

Self-assessment

Carrying out a self-assessment is the first step in the whole job hunting process. A self-assessment allows you to think deeper about your personality and values. Your goal should be to identify career opportunities that fit YOU the best. In order to obtain a job offer from the company you have dreamt of, you will first need to know the inner you and the very things that bring out the best in you. Carrying out a self-assessment will help you understand your strengths and weaknesses and get you thinking about how you can best appeal to a potential employer – something that will also help you during the interview process.

There are a variety of ways to carry out a self-assessment. The activity below is something you may try.

Work ① : A trip down memory lane (See p.19 - 20)

STEP 1: Write down your past experiences

Draw a motivation graph and write down your past experiences using the examples from Worksheet ①. As you write, reflect on “Why did I feel like that?” and “Why did I act like that?”. Talking with family members, friends, and those close to you about those periods that either raised or lowered your motivation will help you discover aspects about yourself that you would normally not have realized.

STEP 2: Write down what you discovered from your past experiences

After reflecting on your past, identifying in your interests, values and abilities. Which interests, values, abilities or skills do you think will benefit you during your job hunting? Which skills and aspirations do you intend to improve on? Being able to answer these questions will help you identify yourself much better.

STEP 3: Write these points into paragraph form to sell your application (自己PR)

Gather the points identified in STEP 1 and STEP 2 and use them to write something similar to a cover letter. In Japanese, this is called 自己PR (self promotion); you will often need to use this during your job hunting. When promoting yourself in writing, be sure to make a strong statement about yourself and give concrete examples and explanations. It will be easier for the reader to understand if you write using the order of ① **situation**, ② **what that made you think**, ③ **how you acted** and ④ **outcome/results**.

You can include quotes, phrases, and sayings by famous people given that they apply to the point you are making. Use your personal experiences to elaborate such statements about YOU.

As you start writing your Entry Sheet (ES), make sure to list the most important experiences in your life, may they be positive or negative, including those that showcased your leadership skills or team spirit, any challenges you faced and how they helped you grow, etc. This list will help you organize the information you could provide in your ES for each different company.

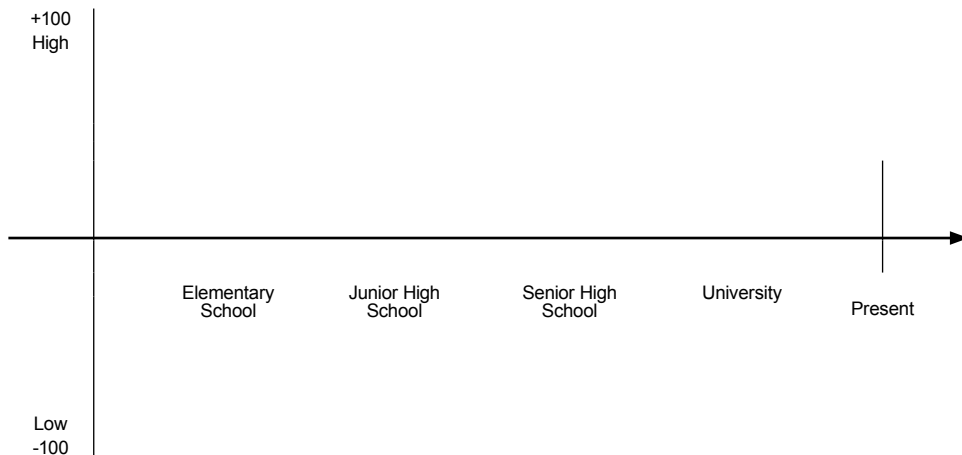
Carefully decide which experiences you wish to share with which company by considering how those particular experiences can contribute to a positive evaluation of you. Your goal is to convince the interviewer that you are the one for the job, hence it is very important that you carefully pick the relevant information from your past and the skills you have gained and polished throughout your university.

Worksheet ① A trip down memory lane

STEP 1

Let's look at your past experiences from different angles. Fill in the table below while focusing on why you wanted to try those activities and what you intended to learn, if you succeeded in learning or experiencing anything new.

Complete the Motivation Graph below



Summarize your past and present experiences in the following table.

| | Elementary school or younger | Junior high school and high school | University |
|--|------------------------------|------------------------------------|------------|
| Main activities and experiences | | | |
| What influenced you (people, books, etc.) | | | |
| What made you feel happy What you succeeded in | | | |
| What made you feel sad / what you failed at / what made you feel frustrated | | | |
| What did you think about your future | | | |

STEP 2

From the table in STEP 1, identify the interests, skills and values you have had since childhood, the activities you have been involved in, as well as those which changed significantly to write below. Also think about common factors that were present when your motivation was high and again when it was low.

Example : Outgoing and prefer challenges, Enjoy teamwork or being in groups, etc.

STEP 3

Let's be creative and use what we learned in STEP 1 and 2 to produce our 自己PR (self promotion). Write various versions for the different points that you want to express.

自己PR (Example)

What do you intend to convey : 目標達成に向けて努力を続けること

Specific reasons and examples : 語学学習

Describe yourself : 私は、目標達成に向けて努力し続けることを惜しみません (situation)。私の在学する大学には多国籍な学生が集まっているため、入学当初は英語力が足りず、ディスカッションに加わる事ができませんでした。そこで、グローバルな環境でも活躍できる人材になるため、苦手な英語を克服することを決意しました (what made you think)。まずは、一番苦手なスピーキング力を伸ばすため、ランゲージパートナーを見つけ、英語を話す機会を増やしました。文法については、月に英語の参考書を二冊解き、海外ニュースを毎日見ることですリスニング力を鍛えました。毎日朝7時から夜23時まで授業外で6時間勉強をし、半年間継続しました。その結果、TOEFL ではスコアを400点から500点まで伸ばすことができました。その後も交換留学で一年間カナダに行き勉強を続け (your actions)、今では英語でのディスカッションやレポート作成など、苦勞せずに行えるようになりました。 (results / outcome)

Have you clearly pointed out the things as you planned? Do the examples highlight the unique factors about you and sound impressive enough to a recruiter/interviewer?

自己PR

What do you intend to convey :

Specific reasons and examples :

Describe yourself :

Work ② : Your Career Vision: ○ years from now (See p. 22 - 23)

STEP 1: Write down your career vision and think about its feasibility. What should you do from now?

Common questions at interviews are specific ones related to your life and work, such as “What kind of work do you want to do?” and “What do you plan to be doing 10 years from now?” To tackle this step, first write down your career vision using examples from Worksheet ② on the next page.

After completing this step, categorize the items into three lists: the most important items, fairly important items, and items that are not so important.

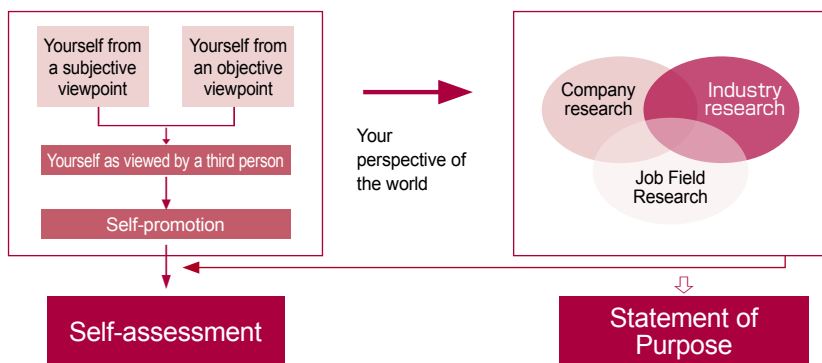
STEP 2: Write down your career vision: ○ years from now.

Based on the results in STEP 1, write down what you would like to be in the future.

You should be starting to get a clearer picture of what it is that you need to do now to get closer to your future self. If there is anything that you can do now to achieve your vision, take appropriate action. Activities that you undertake will reflect well in your job applications and interviews as you will be able to say “I am putting effort in this now” or “I want to use these experiences towards developing my career”.

Using your Self-Assessment to formulate your ^{しほうどうき}志望動機 – (Statement of Purpose)

As shown in the diagram below, your self-assessment is the basis for your statement of purpose. To put it differently, if you haven't completed a thorough self-assessment, your statement of purpose will lack conviction. You choose to apply to a company because of who you are, therefore having a deep understanding of who you are, what motivates you, which connects to why you chose that company is crucial to your statement of purpose.



*Once you have written down your past experiences and career vision, it does not mean you have completed the work. Always try to take note of new discoveries and realizations about yourself and add them to what you have already written down.

Worksheet ② Write down Your Career Vision: ○ years from now

Your career vision is your own goal, plan or path for your career in the long-run. Let's go through some examples to help you start thinking.

- (1) I want to do a job where I can cheer people up and support them.
- (2) I want to do a supervisory job. I want to have the authority to direct people.
- (3) I want to become a well-reputed specialist.
- (4) I want to gain a high income and live a rich life.
- (5) I want to have a healthy and financially stable life.
- (6) I want to place importance on my private time.
- (7) I want to do a job that requires me to move around outside the office.
- (8) I want to do a job that requires teamwork.
- (9) I want to do a job that needs my discretion.
- (10) I want to do a job where I can feel that I am useful to society.
- (11) I want to do various tasks. I want to continue to try new tasks.
- (12) I want to create beautiful things in an environment where culture is esteemed.
- (13) I want to make rules in a systematic method to accomplish a plan, etc.

STEP 1

Write down your career vision and consider how important it is.

| Your future career vision | Level of importance |
|---------------------------|---------------------|
| | |
| | |
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| | |

STEP 2

Write down your career vision ○ years from now. You can decide the number of years (e.g. five years, 15 years). In order to accomplish your final career vision, what do you want to be doing in the process?

| | Work (Student life) <ul style="list-style-type: none"> • Study • Improvement of skills • How to work, etc. | Private life <ul style="list-style-type: none"> • Hobbies • Leisure time • Part-time job, etc. |
|--|--|--|
| Present | | |
| () years later () years old | | |
| () years later () years old | | |