

# Career Support Network for International Students User Manual



# 1. What is the Career Support Network for International Students in Japan ?







## What is the Career Support Network for International Students in Japan ?

It is a system only provided for university member with an official approval to enhance support for international students on their job hunting.

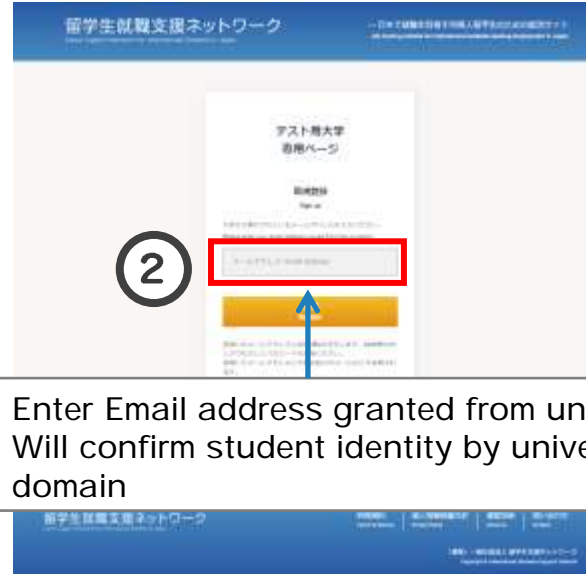
Through providing information regarding job seeking methods, employment exam preparations, and easy-to-understand business Japanese study material on our website, international students who would like to be employed in Japan can study anywhere and anytime through this website. Additionally, we will be providing recruitment information about companies that are hiring international students and information on guidance/company information sessions for international students.



## How will it help you?

-  Provide guide and steps for job hunting (Approximately 50 videos)
-  Exam preparation for job employment (e-learning) (Approximately 200 practice questions)
-  Business Japanese (e-learning) (18 videos are provided)
-  Provide company hiring information for international students
-  Provide information on joint-job fairs/company information sessions for international students
-  Provide information on guidance sessions and seminars for international students

# 2.How to Register



Enter Email address granted from university  
Will confirm student identity by university domain



Send URL for member registration to registered email address



Authenticate by clicking URL



Send ID information to registered email address



Enter password and nickname  
※Nickname will only be used on your own front page



# 3. About the screen



## ! About the screen

- ① **Change registration information**  
You can change your email address and password here.  
If you are going to continue to use the website after graduating, you can change your university email address to your personal email address.
- ② **Select Menu**  
You can display each contents as list screen
- ③ **Information**  
Administrative office will deliver information
- ④ **Column**  
We will deliver knowledge and techniques about job hunting activities
- ⑤ **Job Fair & Guidance**  
We will deliver information about company information sessions and guidance sessions for international students
- ⑥ **Job Information**  
We will deliver company hiring information for international students
- ⑦ **Job hunting exam measures**  
We will deliver e-Learning videos such as basics and preparation of job hunting, exam preparation, and SPI3 workbooks.

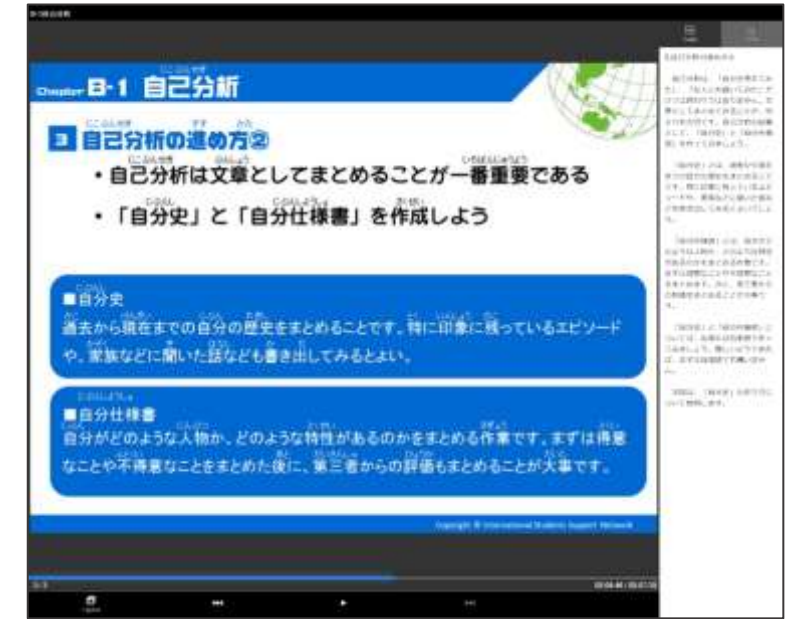
# 4. About Employment Exam Preparation Videos



## ! About Employment Exam Preparation Videos

- 1 **Basics of job hunting**  
We will deliver timely information such as job hunting activity in Japan and what to prepare
- 2 **ENGLISH CONTENTS**  
We will deliver information such as job hunting activity in Japan and what to prepare in English
- 3 **Self-analysis**  
We will deliver how to do personal analysis in detail which is necessary to write the entry sheet
- 4 **Industry / Company**  
We will deliver information so that you can get to know various industries and find a company that suits you
- 5 **Document screening**  
We will deliver basic information about entry sheet and written test as well as precaution points to avoid common mistakes
- 6 **Interview**  
We will deliver basic information for interviews and precaution points to avoid common mistakes
- 7 **Written test**  
We will deliver information about how to efficiently solve written test questions that international students struggle with and workbooks
- 8 **Business Japanese**  
We will deliver learning materials about how to use Japanese during job hunting activities

# 5. How to Watch Employment Exam Preparation Videos



## ❗ How to Watch Employment Exam Preparation Videos

① Detail page  
Click "Detail Page"

② Watch video  
Click "Watch Video"

# 6. How to use Career Support Network for International Students (1)



## ❗ Understand Japan's job hunting activity and prepare

To be employed by a Japanese company, you need to understand job hunting activity in Japan and prepare for it. This system will enable you to easily understand the job hunting activity in Japan and learn how to prepare and how to work your way through job hunting activity.

### ① Understanding job hunting activity in Japan (English contents)

First, please understand the job hunting activity in Japan and the schedule. In “ENGLISH CONTENTS”, you will be able to learn the brief overview and schedule of job hunting activity in Japan. Please study in order from I-1 “Syu-katsu (job hunting)” in Japan to I-2 → I-3 → I-4... Each content information will be distributed in a timely manner.

### ② Preparing for job hunting activity (only in Japanese)

Next, you will need to prepare before the employment exam preparation. For preparation, please study in order from “Self-Analysis”, “Industry / Company”. B-1” Self-Analysis” C-1” Purpose of Industry/Company Study and How to Proceed”. Each content information will be distributed in a timely manner.

### ③ Prepare for Employment Exam (only in Japanese)

Last, you can study in detail about how to prepare for “Entry sheet”, “Written exam”, and “Interview test”. Study in order for each contents from ●-1 → ●-2... Each content information will be distributed in a timely manner.

# 7. How to use Career Support Network for International Students (2)



## ❗ Receiving Hiring Information / Company Information

After understanding job hunting activity in Japan, participate in guidance (study sessions about job hunting) and company information sessions (explaining business details about companies) for international students. This system will provide information on guidance sessions and company information sessions that will be held all over Japan for international students. Additionally, we will provide company hiring information for international students.

❶ Company Information Sessions / Guidance Information (only in Japanese)  
We will provide information on guidance sessions, joint-company information sessions, and interviews specifically for international students that are held all over Japan. Please check both new and past information about company information sessions and guidance sessions.

❷ Hiring Information (only in Japanese)  
We will provide hiring information for international students. When you click “Hiring Information”, it will jump to a recruitment website page dedicated for international students which only members can view.

We will be providing recruitment information that are not posted elsewhere such as a company’s number of foreign workers or how many international students they will be hiring. Thus, check the conditions and apply for the company you are interested in.

### 【Recruitment Information Items Specifically for International Students】

- Oversea Expansion (Plan)
- Language ability / Ideal candidate profile or ability
- Work Location (Japan or Overseas)
- Number of foreign employees (in Japan)
- Y/N International Student Recruitment Position
- Number of Hired International Students in the Past 5 Years