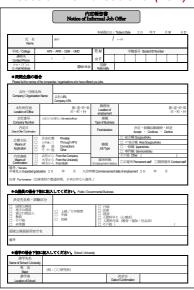
Confirming Your Career Choice

Reporting to the Career Office

Once you have received a job offer from a company or are notified that you have passed the civil service or teaching examination, please report to the Career Office in one of the following ways:

- 1. Come to the Career Office front desk and fill out a Notice of Informal Job Offer to hand to the office staff
- 2. If you are unable to visit the office, you may report it by phone (phone number), e-mail (career2@ apu.ac.jp), or through Campusmate Web.
- * To report through Campusmate Web, please refer to the Career Office website (http://www.apu. ac.jp/careers): "Job Hunting Guide" → "Receiving a Job Offer"
- * If you receive multiple job offers, submit a report for each job offer, including those that you have turned down.

<Notice of Informal Job Offer (front)>



<Notice of Informal Job Offer (back)>

	ist down the names of companies/organizations in which you have declined the job offers.
1.	
2.	
3.	
4.	
5.	
	ウィリアオフィスの個人情報の歌り扱いについて。 2016年
	立命館アジア太平洋大学 キャリアオフ
	に学体大学やトラアオフィス(以下、「やトラアオフィス」という。」では、「個人情報の保護に関する決定されば、「学校 環境限」を遵守し、キャラアオフィスが取得する個人情報を以下のように取り扱いさす。
利用的) キャリアオフ	(スに提出いただく書類等に配載された個人措施の利用目的はおび下のとおりです。
■連絡希望・2 連絡希望・20 ために使用し	後世紀に登録をされた個人情報は、就職活動中の学生へ抱記情報を配信するほか、泡筒支援、就職支援、就職政秘に活印
99945237-	 - 会社契明会・選挙申込号録 - 会社契明会・選挙の手込むために登録とれた個人措施は、申込者への参加確認差額、会社契明会・選挙の契能会業への 技術会・選挙の参考データの提示からために提明します。
た、皆さんの!	27回車、野時かられた個人搭離は、学生から展別の及び間に、作学生から観り交換、機能交換に高田するために使用します。 内容高やから場所情報を持ち合うに、3回(数な金銭をジステム)で、一般に公園をします。なが、「同じ数な金銭をファル」に 生、大学的なからりに、なる機能大学が生、大学的生、単年影響後、キャリアオフィススタップ以外は開催ったません。文献 最初情報だったが開発に対する話を、2分は報告を参加され、学校に指数がたから個人を検討している様子技術であります。
平洋大学就職	E ボール・ディースに関係される「信頼保証記録」に含まれる個人情報は、他の学生の復興研究に関するため、「立め館デジー 地型システム(キャンパスメイト)」で一般に立復します。ため、「立め館デジテ大平株大学健康を超システム(キャンパス 学学生・大学院主ならびに立め館大学学生・大学院生、単任問題員、キャリアオフィススタッフ以外に閲覧できません。
■その他 上記以外にキ ます。	ャリアオフィスが主催する支援企画を開催する際などに記入されるアンケート、参加際などは、その都度、利用目的を説
	情報は、社会および学校法人立命解析人情報保護規格に則り、器後・減失・報告等がないよう安全に管理します。
キャリアオフ・ とがあります。	(大学) (加速を) マスは、個人情報の取扱を含む業務の一部を個人情報の適切な取扱に関する契約を締結した上で、外部の事業者に委託する。
をイジアオフ・	・ (アバエ、法令に定める場合を除き、個人情報をあらかじめ本人の同意を得ることなく第三者に提供することはいたしませ
SLE	
	上記、個人情報に関する功根事項に同意いたします。

When Filling Out the Notice of Informal Job Offer

- *The 内定日 (Job Offer Date) is the day when you received the job offer (i.e. during the interview, by phone, when the notification arrived by post, etc.) For civil servants, it would be the day that you passed your final set of exams.
- *Be sure to read over the "Handling of Personal Information" section written on the back of the form.

ないてい ないないてい The Difference Between 内定 and 内々定

Fundamentally, there is not much difference between the two words. However, according to the Keidanren's policy on hiring, companies in Japan can only give official 内定 after the 1st of October. Therefore, job offers given before this date is usually referred to as 内々定.

Signing the 内定承諾書・入社誓約書 (letter of acceptance of job offer)

There are certain companies that will ask you to submit a 內定承諾書 or 入社誓約書 after making you a job offer. These documents are basically a signed promise from you that you will accept the job offer to become an employee. While it technically does not have any legally binding power, these are not documents that should be treated lightly. In the event that you are unsure of how to respond or are faced with trouble such as deciding to drop out after signing the papers, please consult with the Career Office. Otherwise, if you are set on this company, then send the documents without delay.

In the event of multiple job offers

Even if you have received multiple job offers, at the end of the day, you may only accept one. For a company, having someone turn down their job offer is often seen as a considerable disappointment, so only turn down a company if you absolutely have to and take care in your dealings with the companies. Furthermore, be aware of the time constraints and deadlines for responses so be sure to keep track of when you have to respond back to a company.

Reporting your job hunting activities

Your job hunting record after you finish job hunting is your legacy to for the students who come after you. Please be sure to then fill in and submit a Job Hunting Report, which will then be made available for other students to see on Campusmate Web (refer to p. 14).

Pursuing other career paths

If you decide to pursue other career paths such as applying for graduate schools or a technical school, working in your family business, preparing for certifications, etc., please notify the Career Office.

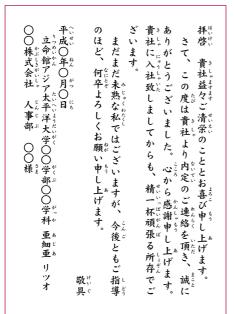
Who to notify of your job offer and giving thanks

After you receive a job offer, you of course need to express your gratitude to the company that made the offer. However, you also need to report and show your thanks to the people who have supported you in your job hunting such as APU alumni, etc. This is a very important courtesy to all the people who helped you get this far. Be sure to first call them and report the good news and your gratitude, then send them a letter with the same sentiment.

Writing Letters

(Sample)

thank you letter to the company that offered you the job.



Making Phone Calls (Example)

thank you phone call to the APU/Rits alumni.

立命館アジア太平洋大学の○○と申します。 #ムヒシワ #ムレキ サムニラ 先日は御社の選考について色々とお教え頂き、ありがとう ございました。おかげ様で御社からの内定のご連絡を頂 きました。これもひとえに、先輩のアドバイスやご指導の おかげです。大変感謝しております。入社してからも精いっ ぱい道張りますので、よろしくお願い致します。 まずはご報告をと思い、電話をさせていただきました。 ありがとうございました。

thank you phone call to the person who introduced the job to you.

○○様でいらっしゃいますか? がし、生んじつ○様のご紹介で△△会社の選考を受けさせ ていただきました□□と増します。○○様にお力添えをい ただきましたおかげで、本日、無事に△△会社より内定の っう。た 通知をいただきました。心から感謝しております。 また改めてご挨拶に伺いたいと存じますが、取り急ぎお電 話をさせていただきました。本当にありがとうございました。

From Receiving the Job Offer Until You Enter the Company

For Both International and Domestic Students

Japanese companies have a few procedures that need to be followed in the time between you receiving the job offer and your first day as an employee. The schedules vary depending on the company but usually include training, company events, etc. Make sure to check that you understand what you need to be doing so that you will not worry or trouble the company that has chosen to hire you.

Points of Caution

1. Always make sure that you are reachable by the company and APU

If you ever have the need to leave Japan for any period of time after receiving the job offer, be sure to leave your contact information with the company and the Career Office, including general details of where you are going to be and for how long. Be sure to report any changes in your contact information, address, etc. as well.

2. Make sure that you have fulfilled all requirements for graduation

Even if you have received a job offer, if you are unable to graduate due to missing course credits, this will not only cause the company distress, but it will make all your hard work be for nothing. So check and recheck your status in fulfilling graduation requirements. If you still need to pass certain classes, be sure to give yourself leeway to pass them and ensure that you graduate on time.

For International Students

- 1. In the event that you plan to return to your home country for a vacation, etc. remember to notify the Career Office and the company of your contact information (address, phone numbers, e-mail, including whether or not Japanese can be used in the e-mail, etc.) and how long you intend to be gone.
- 2. Even in the event that you intend to travel to a third country, remember to notify the Career Office and the company of the duration of your travels and how you may be contacted (phone number or e-mail, and whether or not Japanese may be used).
- 3. If you are commencing employment immediately after graduation but need to leave Japan temporarily before that, please be sure to return to Japan with plenty of time to change your visa status to a work visa.
- 4. If you will be returning back to your home country after graduation, do not prolong your stay unnecessarily. Your college student visa will become invalidated the moment you graduate and cease to be a student, as well as your part-time work permit.

Last day of enrollment:

Sept. graduation: Sept. 20th (terminated as of Sept. 21st)

Mar. graduation: Mar. 31st (terminated as of April 1st)

*Your college student visa may still be valid for a few months after graduation due to procedural requirements when it was issued, However, this does not mean that you may remain in Japan after graduation right up to the expiration date.

*An example of a schedule for international students entering companies in Japan is given on the next page.

< An Example of an International Student's Schedule Prior to Joining a Company>

Last year's schedule is shown here as an example. Dates of selection and official job offers are likely to be different this year, so please be sure to check the correct schedule with the personnel division of your prospective employer.

[For students graduating in September and joining a company in October]

Until August: Some companies have seminars and meetings with all new recruits as well as internal

placement interviews, etc.

July and August: Receive the necessary documentation from the company for change of status of residence

application.

August onwards: Visit the immigration office and apply for a change in your residence status.

Arrange your new residence and moving date, if applicable.

Graduation Ceremony. Gain permission to change your status of residence September:

Move to your new residence.

Update your Residence Card (change of status, address) New Employee Ceremony

[For students graduating in September and joining a company in April]

Some companies have seminars and meetings with all new recruits as well as internal Until September:

placement interviews, etc.

September: **Graduation Ceremony**

October:

October: After the job offer becomes official with the Job Offer Ceremony, you may return to your

home country.

* hand in the required documents for changing your status of residence to the company * In the event that the job offer date comes after your status of residence runs out, you will

need to apply for a short-term extension

February ~ March: Receive the necessary documentation from the company for the change of residence status application, visit the Embassy or Consulate-General of Japan in your home country and

apply for your new visa.

Take necessary procedures regarding your new residence and moving to it, if applicable.

Gain permission to change your status of residence

Move to your new residence

Update your Residence Card (change of status, address) - visit your local government office

April: New Employee Ceremony

[For students graduating in March and joining a company in April]

Until September: Some companies have seminars and meetings with all new recruits as well as internal

placement interviews, etc.

October: Your job offer becomes official with the Job Offer Ceremony

January ~ February: Receive the necessary documentation from the company for change of status of

residence application.

February onwards: Visit the immigration office and apply for a change in your residence status. Arrange your

new residence and moving date, if applicable.

March: **Graduation Ceremony**

Gain permission to change your residence status from the immigration office Take necessary procedures regarding your new residence and moving to it

Move to your new residence

Update your Residence Card (change of status, address)

April: New Employee Ceremony

For all international students, your status of residence is an important issue.

If you have any trouble or confusion regarding this, contact the Career Office.

^{*}See p.91 for details regarding the change in residence status.

Turning Down an Offer

A job offer to an undergraduate is basically a de facto agreement that a company will take on said undergraduate as an employee after his/her graduation. Socially, this is a serious matter and deserves to be handled as such. Be sincere in your dealings at all times and take note of the following points:

- (1) You cannot keep your response to the job offer from a company on hold for an indefinite time.
- (2) In principle, once you send to the company your letter of agreement accepting their job offer, you cannot change your mind and turn down your agreement.
- (3) Turning down a company's offer after you have accepted it would be seen as selfish and morally reprehensible. Such an act would not only cause significant trouble to the company, but could grow into a socially problematic issue, thereby possibly affecting your juniors future job hunting.

Turning Down a Job Offer Obtained through On-Campus Recruiting

Please be sure to contact Career Office first. It is strongly urged that you do not simply turn down any offer prior to contacting the Career Office.

Companies participating in On-Campus Recruiting place high value on APU students. Thus, turning down a job offer obtained through this screening process may affect the conditions of future job hunting by junior APU students, and undermine trust in APU. Never take action without prior consultation with the Career office.

Turning Down a Job Offer Obtained through General Recruiting

Be aware that delaying a response for such an offer for an unreasonably long time could lead to trouble later on. Make sure to turn down companies in a polite, timely manner, without delay. With courtesy and sincerity, express your gratitude to the company for their offer and apologize for your decision to decline their offer.

[How to Turn Down a Job Offer]

In the event that you need to turn down a job offer, the most sincere and professional approach is to offer a personal apology to the HR manager. However, sometimes due to time and geographical constraints, it is not always possible to do this, so please start with a phone call to the relevant manager, expressing your decision to turn down their offer, then follow up with a letter of apology.

An Example of How to Turn Down a Job Offer through Phone

労: 粒は立論館アジア太平洋大学○○学部の・土地・ リツオと前します。この度は御社より内定の通知 ř を頂戴しまして、*誠にありがとうございます。ξに体旨、大変自分勝子なお願いで*も訳ないの ですが、内定を辞退させていただきたく、お電話を致しました。

。私どもに荷か木都合などがありましたか?

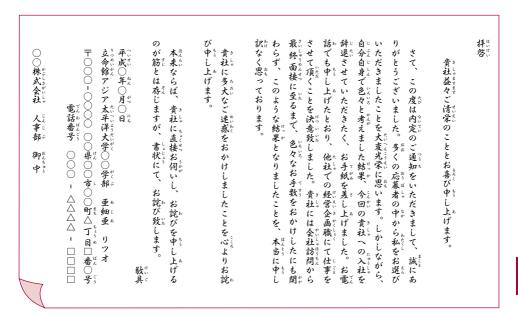
> 労:いいえ。とんでもございません。実は、他社からかねがねやってみたいと贈っていた経営企画 臓での採用というお話をいただき、*私じらればに悩んだのですが、やはりそちらでの仕事にが戦 したいという経論に登りました。意味に動し訳でざいません。本来でしたらすぐにお詫びに覚うの が筋かと存じますが、諸事情により何うことができませんので取り急ぎお童話でと憩い、ご連絡 させていただきました。

を発見します。そうなんですね。わかりました。わざわざお越しいただく必要はありません。 どうぞ、そちらで道張ってください。

Ă | 分:はい。ありがとうございます。本当に前し訳ございませんでした。失礼致します。

Ă

Writing a Note of Apology for Turning Down a Position Offered by a Company



^{*}In the event that you are unsure as to how to write such a note, please contact the Career Office for advice on your specific situation.