

### **9-3 Employment Support**

Ochanomizu University as a whole strives to provide students with future track and employment support to enable them to respond to a difficult job market. To respond to the multiple needs of students, the University offers career and employment guidance, and holds alumni gatherings, joint explanatory meetings, workshops, and other events to provide a variety of employment support. In addition, expert advisors provide consultation throughout the year regarding career paths and employment.

#### **■ Employment guidance, etc. (Multiple times each year)**

We provide guidance and information to enable students to select their occupations from a long-term perspective, while at the same time making practical preparations for their job search.

And we invite Ochanomizu University graduates who are currently active in various industries and companies to conduct industry/corporate research and at the same time provide an opportunity for the exchange of information.

#### **■ Career Consultation**

We offer consultations by appointment only. Specialized career advisors are available to help you. The career advisors are available for various consultations regarding career choices and job hunting activities in general. Self-analysis, career counseling, how to proceed with job-hunting activities, correction of resumes and entry sheets, interview guidance, and preparation for public service examinations and teacher employment examinations.

We also offer guidance on interviewing and preparing for public service examinations and teacher employment examinations.

For details on how to make an appointment, please refer to the “Student Career Support Center Career Support” website.

#### **Track Reports**

Graduates and graduates are required to register their career path.

Please register at the URL provided in the e-mail sent to your personal address from the Student and Career Support Division.

Please note that the e-mail will be sent to eligible applicants after the start date of the private company's employment selection process. Please make sure to confirm your e-mail address.

The information you provide will be used to respond to surveys by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) and other organizations, as well as for university data.

Personal information such as names will not be disclosed.

#### **Letters of Nomination**

If the company's recruitment method is university recommendation, a letter of recommendation from the university is required. The letter of recommendation is issued by the Student and Career Support Division after June 1 of the year of graduation. In principle, a letter of recommendation from the university is not issued for free application.

#### **Employment Information Library**

The Employment Information Library is located on the second floor of the Student Services Building.

#### **■ Viewing job postings and job search information**

You can browse job offers, company brochures, pamphlets, and other information received at the university, as well as information on the various civil service employment examinations and internships, and information on internship programs. Job offers and internship information can also be accessed from Moodle (student learning management system).

Information registered directly by companies and organizations without the Student and Career Support Division can be accessed through the “Caritas UC” job information search system.

The “Jobs and Internships” section of the Moodle (Please enter from the “Job/Internship Information Search System” in Moodle (the student management system)). The Job Placement Information Room is equipped with materials from each company, information on employment-related seminars and events, reference books, magazines, and many other materials. You are free to browse them, so please make full use of them during your free time in class.

■ Browse OG Information

You can browse the alumni roster (OG roster). When browsing, please show your student ID card and fill in the application form when you browse the list. The list of enrolled companies can also be viewed on Moodle (Learning Management System). The Student and Career Support Center also holds meetings with alumni.

■ Moodle (Course name: Job Postings, Internship Information, OG Directory, U-Turn Information, and Tutor Recruitment Information)  
Civil Service Information, Tutor Recruitment Information)

In this course, students can obtain information on job postings, internships, OG lists, U-turns, civil servants, and tutoring opportunities sent to the university by the Student and Career Support Division. The original copy is kept at the Student Center. The original copies are available in the Reference Room on the 2nd floor of the Student Center Building. Moodle is one of the study management systems.