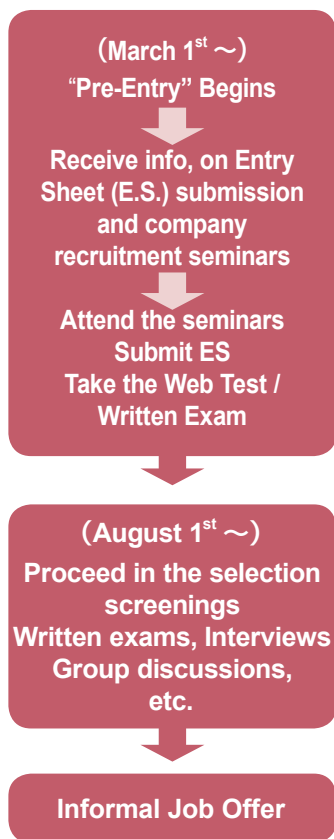


# The Application and Selection Process

Companies in Japan use different methods to attract and select suitable candidates. However, a common pattern that most companies follow is to hold a recruitment seminar first, accept applications second, then hold interviews, written examinations, group discussions and/or other selection screenings last. It is important that you know the recruitment schedule and selection process of each company that you plan on applying to, and manage your own schedule carefully. Moreover, it is crucial that you do company research, a self-assessment, and practice writing Entry Sheets and written exams **before** recruiting begins. Proper preparations have a huge impact on future success!

## Flow of General Recruiting (referred to previous year)

※ applies to companies in the Keidanren



General recruiting usually starts out with doing “entry” in which you first indicate your initial interest in applying for the company. Most companies now follow a two-step application process with “pre-entry” and a formal “entry.” Only through doing “pre-entry” will you receive information regarding the recruitment schedule and screening process of the company. It does not necessarily mean that you have committed to applying to the company. Therefore, we recommend doing “pre-entry” for all companies that you are initially interested in, whether or not you have decided on proceeding with the selection screening. “Pre-entry” for most companies in Japan is done through major job information sites such as Rikunabi or Mynavi. Once you have then submitted the application, oftentimes an Entry Sheet (ES), you will have then formally completed your “entry” to apply to the company and begin the screening process.

Entry Sheets (ES) are usually acquired in the following ways:

- (1) Registering for a personal “MyPage” account on the company’s homepage.
- (2) Received from the company by mail or e-mail.
- (3) Given to you during the company recruitment seminar to be submitted on the day of or at a later date.

Written exams and/or Web Tests are often a part of the screening process in general recruiting. Many exams exist, such as: SPI, GAB, CAB, SCOA, Uchida-Kraepelin psychodiagnostic test, TGWeb, etc. Depending on the company, you may be asked to take one of these tests or a company original one. If you are taking a Web Test on a computer, please be sure to check your computer settings beforehand as test settings may not be compatible.

In recent years, there has been an increase in improper conduct such as substitution of exam candidates in regards to taking these tests. As a result, more and more companies now conduct another written exam immediately prior to the final interview to check for discrepancies between scores. If they find major discrepancies between your scores, please be aware that you may then be dropped from further screening as a result.

In regards to interviews, depending on the company, multiple interviews may be conducted before a job offer is made. Therefore, please confirm beforehand the selection process of each company in managing your schedule.

\* Companies may also contact you using an anonymous caller ID. Make sure to set your phone to be able to receive anonymous calls.

Once you have successfully passed all steps in the selection process, you will receive the job offer (called 「内定」 or 「内々決定」) from the company. Once you have received the job offer, make sure to report it to the Career Office through completing the *Job Confirmation Report*. Refer to p.70 (Confirming Your Career Choice) for more details.

When you receive the job offer and have accepted it either verbally or in writing, it becomes a legal commitment. Therefore, please think carefully of plans in job hunting before you give an answer to the company.

\*Please note that companies not listed with the Keidanren will follow their own schedule which may vary from those stated above.