

# Career Office Support

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We at the Career Office organize a variety of events to support students in their job hunt. Below is a list of the main events that we hold throughout the year. Please be aware that you need to complete your ***Desired Employment and Career Path Registration (DECPR)*** on Campusmate to be able to view and register for these events. The next few pages will include how to use Campusmate and register your DECPR. You may edit your status anytime your career plans changes. But please keep your status up-to-date so we may organize new events to further support you on your career path.

## On-Campus Recruiting (OCR)

This is a unique system in APU where companies come to meet and specifically recruit APU students. Individual companies may come to hold recruitment seminars and selection screenings such as interviews and written exams. Other companies may join joint company research seminars/information sessions where you have the opportunity to learn more about what they do. There is greater hiring opportunity with these companies as they have taken the time and effort to come to APU, so we highly encourage you to fully utilize this system and participate. (refer back to p.7~8 for more details)

## Joint Company Research Seminars/Joint Company Information Sessions

Numerous companies from various industries jointly hold recruitment seminars at the same time. The biggest merit of attending this event is that you will get to meet not just companies that you are interested in, but also learn about companies/industries that you have not known before. If you participate with an open mind, it allows you to discover new career options and opportunities for your future. (p.8)

## Company Research Seminars

Before you actually start job hunting, arm yourself with the knowledge of the companies that you want to apply to through these seminars. Polish your Entry Sheet by learning how to conduct company research effectively and fully understanding the information that you have found.

## On-Campus Recruiting Startup Guidance

Leading up to the start of On-Campus Recruiting in February, this guidance covers last-minute advice and information on how to make the best use of OCR. Many previous APU students have improved their job hunting performance and received job offers through OCR. However, there have been students who still struggled in it due to lack of preparation. Therefore, we will be helping you prepare by sharing the secrets to success in what companies are looking for. It is thus crucial that you attend this event.

## Career Adviser Meeting (CA Meeting)

APU graduates currently actively working in their companies are invited back to APU as Career Advisers (CA) to share their job hunting and work experiences with you. It is a great opportunity to gain advice and create connections with the alumni for your own future.

## キャリアカレ by SCA

Student Career Advisers (SCAs) organize a workshop/seminar/networking event for current students to learn about the necessary knowledge/skills they need for job hunting. SCAs are current senior students who have already completed job hunting and obtained job offers. The goal of this organization is to pass down their current knowledge and experiences to the next generation of job hunters so that the next generation may succeed in their own job hunting endeavors. This event provides an invaluable opportunity for you to get advice from your fellow peers and also network with other students.

## Self-Assessment Seminar

Assessing yourself to understand who you are in order to decide your future. This is the crucial first step to job hunting as you need to organize your priorities and understand your personality so that you may know what options are out there for you. Once you have achieved that, you will be able to make wise decisions and take meaningful steps in job hunting.

## How to Write Entry Sheets / rirekisho

For job hunting in Japan, the first thing that recruiters learn about you is through your Entry Sheet and/or りれきじよ履歴書 (a Japanese resume, hereafter referred to as “*rirekisho*”). What you write then decides whether or not you will proceed in the selection screening. This workshop then works to help you put into words how you stand out as a candidate. You will learn to identify your best skills and strengths and be able to present the best version of yourself in writing.

## Group Discussion (GD) Strategies Seminar

In recent times, more companies are starting to use Group Discussions (GD) in their selection screenings. GDs are one of the hardest screenings to prepare for and one that a majority of students tend to be most worried about. Others assume that their experiences in class will have sufficiently prepared them for GDs, but that is not necessarily true. This seminar will provide important information on how to succeed in a GD and ways to enjoy that experience together with your fellow job hunters.

## A Useful Guide to Interviews

The one thing that you cannot avoid in job hunting is interviews. Through this seminar, you will then learn about what an interviewer looks for and how you can prepare in advance. Work with your peers to prepare yourself and learn strategies to be able to speak with confidence during your interview.

For more details on these events, please visit the Career Office website and make it a habit to check Campusmate regularly for new updates. You may also check the Career Office Facebook page or ask at the front desk during office hours.

### **Registering your *Desired Employment and Career Path Registration (DECPR)***

All students who are going to be building their careers are required to register their DECPR. Only through registering may you gain access to all the information about events available to you in APU to assist you in your career planning. Some events allow participation without prior registration if capacity allows, but not all events. Therefore, in order to ensure your space in the event, we highly recommend completing your DECPR.

To register, log in to Campusmate Web ⇒ select *Desired Employment and Career Path Registration* in the menu on the left ⇒ fill in the necessary details

Whenever you make changes to your career plans, we kindly request that you update your information on DECPR. That way, we may have a better idea of what career planning support you would like from us at the Career Office.