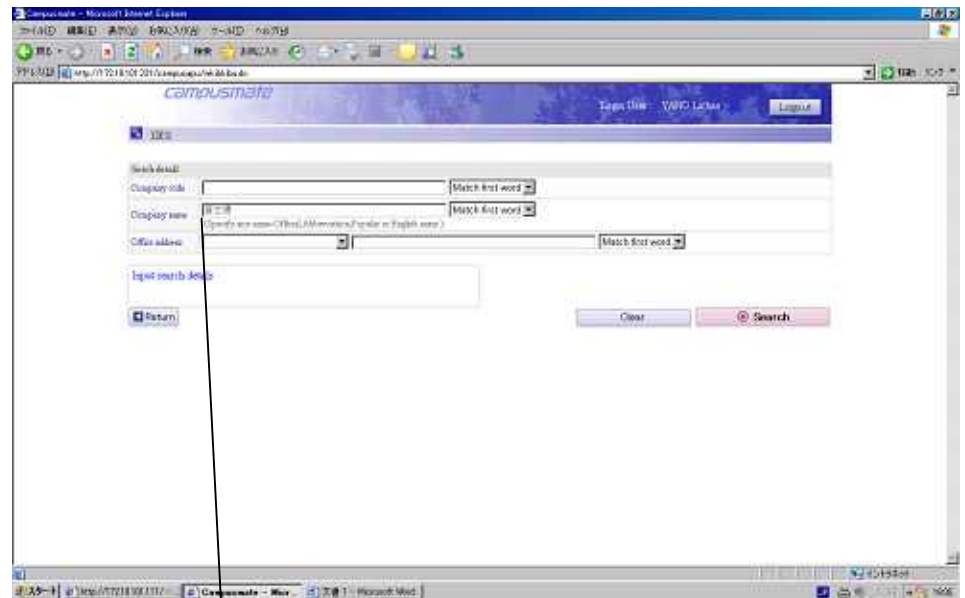


Input the name of company or organization you are interested in.

a. To search using the company code, tick on the circle and click on the magnifier icon, then the following screen will appear.

b. To input directly, tick on the circle and fill in the box on the right hand side.

If you leave these two columns blank, please go to the **Preference for the Place of Employment**

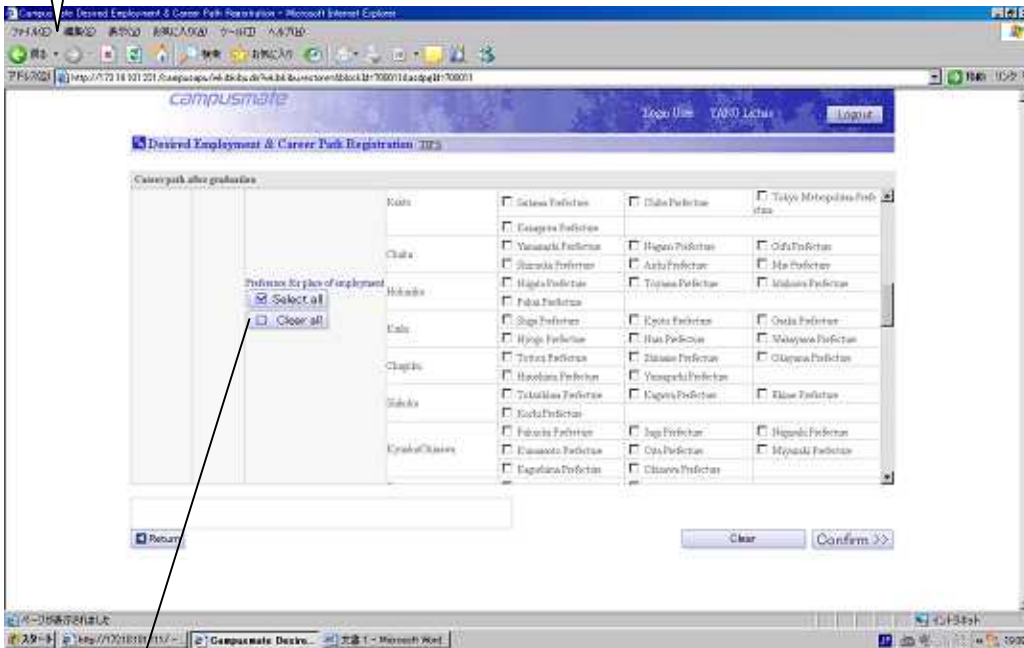
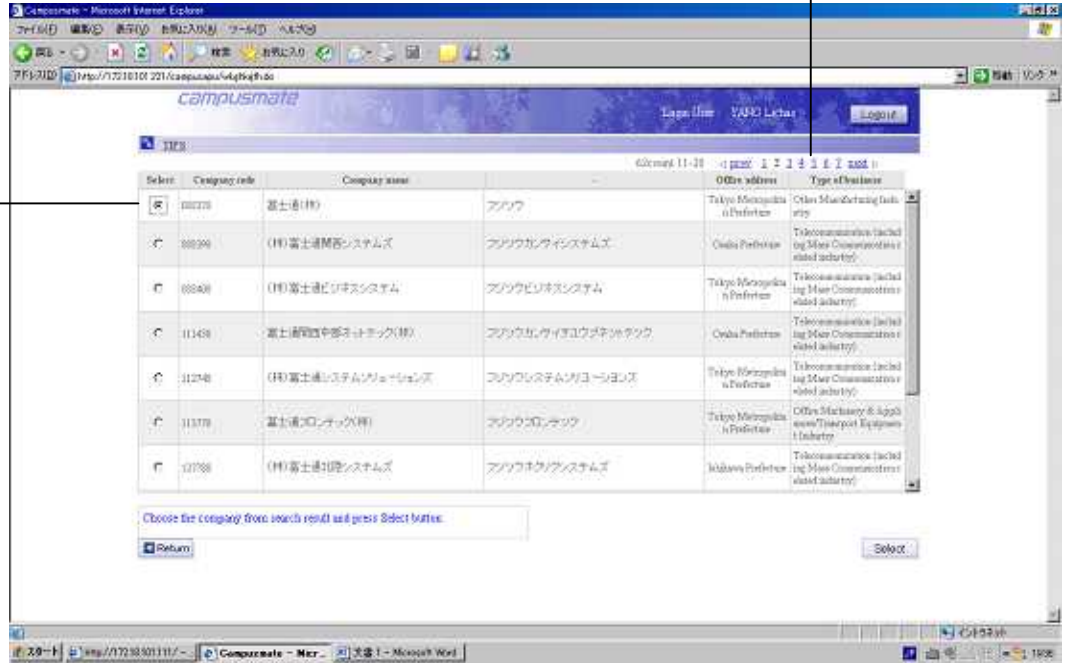


There are several ways to search, but mainly input name of the company and select the matching preference, and click on the **'Search'** button. The following screen will appear.

If the company's name doesn't match any result, please return to the previous screen to input directly the company name. Searching using the English name is mostly unavailable.

The list of matching companies will appear. Tick the 'Select' circle on the left side of company's name that matches your search and click on the 'Select' button below. The screen will return to the registration screen and both the name and the company code will be set.

If the search provides multiple results, use this tool to view next page.



Clicking on 'Select All' button will also include the 'Overseas' category. Clicking on 'Clear All' button will cancel all selections. To make an individual selection, please tick the relevant boxes.

For 'Acquired Qualifications,' please choose from the lists. If your qualification is not listed, please enter it into the 'Others' box.

Input for 'Wish to acquire qualification' is same as the previous method.

In the 'Language' column, make sure you also input the most recent test score or level. Please write down in the **Other Languages** column any qualification other than those listed above. International students who have taken and passed the JLPT test must include the level and the year of obtaining.

You are not required to fill in 'On-demand Information'

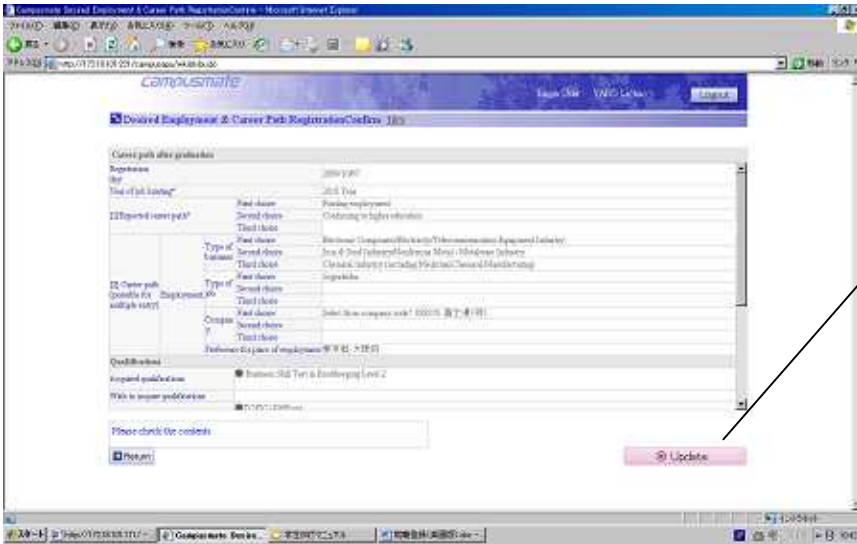
Please choose your 'Graduation Period.' Fall graduation is on Sep 20, while spring graduation is on Mar 31.

Regarding 'Email Sending', your personal APU email address will appear. If you tick 'Email Sending' circle, you will be sent any job hunting information based on the data you have registered.

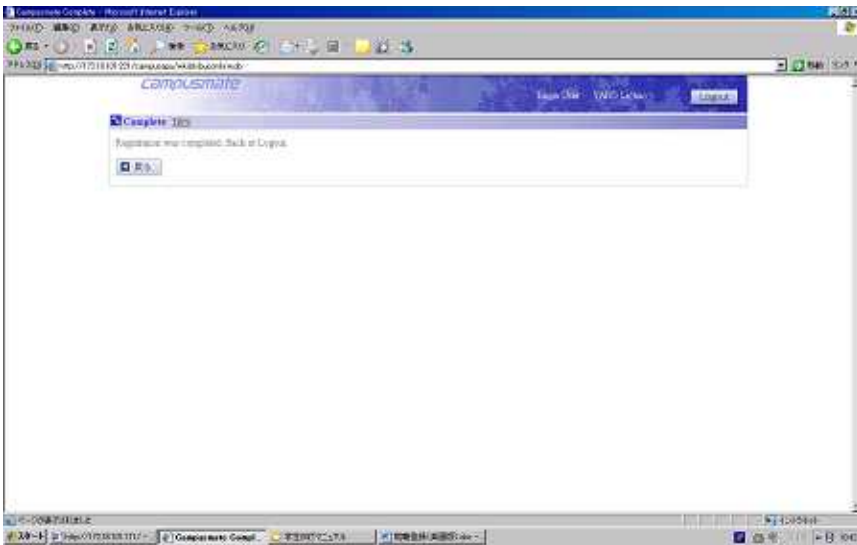
Although Graduation Period is not a compulsory item, but you are still required to fill in.

The 'Internship' column requires you to write whether or not you have participated in any internship programs. If yes, please also write down the name of the host-institution and training dates. In the 'Self-PR & Skills' column, write freely about yourself within the designated amount of characters/words.

After completing this information, do not forget to click on 'Confirm' button to proceed to the confirmation page. Please notice that if you click on the 'Clear' button, all information that you have written down will be erased.



After checking the content on the confirmation page, click on the 'Update' button. If you need to make some changes, click on the 'Return' button. You will return to the registration page.



After registering your information, the completion notice page will appear.

(After registration)

1. If you need to make some changes to the job hunting information you have registered, please go to 'Desired Employment & Career Path Registration' again. The procedure will be the same as before.
2. Information cannot be deleted from the web once it has been registered. Please contact the Career Office if you wish to delete any information.
3. If there are mistakes, the Career Office will have to make some changes without notice such as regarding the job hunting year, company's name or code, etc. In this case, your understanding is highly appreciated.