

Job Hunting FAQ

Q1 What does job hunting really entail?

A1 Before carrying out any action, you need to ensure you have done all your preparation. Think about the type of person that you are - what are your interests, hobbies and abilities? The first step you take in job hunting is doing a self assessment — a “Self Hunting”, if you prefer.

Q2 Should I try to narrow down my choice of industry and career as quickly as possible?

A2 If you start to narrow down your choices before you have completed your self-assessment, you may find you are left with a smaller choice of positions or no clear choice at all. First, attend as many company seminars as you can and expand your horizons. Realizing the sheer depth and range of existing careers and industries is the key to a successful job hunt.

Q3 I've been asked to visit a company and the dress code said “no dress code” - how should I dress?

A3 The words “no dress code” here are not an open invitation to dress like you were going for a day trip somewhere. This is an opportunity for you to show the HR department that you know the general manners in a professional setting. Think about what kind of clothing is appropriate, other than a suit, which will leave a good first impression on someone. Moreover, some industries will require you to display a certain look or taste, and again, this is your chance to show that you understand the required attire of the company.

※ Do not wear jeans or shorts.

※ Both males and females should choose a suit or jacket with a collar.

Q4 What should I do if I am on my way to a company and I get lost and become late for the appointment?

A4 Be aware that being late is basically unacceptable. However, if it is inevitable that you will be late, call the company and let them know as soon as possible. Before you make the first visit to the company, make sure you have prepared adequately for any eventuality and give yourself plenty of time to get there.

Q5 I made a mistake about the deadline for my 1st choice company and I have missed their deadline...

A5 Most companies won't accept applications after the deadline. If it is a company you really feel passionate about joining then try and contact the recruitment office and ask very politely if they will consider your application. Even if there is only a very small possibility it is still worth trying. However, the most important thing about job hunting is organizing your schedule properly so that this type of situation doesn't happen. You will be applying for several companies at the same time, so without a proper schedule it will be easy to miss deadlines and interviews. Make yourself a job hunting diary or use the calendar function on a job hunting site and check it every single day of your job hunt. We also suggest making separate sheets or sections for each company.

Q6 I got a real feeling of loneliness and unease during my job hunting.

A6 Over the course of the long job hunting period you will have emotional ups and downs as you pass and fail parts of the selection process. This can be exhausting and leave you feeling lonely and anxious. It is at these times that friends and family members can become a great support. Talking to friends or family can be the switch you need to refocus and give you what you need to get over the hurdles you are facing. It is important to try and find a balance between the times you need to 'go hard' and the times you need to 'take a break'. Having someone you can really talk to, either 'senpai' or a good friend, is invaluable for both job hunting and life itself. Of course you are always welcome at the Career Office if you need someone to talk to. We are always there to help put your mind at ease. Those of you job hunting in Tokyo can also visit the Tokyo campus.

Not passing a particular stage of the selection process is not an indication of how good you are as a person, it is an indication of whether or not you fit a particular company. DON'T let it get you down.

Q7 So I've been told by the company that offered me the job to send in my "letter of acceptance" but I'm not 100% sure that it's what I want to do...

A7 After you have sent in a "letter of acceptance", it is usually very hard to then turn a job down. If you really are indecisive and want to continue you job hunting further, you need to be truthful and tell the company you are unsure and ask them to wait for your letter of acceptance a little bit longer. Don't try and tide things over by lying as doing so could cause a big inconvenience to the company and put you in a very awkward position. Handle things quickly and don't waste opportunities.

A word of advice about job hunting



Examples of people that companies try to avoid hiring

- * People who are scheduled to attend explanatory meetings and do not show up
- * People who are not punctual
- * People who eat and drink in the selection committee hall
- * People who wear their everyday clothes to selection committee hearings
- * People who are unable to use appropriate language and who cannot display the right attitude
- * People unable to display their motivation and ambition
- * People who are unable to give an honest account of themselves
- * People presenting a poorly written resume



Please do your best to make sure you do not fall into any of these unwanted categories!