

Job Hunting Consultation System

The Career Office offers counselling/consultation services to assist you with your concerns on job hunting, internships and any career planning related matters. We highly recommend that you consult us to ensure you receive the assistance you need.



How to Use the Consultation Service

An appointment is required for consultation sessions. Please make an appointment by presenting yourself at the front desk of the Career Office at least 10 days to 1 day prior to the requested day. If you are away from campus and cannot present yourself in person, we will accept your reservation by telephone (0977-78-1128). Please note that reservations by e-mail are not accepted.

When making an appointment, please note the following points.

1. Preferred Date and Time

Time slots for counselling have been set as follows. Please choose the most appropriate time for you.

(1) 11:30-12:00	(2) 12:45-13:15	(3) 13:30-14:00
(4) 14:15-14:45	(5) 15:00-15:30	(6) 16:00-16:30

*The office is closed on Saturday, Sunday and during holidays.

*If you are on a student exchange and cannot come to the campus, a session via Skype is possible

2. Topics for Consulting:

Proofreading rirekisho, Entry Sheet, resume, etc. and mock interviews

We offer counselling on various topics such as: general and specific job hunting matters, industry and company research, self-assessment accepting / declining, job offer, visa related matters, internships and student life. We recommend that you make appointments, but for the above topics, you may consult on the same day, provided that your preferred counsellor is available. If not, we will recommend the next best option for you. For proofreading of rirekisho or any documents and mock interviews, you need to make an appointment AND submit the necessary materials **at least 24 hours in advance**. For any type of consultation, we highly recommend you to bring along documents, so that we can understand your background better in order to provide you the most beneficial advices.

Important Points to Note:

- Please be punctual for the appointment and please avoid no-shows!
- When you are late for more than 5 minutes, your appointment may be cancelled! If you are running late, please make a phone call and inform us ASAP @ 0977-78-1128 and do the same for cancellations or requests to re-schedule an appointment.
- Don't always consult the same person. Get new perspectives to shape your preparations better.
- You are allowed to make only ONE appointment at a time. Once that appointment is over, you may make the next!

Please submit a copy of your rirekisho and/or Entry Sheet at least 24 hours (excluding Saturday, Sunday and public holidays) before your consultation.