

On-Campus Recruiting and General Recruiting

I

APU students have the privilege to undergo two types of recruiting: general recruiting and On-Campus Recruiting (OCR).

	On-Campus Recruiting (OCR)	General Recruiting
Features	<ul style="list-style-type: none"> ● Selection process exclusively for APU students. ● Reservation process to participate in these recruiting seminars is easier compared to attending seminars held in Tokyo, Osaka etc. ● No additional cost for travelling and accommodation as all sessions are held on campus. ● Since these recruiting seminars are held for small numbers of people, you can communicate with recruiters easily in the Q&A sessions, etc. ● If your application is accepted, the entire screening process until receiving the job offer may be shorter. 	<ul style="list-style-type: none"> ● You will have access to companies that may not visit APU for recruitment. ● You will be able to apply to a lot of companies and face interviews in one trip if you go to a city like Tokyo, where a lot of companies are located. ● You will need to register online to participate, either through the company homepage or through a recruitment information website (this can be difficult as open spots for more popular companies fill up very fast) ● You will need to find ways to work around your class schedule. ● The vast majority of companies don't cover transportation expenses except for the final round of the selection screening.
How to participate	<ul style="list-style-type: none"> ● Register via Campusmate Web. ※ Details about On-Campus Recruiting schedules are posted on Campus Terminal and Campusmate Web. 	<ul style="list-style-type: none"> ● Register via the company website or other job hunting information websites. ● Research open job postings online and apply directly to companies through their set application process (either by phone, e-mail or registering with job hunting sites).

Professional Code of Conduct for OCR

Companies participating in On-Campus Recruiting do so with the purpose of hiring specifically APU students. They see in you unique abilities that only APU students have, such as the potential to work on the international stage. Alongside those high expectations, companies take the time to participate in OCR as they have put great trust in the university as a whole. You then hold a unique advantage in job hunting through OCR, but you also hold great responsibility. How you conduct yourself has an impact on the level of relationship between companies and the university.

Unprofessional code of conduct such as numerous cancellations without prior notice, late arrivals, etc. damage the level of trust between companies and APU and may affect company participation in future OCR. Therefore, please be responsible and keep to a professional code of conduct so that OCR may continue in the future.

When Taking Part in OCR (Important!)

- Please be sure to contact the Career Office if you find out you are unable to attend an event after finishing registration. If it is before the event registration deadline, you may cancel your registration online via Campusmate Web yourself. However, once the deadline has passed, please contact the Career Office directly.
- Attend all OCR events in formal business attire unless otherwise specified.
- Once again, maintain a professional code of conduct. While these events are held at APU, they are not APU classes, but formal company events. Arrive at least 15 minutes before events begin, remove hats, scarves, and jackets before entering the room, keep your phone off, do not create absences without prior notice or bring food or drink to the event, etc.
- Please be advised that once you have received and accepted a job offer from a company, you will not be permitted to continue activities in OCR.

Flow of On-Campus Recruiting (Example)

On Campus Recruiting at APU includes two main types:

- one involving both seminars and interviews, referred to as Recruitment Seminar and Screening,
- other involving seminars only, referred to as Joint Company Research / Information Sessions which is sometimes called Job Fair @ APU.

Recruitment Seminar & Screening

Announcement made on
Campus Terminal & Campusmate Web

Details such as time/date and content are posted on the Campusmate Web.

※ Refer to (p.13) for details on browsing.

Event Registration

Check the details of seminars/programs on Campusmate and register. Pay attention to deadlines of applications and documents to be submitted.

Participation in the Recruitment Seminars

Seminars are held on APU campus.

※ Participate actively in the seminars of companies you are interested in.

Participation in the Screening Process (written exams, interviews, etc.)

Events are held on APU campus.

※ Some companies pre-screen students who can participate in the screening through Web Test, application documents, etc.

Job Offer

When you receive one, please report it to the Career Office by completing the *Job Confirmation Report*. Refer to (p.70) for details.

Joint Company Research Seminars Job Fair 2018 @ APU

Announcement made on
Campus Terminal & Campusmate Web

Details such as time/date and content are posted on the Campusmate Web.

※ Refer to (p.13) for details on browsing.

Event Registration

Check participating companies and register for the event.

Participation in the Joint Company Research Seminars / Information Sessions

Seminars are held on APU campus.

※ Last year, 5 seminars were held, with a total of 59 participating companies.

Participation in the Screening Process (written exams, interviews, etc.)

These general screening processes are usually held outside APU campus.

※ In some (irregular) cases, these might be held on APU campus.

Job Offer

When you receive one, please report it to the Career Office by completing a *Job Confirmation Report*. Refer to (p.70) for details.