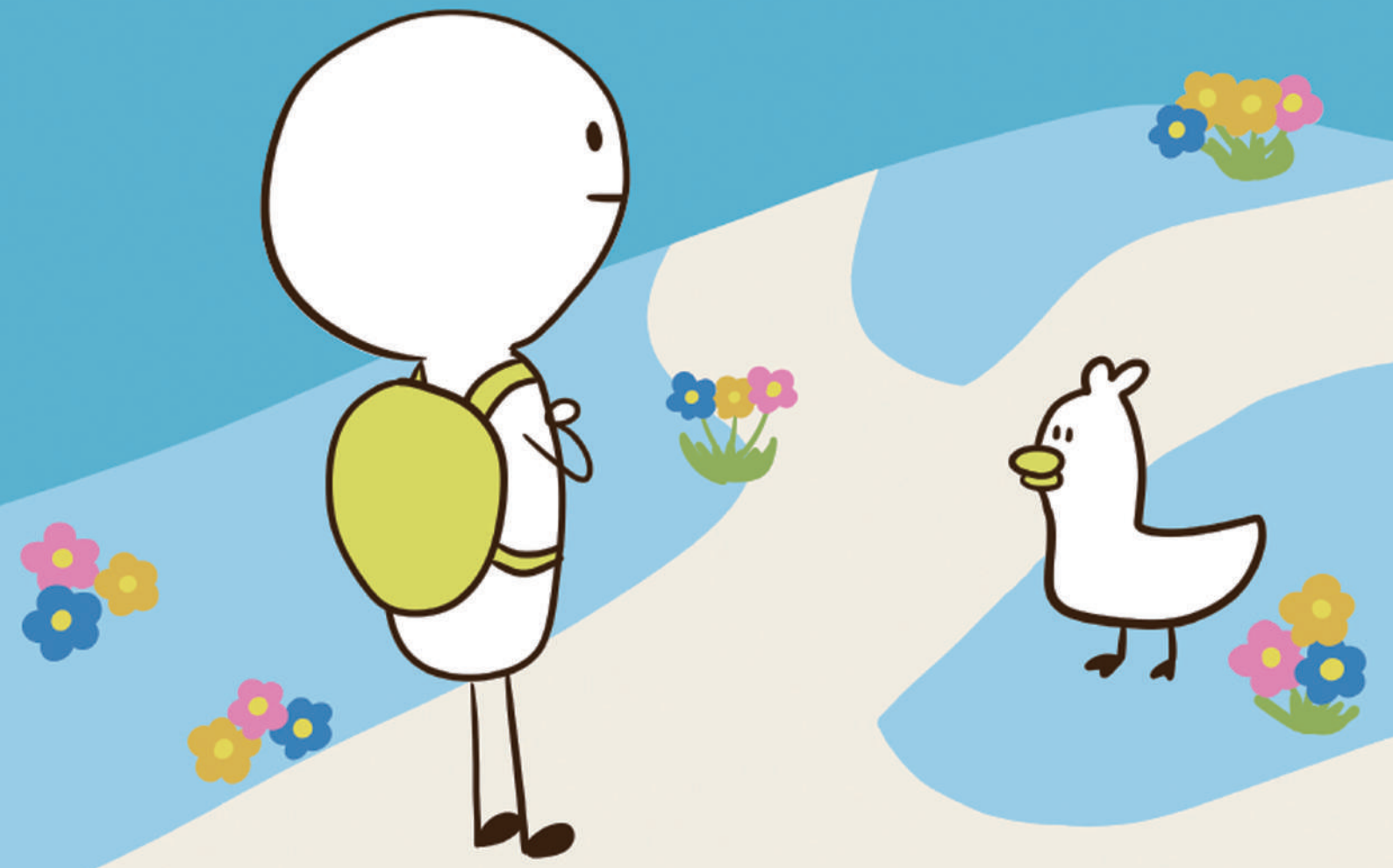
高校生対象の
就職
ワークブック



NPO 法人 ABC ジャパン

To everyone who uses this book

How do you feel when you are asked to "think about the future"? Some of you may look forward to it, while others may feel anxious or worried about it, not knowing what the future holds, not knowing how to prepare for it, not being confident about working, and so on. We made this book to help those of you out there, as much as we can! It contains a lot of information for those who are looking for a job after high school. It is also useful for those who find a job or change jobs as adults.

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0 Preparation for feelings



If you suddenly say " I'm getting ready to work!", many feelings may come up.
So first, try to get ready for your own feelings

＼＼ Why do people work? ／／

When you think of " I will work," you may feel a little nervous. So first, think about why "people" work, not "I" work. Perhaps each person has a different answer to this question.

For money • For happiness • For family • To help society •

To help others in need • To fulfill a dream • To make a good living •

To achieve status • To make a living • To connect with others •

( )

＼＼ How do you feel when you think about "working"? ／／

It can be a little difficult for you to prepare for work with so many different feelings in your heart. So, try to organize your current feelings, both good and bad. In the list below, put a "□" for each feeling that is similar to your own.

I feel kind of nervous	I'm happy to earn my own money
I don't want to work yet	I want to start living on my own fast
I'm worried about my ability to do the job	I am looking forward to realizing my dream
I don't know what I want to do	I want to do my best to help someone
I actually wanted to go on to higher education	I want to develop my skills
I am under a lot of pressure from my family	I want to challenge myself in a new environment
( )	( )

Some of you may or may not have put a lot of ○ , some of you may have put a ○ just for now, and some of you may have really wanted to put a ○ but were unable to. We made this book while thinking about all of you who have such various feelings. Don't try to do it alone. While eating your favorite snacks, talk with an adult who can read this book with you and prepare together!

1 Basics for finding a job



First, you need to know when and what job hunting (Shu-Katsu) is for high school students. There are differences in rules and schedules by region. Check with your teachers. Don't worry if you just saw this right before the time is up. Consult with others and start with what you can do now, one thing at a time.

～ JUNE

Preparation for Employment

What you can do by June of your graduation year

· Obtaining qualifications
· Reduce the number of absences from school
· Learn about the types of jobs and industries
· Check out last year's job postings
· Attend employment guidance
· Study for written examinations

JULY・AUGUST

Decide which company you want to work for

· Receive job postings
· Go on a workplace tour
· Decide which company you want to work for
· Write a resume
· Prepare for the exam

SEP・OCT・NOV

Employment Examination

· Send your resume
· Take the employment examination
★ If unsuccessful, find a company looking for applicants and take the exam again

DEC～

Result

· Receive an informal job offer

Why do you need qualifications?

★ More job opportunities
★ Higher salary
★ Useful when changing jobs as well

Recommendation ① JLPT

Companies want to know how well you can speak Japanese, so you should take JLPT N3 or above.

Recommendation ② Qualification of your native language

nterviewers, for example, do not know whether your native language is daily conversation level or business level. Therefore, you should obtain a qualification to prove your skills.

Why do we go on a workplace tour?

★ To see what kind of work is involved, how people work, and the atmosphere of the workplace.

① Visit at least 2 to 3 companies.

Compare companies and find the one you feel comfortable working at.

② Take notes

Sometimes you will be asked about your impressions of the company tour during the interview, so take notes on the explanations and what you thought was good.

Job hunting rules when applying through the high school

■ **One company per person rule**

The rule is that each person can only apply to one company for the first recruitment in September. After that, you may apply to two or more companies at the same time. Rules differ depending on the prefecture, so please check with your teacher.

■ **If you receive an informal job offer, you must get the job.**

Since you have received a recommendation from the school, you cannot decline once you have received an offer.

Preparativos

DOCUMENTS



School Report: Ask your homeroom teacher to make it for you. It may take some time to complete it, so ask your teacher as soon as possible so that you can submit it to the company on time.
Resume etc.: Write them for yourself. (Work 8, 9)

INTERVIEWS



Most companies have an interview test. You do not need to speak difficult Japanese. Be prepared to tell them why you want to work for the company and about yourself clearly. (Work 10,11)

WRITTEN TEST



Some companies have a written test (it is written in the job posting). The content includes a general education test (various subjects and current affairs), an essay, and an aptitude test. Some schools have books to help you study for these tests. You should consult with your teacher as soon as possible.

【Column; Job hunting on your own】

Searching for jobs through job postings at your school is the recommended way to find a job. However, there are job postings that have not been received by your school, so you may also consider searching for job postings for high school students on your own. You can search for them by searching online or attending job-hunting events. You may also consider finding a job at a part-time job place, at a company where a family member or someone you know works, etc. Be sure to check job postings or other papers to see how you will work (salary, holidays, etc.)! Also, always consult with your family and teachers before making a decision.

2 Remember your high school life



It is difficult for anyone to think about their current and future selves without any clues. So thinking about what you've done and how you've felt in the past can be a good clue. You don't have to write " something great" here. Try to feel relaxed and remember what you have done so far as if you simply remember what has happened in the past.

What has happened to you?

What did you think about and what actions did you take?

Fun experiences

Things you like

Things that made you happy

Things you were crazy about

Things that made you sad

Things you failed at

Things you wre not good at

Things that impressed you

Things you did together with others

Things that influenced you

＼＼ What you usually did in your high school life ／／

Things you usually did in your school classes	What did you usually do to prepare for weekly Kanji tests, practice presentations, prepare for tests for subjects you were not good at, etc.?
Things you usually did at school events, club activities, etc.	How did you work on taking charge of a part of events such as cultural festivals and practicing for club activities?
Things you usually did while studying for qualifications or volunteering	Did you study for exams and do any volunteer activities?
Things you usually did at your part-time job	How do you talk with customers and do your work?
Things you usually did at home	Do you shop, cook, do laundry, clean, or take care of your siblings or grandparents?

【Column; What are the strengths of being related to a foreign country?】

Being related to a foreign country is so natural to you that you may not realize it, but the truth is that you have acquired many skills. For example...

・Encountering cultures and customs that you have never experienced before → Having a flexible mindset

・Being in an environment where you have no choice but to try things for the first time → Courage and a willingness to try

・Having Learned Japanese little by little → Perseverance, effort, and the ability to continue

・Ability to communicate somehow, despite the limited knowledge of Japanese → Communication skills



3 Remember your own life



Did you figure out what kind of life you lived, how you felt, and what you did through Work 1? Next, think about what kind of person you are, what you are good at, and what you like/dislike. This will help you find the right job for you. Also, it's a great resource for your resume and interviews!

Personality

Proactive and active		Like to talk to a variety of people	
Prefer listening to others rather than talking		Imaginative	
Honest and earnest		Kind and caring	
Curious		Adaptable and insightful	
Think before acting, plan ahead		Willing to take on challenges	
Shy and bashful		Good sense of humor	
Careful and prudent		Sociable, talkative	
Friendly and expressive		Well-organized	
Cheerful, optimistic, positive thinking		Like new things	
Cooperative and attentive to others		Finish things to the end	

Negative/Positive Conversion

There are good and not-so-good sides to everything. If you think about what you don't like about yourself from a different perspective, you may find a new you.



I tend to act cautiously, so I can prepare well, but sometimes it takes me a long time to take action.



I can take action as soon as I think of it! But sometimes I'm not prepared enough. LOL!

Easily bored ⇔ Curious about many things

Quiet ⇔ Considerate of others

Joke around a lot ⇔ Create a good atmosphere

Often worried ⇔ Attentive to details

Serious ⇔ Earnest

Stubborn ⇔ Strong-willed

Hate to lose ⇔ Willing to improve

Show-off ⇔ Assertive

Skills

Physically fit		Act efficiently and promptly	
Skillful with my hands		Able to have conversations with people meeting for the first time	
Good at sports		Work attentively	
Think well		Good at speaking in front of people	
Good at concentrating		Can speak more than one language	
Able to be a group leader		Take neat notes in class	
Good at talking		Can greet people cheerfully	
Think well and act accordingly		Have the ability to execute things	
Meet deadlines		Ask questions when I don't understand	

Like/Interested ⇔ Dislike/Not interested

Moving my body		Starting a new business	
Taking care of children		Posting on SNS	
Operating a machine		Programming	
Planning an event		Thinking about how to make money	
Cooking		Talking with people	
Talking to the elderly		Managing finances	
Driving vehicles		Studying math or science	
Doing activities with others		Organizing paperwork	
Growing plants or animals		Drawing pictures	
Giving advice		Going out and traveling	
Researching at the library or on the Internet		Using a computer	
Doing the same thing repeatedly		Making things	
Going to many countries		Using language skills	



4 Think about your future self



How do you want to live your life from now on? Do you want to live a normal life? Then, what is normal? Life is not all about work, right? Think specifically about what kind of life you want, what you value, and what you don't want to do! This will give you an idea of what kind of work style you want and what kind of career you want to pursue.

What is important to you?

Family & Partner		Health	
Money		Work	
Hobbies & Fun		Learning & Growth	
Friends		Being helpful to society	
Dreams & Challenges		Other	

Life Plan　You can write down what you don't want to do!

Where do I want to live?



What will I do on my days off?



Who do I want to be with?



What would I do when I grow up?



What do I want to do when I get older?



If I had a million yen, what would I do?



＼＼ Image of the cost of living alone ／／

The average starting salary for a high school graduate is 179.7400 yen (wage averages vary by region). You will not receive your entire salary. Taxes and social insurance are deducted from your salary before they are given to you, and the actual money in your wallet will be about 140,000 yen. (→ Work 5 for more details)

Examples of living expenses when living alone

Rent	Food	Utilities	Daily necessities	Shopping & Amusement
¥50,000	¥26,000	¥11,000	¥6,000	¥12,000
Healthcare Expenses	Transportation and communication	Savings	Other	Total
¥5,000	¥15,000	¥10,000	¥5,000	¥140,000

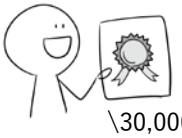
If you had 26,000 yen for food, what would you eat every day?

If you had 12,000 yen to spend on shopping and fun, what would you do?

＼＼ Why do you save money every month? ／／

① Because I want to make sure I can live for now in case I lose my job and no longer receive a salary (unemployment benefits are not available for about 100 days).

② Because there are many things I cannot pay for at once from my monthly salary.

Get a driver's license	Buy a car	Buy a house	Travel abroad	Get a qualification
				
\300,000~	\1,000,000~ \3,000,000	\35,000,000~	\100,000~300,000	\30,000~
Go to a university or vocational college	Have a wedding ceremony	Give birth	Get hospitalized	Live after retirement
				
\1,000,000~/ 年	\3,000,000~	\500,000~	\20,000~/ 日	\ ???????

Is there anything you want to do or worry about?

5 Know about work



When you hear the word " working," what do you imagine? Maybe it's a part-time job you have, or maybe it's the work of someone around you. You can't think, "I want to do something I don't know about!" So, let's find out what kind of work is out there!

What kind of work/working styles do you know?

What kind of work have you done? What kind of work do people around you do?

Main industries and occupations

Industry: Type of business categorized by what the company does.
Occupation: Type of work categorized by what the person does within the company.

Manufacturing
Work that makes things from large machines to small medical devices, food, household goods, and more. Some of the work is done by hand, while others use machines. Other jobs include inspection, packaging, and production control.

I like to concentrate on my work.
Good manual skills



Construction
There are various types of construction work. Such as using big cars and machines to build foundations for land, framing buildings, painting, interior finish work, electrical work, and many more.

I like to be physically active.
Physical strength



Retailing
Examples include convenience stores, supermarkets, and clothing stores. In addition to customer service, there are other tasks such as managing inventory, thinking about how to display products, and creating work shift schedules.

I like talking to people and/or can flexibly respond to situations.



Information and Communication Industry
For example, programs are used in smartphone applications and home electronics, right? They program such things. There are also other jobs such as checking for bugs in the programs they create.

Communication skills
Ability to proceed as planned, Ability to think logically



Transportation

This job involves delivering received packages by trucks and other vehicles. In addition to working as a driver, there are jobs such as working in a warehouse to store the received goods and managing the goods until they are shipped out.

I like driving and/or keeping things in order.



Lodging

This is a job at a hotel or inn (Ryokan). In addition to working at the reception desk to manage reservations, there are also jobs such as cleaning rooms and working in the hotel's restaurant.

I like talking with people and/or want to use languages other than Japanese.
Attentive mind / Physical strength



Food Service

Examples include working in restaurants and cafes. In addition to serving customers and cooking, other jobs include making sales plans, managing food inventory, and creating work shift schedules.

I like talking with people and/or cooking.



Education and Learning

Education includes not only schools but also cram schools, English conversation classes, etc. For example, in English conversation classes, there are various types of jobs, such as receptionist or teacher, teaching children or teaching business people, and so on.

I like teaching people and/or am good at observing people.



Welfare

There are many jobs that require qualifications and specialized knowledge. However, there are companies that support you in obtaining qualifications while you start with jobs that you can do without qualifications as a caregiver.

Ability to think from the other person's point of view / Physical strength



Agriculture

There are jobs such as soil preparation, planting seedlings, cultivation, harvesting, bagging, and shipping. Not only manual labor but also information technology and robot technology are being used these days.

I like spending time in nature.
I can patiently keep doing things.



The following jobs can be found in all industries.

Clerical work - Creating documents and inputting data.
Sales - Promote the products they make and convince people to buy them.
Accounting - Calculating and managing sales figures, such as how much was sold today, etc.

If you want to know what other jobs are out there and what kind of work is suitable for you, we recommend the "jobtag" site. You can use web translation sites or applications to check it out!



6 What you should know about working



There are three things you need to know before you start working. They are your status of residence, your salary, and your social security. If you know these, you will know how you can work, if you are getting paid correctly, and what kind of money you can receive when you are in trouble.

＼＼ Status of residence ／／

Check your status of residence to see how you can work!

Information is constantly changing, so be sure to check the website!

Immigration Services Agency
https://www.moj.go.jp/isa/publications/materials/nyuukokukanri07_00122.html

＼＼ How to read a pay stub ／／

You don't get paid for everything you work for. Taxes and social insurance are deducted from your salary (this is also known as " deduction"). After these deductions are made, you will receive approximately 80% of your salary (called "take-home pay"). The pay stub shows those calculations and other information.

勤怠	出勤日数	休日出勤	欠勤日数	遅刻早退	有給休暇		
	21	0	0	0	0		
	勤務時間	普通残業	深夜残業	休日出勤	休日深夜		
	168	8	0	0	0		
支給	基本給	資格手当	家族手当	住宅手当			
	162,120	9,000	0	0			
	時間外手当	休日出勤手当		通勤手当	課税支給額	非課税支給額	総支給額
	9,650	0		10,000	180,770	10,000	190,770
控除	健康保険	厚生年金	雇用保険	社会保険合計	課税対象額		
	9,000	18,000	570	27,570	153,200		
	所得税	住民税			控除合計	差引支給額	
	3,200	6,000			36,770	154,000	

Question: Answer below by looking at the table above!

The hours worked are A hours and the overtime hours are B hours. The overtime pay is C yen. The amount paid is D yen, but E yen is deducted for taxes and social insurance, and the money you receive is F yen.



Sometimes the hours worked and overtime pay are written differently than they actually are, and you may be paid less than what you really worked, so make sure to check your pay stub every month.

Answer: (A) 168 hourss / (B) 8 hourss / (C) 9,650 / (D) 190,770 / (E) 27,570 / (F) 154,000

＼＼ Social Security ／／

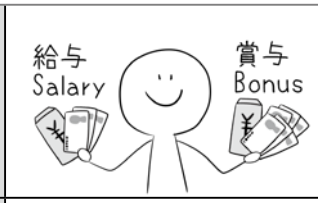
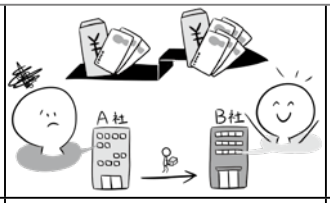
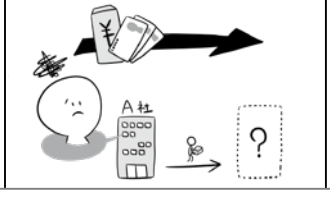
You should know when you can use the social insurance that was deducted from your salary.

Foreign nationals will also get this insurance.

(A) Workers' Accident Compensation Insurance	1. Health Insurance When workers or their family get sick, injured, or give birth, they can receive necessary medical care by simply paying a part of the cost.
(B) Employment Insurance	2. Employment Insurance When you lose your job, you can apply to Hello Work to receive befits for a certain period of time to prepare for re-employment.
(C) Health Insurance	3. Nursing Care Insurance When a person is certified by the municipality as needing nursing care, he/ she is insured to receive a variety of services.
(D) Long-term Care Insurance	4. Employees' Pension Insurance A system of coverage for life, disability, and death in old age. The premiums are paid half by the company and half by the worker.
(E) Employee Pension Insurance	5. Worker's Accident Compensation Insurance It pays benefits to workers (or their survivors) if the insured worker suffers injury, illness, or death due to circumstances related to his/ her work related duties or commuting.

＼＼ Full-time employees and Non-regular employees ／／

Why do adults want to become full-time employees instead of part-time? Let's take a look at the life of each of them to find out.

正社員（せいしゃいん）			
非正規雇用（ひせいきこよう）			

Answer: A→5, B→2, C→1, D→3, E→4

7 Rules that protect workers and careers



When you start working, you may think, "Hey, something's not right." or "I want to do something else!" You should know about the rules that protect workers and about careers so that you can choose a job while thinking a little bit about such situations. Please mark ○ on the one you think is right.

■ Companies must provide equal opportunities regardless of gender or nationality when recruiting and hiring (Yes • No)

■ The terms and conditions of work must be contracted in (writing • orally)

■ When overtime work is done, the wage will be increased by (5% • 25%)

■ Workers' accident compensation insurance and social insurance are applied (epending on conditions • regardless of nationality)

■ If you get injured on the job or while commuting to and from work, (you pay for your medical treatment • workers' accident compensation insurance will cover the cost of your treatment)

■ Firing an employee because of pregnancy, childbirth, etc. is (OK • not allowed).

Of course, there are more rules!

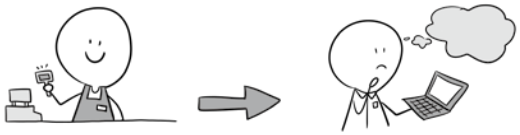
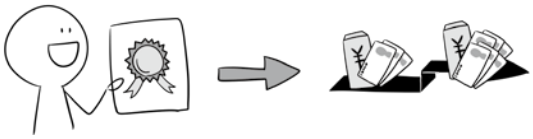
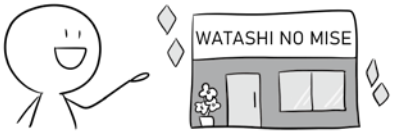
Please remember that if you find something "strange," there are places where you can ask for help in many different languages.
• Telephone Consultation Service for Foreign Workers • The Labour Standards Advice Hotline

Answer: Yes, writing, 25**%**, regardless of nationality, workers' accident compensation insurance will cover the cost of your treatment, not allowed

＼＼ Career Advancement ／／

Career advancement is about increasing what you can do and becoming able to work the way you want to work. You can use the following information as a hint when you start working and then decide that you want to make a better salary or do different jobs.

For example...

You go from being an employee to a store manager and work on setting sales goals, figuring out what and how much to sell, and how to train your staff. 	Take advantage of the skills you have acquired in manufacturing and move to another factory where you can earn a better salary. 
Get a qualification and increase your salary. 	Go to a school where you can learn specialized knowledge. 
Use the employee promotion system to go from a non-regular employee to a regular employee. 	Use the knowledge and experience gained at the company where you have been working to establish your own store or company. 

How do you advance your career?

1. Think about what kind of career advancement you want.
2. Think, research, and ask others what experience and skills you need to obtain for it.
3. Find out how you can get what you need in 2.
4. Action!

★ This is similar to preparing for job hunting. It's hard to do this alone, so you should consult with someone who can help you find a job! (page 34)

8 Choosing the right job for you



Now, summarize what you've written in each “Work” on this book so far.
And think about what kind of work would be good for you.♪

＼＼ What did you learn from each “Work” in this book? ／／

Personality	What you like What you are good at	What you don't like Things you are not good at
What you want to do in the future / The life you want to live	Important things to you	Jobs that interest you

＼＼ What is important when working? ／／

	Not important ⇔ Very important
Amount of salary	○—○—○—○—○—○
Working hours	○—○—○—○—○—○
Physical comfort	○—○—○—○—○—○
Quality of work environment	○—○—○—○—○—○
Famousness and stability of the company	○—○—○—○—○—○
Location of work (commuting time, commuting method, etc.)	○—○—○—○—○—○
Connection with people	○—○—○—○—○—○
Being able to do what you like to do	○—○—○—○—○—○
Being able to challenge yourself and develop yourself	○—○—○—○—○—○
Being able to learn job knowledge and skills	○—○—○—○—○—○
Working for the benefit of others and society	○—○—○—○—○—○

＼＼ The merits and demerits of each way of working ／／

When choosing a job, you may find a way of working that you don’t want. Think about the merits and demerits of that.

	Merit	Demerit
Non-regular employment		
No weekends off		
Three-shift work		
Possibility of transfer		

＼＼ Let's check out examples of job postings on the next page ／／



The company you thought seemed interesting.	What are the points that seem interesting?
The company you were a little interested in.	What were the somewhat good points?
The company you never want to work for.	What did you dislike about it?
The company you thought you didn't understand well.	What kind of information did you want to know more about?

In the next Work, we'll show you how to actually see the job description on the job posting. ➡

＼＼ Which company would you choose? ／／

Company A Manufacturing

Bake cakes in a factory

“You can start with the simple tasks.”

Basic salary: ¥178,000 (with bonus)

Work location is 1 hour from home

Three-shift work (work morning to noon, noon to night, and midnight in shifts)

Days off: 2 days a week

Features: Many employees are high school graduates, little overtime



Company B Landscaping

Neatly arrange plants for parks, schools, inns, etc.

"We'll teach you carefully."

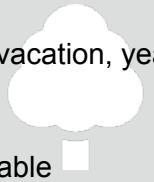
Basic salary ¥180,000 (with bonus)

Work Location

Working hours: 9:00 - 17:00

Days off: Weekends, summer vacation, year-end and New Year's vacations

Features: Rent subsidies available



Company C Manufacturing

Metalworking work in a factory

“You can learn the skills through post-employment training.”

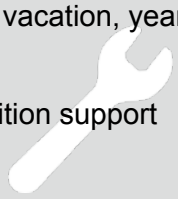
Basic salary ¥180,000 (with bonus)

Work location is 30 minutes by car

Working hours: 8:00 -17:00

Days off: Weekends, summer vacation, year-end and New Year's holidays

Features: Qualification acquisition support available



Company D Supermarket (Retail)

Purchasing, cooking, store display, sales, etc.

"We expect you to be a store manager in the future."

Basic salary ¥181,000

Work location: One of our stores nationwide

Working hours: Shift system (7:25-16:25, 9:10-18:10, 14:15-23:15)

Days off: 9 to 10 days per month

Features: Excellent training system, company discount available



Company E Transportation

Finding items on the list from the shelves, packing them, and loading them onto trucks.

”You can aim for a managerial position in the future!"

Basic salary ¥175,000 (with bonus)

Work location: 15 minutes by bicycle

Working hours: 8:00 - 17:00 (overtime work average 20 hours per month)

Days off: Weekends, year-end and New Year holidays

Features: Various qualification acquisition support available



Company F Clerical work

Company paperwork, data entry, and emails related to imports and exports.

'At home atmosphere'

Basic salary ¥175,000 (with bonus)

Work location 1.5 hours by train

Working hours 8:30-17:30

Days off: Weekends, summer vacation, year-end and New Year's holidays

Features: There are also foreign workers (work is done in Japanese).



Company G Apparel

Customer service, product management, SNS (social media) postings, store display changes, etc.

”We are looking for new associates!"

Basic salary ¥165,000

Work location: Stores within 2 hours from your home

Working hours: Varies depending on location

Days off: Shift system

Features: Nail polish and accessories allowed, maternity/childcare leave available

Company H Cooking

Preparation, cooking, and serving of school lunch for kindergarten

”You can learn cooking from the basics."

Basic salary ¥165,000

Work location: 1 hour from home

Working hours: Shift system (5:00-14:00, 9:00-18:00)

Days off: Weekends, national holidays, year-end and New Year's holidays

Features: Cooking license acquisition support available

Company I Restaurant

Customer service in the dining room, cooking, staff training, menu planning, etc.

"We are looking for new ideas."

Basic salary ¥186,000

Work location: 30 minutes by train

Working hours: Shift system (10:30-19:00, 12:00-21:00, 15:00-0:00)

Days off: 8 days per month, summer vacation, year-end and New Year holidays

Features: Company dormitory available, average work overtime 15 per month

Company J Welfare and Nursing Care

Assistance with daily living, computer input, event planning and management, etc.

"We support you even if you have no qualifications!"

Basic salary: ¥176,500

Work location: 30 minutes from home

Working hours: Shift system (7:00-16:00, 9:00-18:00, 11:00-20:00)

Days off: 8 to 9 days per month

Features: Qualification acquisition support system available

Company K IT

Engineers (technical staff) in general. We will determine your career direction based on your aptitude.

"You can start with no experience!"

Basic salary ¥180,000

Work location 1.5 hours by train

Working hours: 8:30 - 17:30

Days off: Weekends

Features: Excellent training programs, more than 120 days off per year

Company L Construction

Foundation work, carpentry, interior finish work, electrical work, etc.

"We are a company that appreciates your efforts."

Basic salary ¥186,000

Work location Each site in the area where you live

Working hours: 8:00 - 17:30 (90 minutes break)

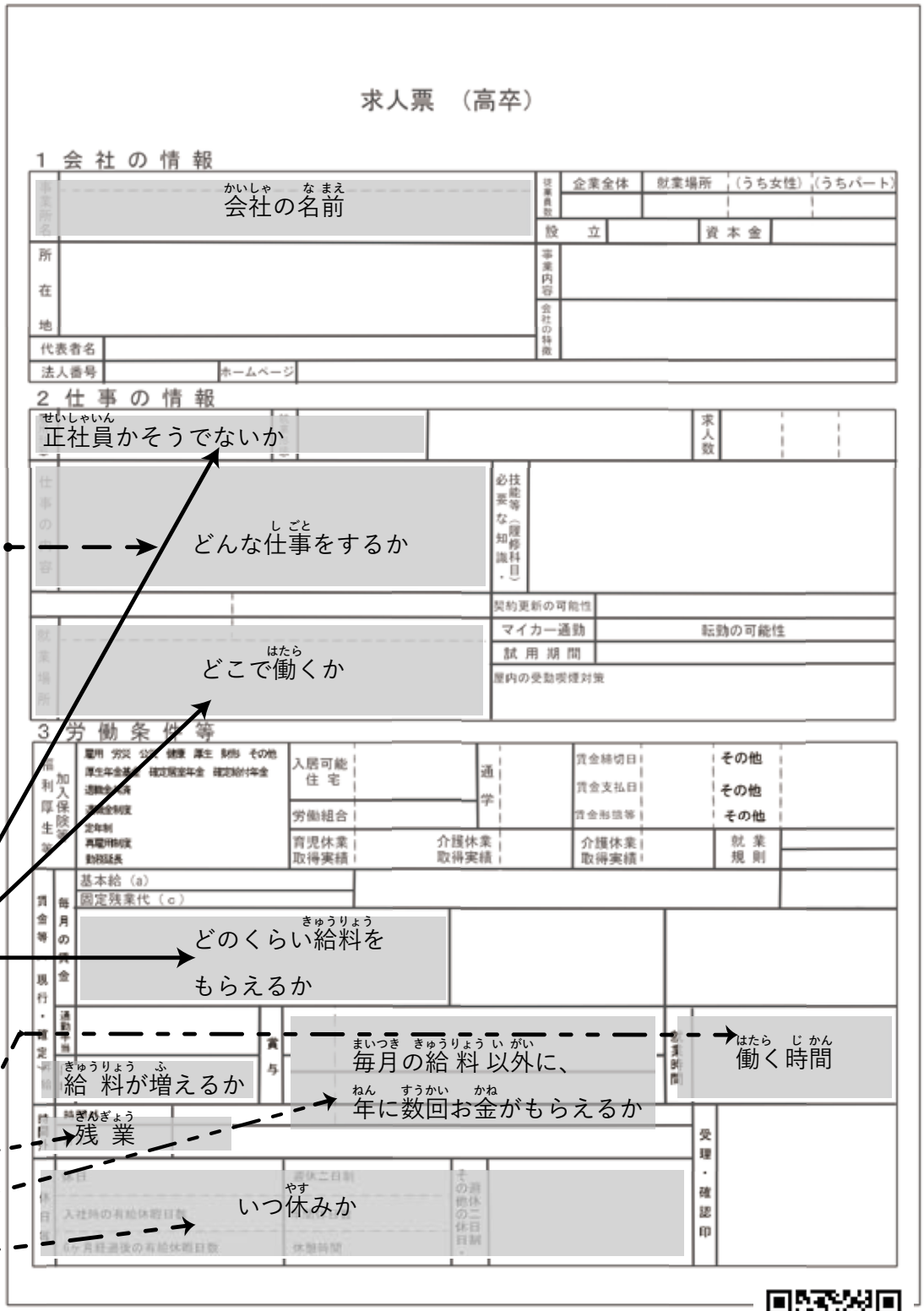
Days off: Weekends, may be required to work on Saturdays

Features: Rent subsidy available, average work overtime 30 per month

9 How to check job postings

Job postings are full of text, and you may get a little tired of looking at them. If this is the case, you don't have to read the whole thing from the beginning. At first, look at only one piece of information. If you like it, look at other information, and if you don't like it, look at other job postings. This is the recommended way. Especially the order of 1→2→3.





This is a website where you can look up the words you use when working in various countries' languages.
(Ministry of Health, Labor and Welfare: Collection of Multilingual Terms Useful for Employment Management)

＼＼ Let us explain in detail. ／／

Job Description	The job description for when you work for the first time after being hired. It also describes what you will be doing in the future.

Workplace, Working location	Where you will actually work. Be careful not to confuse this with the location of the company.
Type of employment	If it only says "employee," be careful. It may be a temporary employee or a fixed-term contract employee.
Wage, Salary, Starting Salary	The salary for the first year is shown. Basic salary (a) + various allowances (b) + fixed overtime pay (c) = monthly salary. From this monthly amount, taxes and insurance fees are deducted. Therefore, the actual amount you will receive (take-home pay) is about 80% of the monthly amount. * If it says "with fixed overtime pay", it means that you will be paid the same amount of overtime every month, regardless of the amount of overtime you work each month.

Salary increase, Bonus	Salary increase: An increase in salary based on length of service or skill development. Bonus: Some companies offer bonuses once or twice a year in addition to salary.
Working hours, Overtime	Working hours: Irregular working hour system and shift system are ways of working that don't always require you to start and finish working at the regular schedule. Overtime: This means going to work early or working overtime.
Day off, Vacation	① Weekly...Complete five-day workweek system (You will always have 2 days off per week.) ② Other...Two days off per week system other than ① ③ None...Not a five-day workweek system Paid vacations are days that you can take days off and still get paid. Some companies offer summer vacations, year-end and New Year's vacations, etc. Note: There are 52 weeks in a year, so if you take 2 days off a week, that's 104 days off a year!
Insurance and Benefits	Check to see if they are properly provided. You have checked the contents in Work 5!

If you are interested, check the brochure and website (on the recruitment page and in the business description section).

10 How to write a resume



履　歴　書

Write the date you give it to the company (not the day you wrote it)

Clean hairstyle
Uniform or suit
Photo

Write your name in large, clear letters

令和　　年　　月　　日現在

ふりがな		性別
氏名	エイ　ビーシー	
生年月日	昭和　・　平成　　年　　月　　日生 (満　　歳)	
ふりがな	かながわけん よこはまし つるみく つるみちゅうおう	
現住所	神奈川県横浜市鶴見区鶴見中央 4 丁目 7 番 15 号 ラ・カンパーナキソヤ 302 号室	
ふりがな		
連絡先		

・Write from the prefecture.
・4-7-15 → 4 丁目 7 号 15 番
・Write the name of the apartment. Add “ 号室 ” to the room number.

Write only if you want the company to contact you at a place other than the one written in the "Current Address" section.

学歴・職歴	平成 令和	5 年 4 月	○○県立 ABC　　高等学校入学
	平成 令和	年　月	○○ ABC 高等学校　卒業見込み
	平成 令和	年　月	
	平成 令和	年　月	
	平成 令和	年　月	
	平成 令和	年　月	

Write from
(○○ 県 / ◇◇市)

Those who have not yet graduated
→ ”Expected to graduate”
Those who have already graduated
→ ”Graduated”



My handwriting is not beautiful...

The important thing is that you write "carefully". We recommend you write a line with a pencil first so that you can write a straight sentence.



	取得年月	資格等の名称
資格等	令和〇年　〇月 令和〇年　〇	実用英語技能検定　〇級　合格 日本語能力試験　N〇　合格
趣味・特技		校内外の諸活
機		
備考		

・The date of acquisition should be the date written on the passing certificate, etc.
・The name of the qualification should be written correctly. (“Eiken” or ”JLPT” are not good.)
・If you have no qualifications, write "None in particular”.

In-school activities:
In-class activities you are/ were in charge of, events, club activities
Out-of-school activities:
After-school activities, volunteering, etc.

Hobbies and pastimes are what you like to do. ↔ Skills are what you are good at.
For example...
Hobbies and pastimes: listening to music, watching movies, basketball, muscle training, drawing, walking, cooking, taking pictures, etc. It can be things you like to do sometimes, but not all the time.
Skills: I can speak ○○ language, get up early, edit videos, remember people's faces easily, etc... Write down what you think you can do better than others.

How to write reasons for applying to the company is on the next page!



The interview test will be done while the company interviewer checks the resume that you wrote.
Be sure to make a copy of the resume you wrote so that you can check what you wrote during the interview practice.

ワーク
11

How to write your reasons for applying for a job



Once you find a company you want to work for, be prepared to tell them your desire to work there, how "your interests and strengths" and "the job at the company" are a perfect fit, and how you would like to work there.

What does the company do?
(Check their brochure or website.)

What do you like about the company?
How do they benefit people?

What kind of work do they do?

What skills should you have?
What do you think you can do?

Why do you think this company is right for you?

What are your concerns about working for the company?



“You are working for the first time, right? It's natural to have concerns. Please tell us your honest feelings.”

Try to write sentences using the materials you have considered on the left page.

① Conclusion: "I applied to XX because of XX."

・I use what the company makes or am interested in it.
・I want to be a provider.
・I thought I could make use of my favorite things/skills.

② Reason for your decision: Reason or episode that made you decide so

・I learned the joy of XX from my experience of ○○ in my part-time job.
・I learned ○○ in class and thought XX.
・I thought XX when I saw ○○ on a workplace tour.

③ How you will work after employment

・I want to make use of my experience/ability in ○○ and work on/contribute to XX.



If it's difficult, write in your native language at first and use a translation app/ website to create the basis of your writing. After that, you can change the sentences to ones that are easier to be understood!
You can find some example sentences on the page 22.

12 Preparation for an interview



The company wants to know who you are and how you work. Let's think together about the four most commonly asked questions in an interview for that reason! You can write your answers in any order you feel is easy!

＼＼ What you have done your best in your high school life ／／



What did I do in my high school life?



This question is asked in order to imagine "Based on his/her high school life, how will he/she work in this company ?" Look at Work 2 and try to write your answer.

You can write about your high school life, what you always kept in mind, what your goals were, and so on.

＼＼ How you want to work ／／



It's hard to think about that when you haven't worked yet...



Yes, it is. This question is asked to check if there is any gap between the image of work you have in your mind and the image of work you actually do. If you have an idea of what you want to do, write it down. If you think it's difficult, look back at Work 10 and think about it little by little.

What do you want to do? Can you imagine how you would work?

＼＼ Strengths ／／



What are my strengths?



This question is asked to check whether you can make use of your strengths in the company you apply for. From Work 3, select your personality and skills that could be applied to the job in the company you apply for. You may also find it useful to check the negative/positive conversion.

What strength do you think you can make use of in the workplace?	Do you have any episodes that prove it?

＼＼ Weaknesses ／／



Why do I have to tell them about my bad points too? I don't want to...



Weaknesses are not really your bad points, but rather things you're not good at. If you know them, you can be careful not to make mistakes when you work. That's why companies ask about your weaknesses. Check out Work 3 for this topic.

What things are you not good at?	What do you usually pay attention to?

【Column: Japanese Companies】

When Japanese companies hire high school graduates, they often place more importance on how they will work and grow in the company than on whether or not they can do the job right away. Don't worry too much even if you are not confident that you can do the job at this point. We are supporting you so that you can talk about what you have prepared in an interview!

13 Interview Etiquette

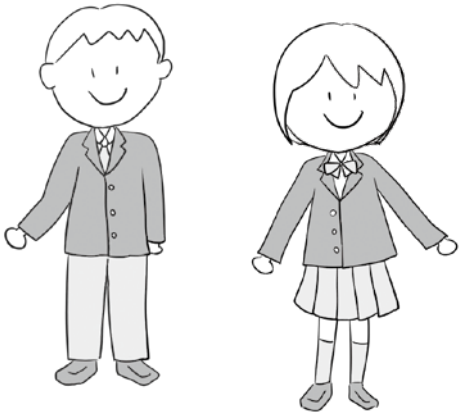


Now it's time to prepare for the interview. Try to convey what you have prepared so far about yourself and your ambitions for the job. Basically, use "desu/masu" and you should be fine. There is no need to use difficult Japanese, so don't worry. You will be talking to strangers on the day, so it would be nice to practice with a variety of people!

＼＼ Clothes ／／

Clothes

・Wear a suit or uniform.
・Make sure that ties and ribbons are not bent.
・Make sure there are no stains or wrinkles on the clothes.
・Do not wear a skirt that is too short.



Hair

・Some companies do not allow dyed hair.
・Make sure that you do not have a messy hairstyle such as bedhead.
・Tie up long hair.
・Keep bangs out of your eyes.

Other

・Make sure your shoes are clean.
・Wear makeup lightly.
・Do not wear jewelry or perfume.
・Cut nails short and do not wear nail polish.

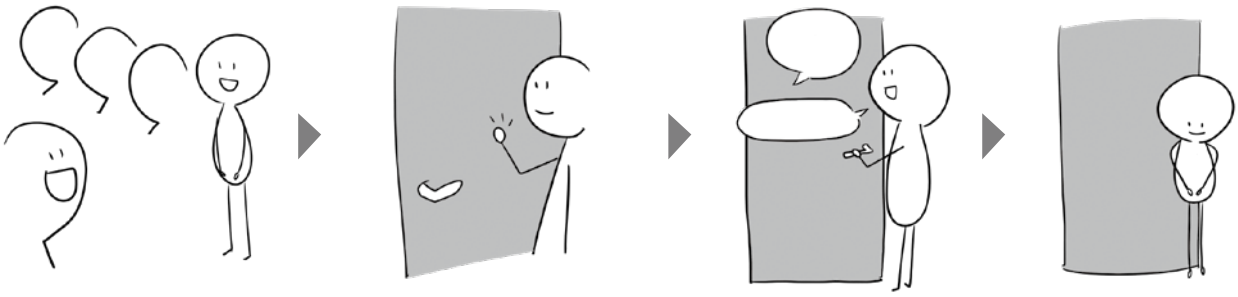
＼＼ Things to bring with you on the day of the interview ／／

□ Bag (large enough to hold A4 documents without folding them)
□ Mobile phone (Make sure you have contact information for the school and the company in case something happens on the day.)
□ Money
□ Handkerchief and tissues
□ Documents to be submitted (e.g., what the school has asked you to give to the company)
□ Writing materials, memo pad
□ Watch
□Notes used for interview practice, company brochures, etc.



Make sure you know in advance how you will get to the office and how long it will take.
You can get lost in buildings or factories, so make sure you have plenty of time to get there!

How to enter and exit the room



Respond when your name is calledchamado

Knock on the door three times.

When asked to "come in," say "excuse me" and enter.

Close the door politely and bow to the interviewer.

Go to the left side of the chair. Introduce yourself first, and sit down after being told "Please sit down".

During the interview, keep your eyes on the interviewer. Do not move your arms and legs too much.

When the interview is over, stand up from your chair and bow deeply, saying "Thank you very much."

Go to the door and bow, saying, "Excuse me." Open the door and leave the room. Close the door quietly.

・Speak slower than usual.
・Speak in a voice that reaches the interviewer to the end, in about 2 to 3 sentences.
・Basically, you can sound polite if you speak in a "... desu/... masu" manner.
* Frequently asked questions are on page 33. Please take a look.

What should I do in such a case!?



You don't understand what the interviewer is saying.

You can just say, " Could you please repeat that?" It's better to ask again than to answer without knowing the question.





You can't figure out the answer to the question.

If you can't find the answer to the question after thinking about it for a while, you can honestly answer, "I don't know." It would be nice if you could also say something positive, such as "I will study about it from now on."



14 Examples of Reasons for Applying

＼＼ Reason for applying ／／

[Hospitality Industry]

I have used your supermarket and wanted to be a provider myself, so I applied for the job. When I first used the supermarket, I was surprised to find that it was not only low-priced but also of high quality. During the workplace tour, I was taught that there is a lot of attention to customer care even in places that are not directly visible to customers. As a part-time worker at a convenience store, I experienced the fun of responding to each customer individually. I would like to make use of this experience to satisfy the customers.

[Factory]

I have loved to make things since I was a child, and I am happy when something I have made is useful to others, so I always wanted to work in the manufacturing industry. I empathized with your company's corporate philosophy of "putting our heart and soul into even a single screw," and decided to apply. When I folded origami as a hobby, if I could not fold a small part properly, it would often be out of alignment when it was completed. Based on this experience, I applied for your company because I would like to work while keeping in mind the importance of carefully manufacturing even the smallest of parts.



＼＼ Self-introduction ／／

My strength is my ability to plan ahead. Whenever I had to submit work for classes, etc., or make a presentation, I always made sure to meet deadlines. Therefore, I was able to complete every task with care. At your company as well, I would like to contribute to the work by acting systematically toward goals.

My strength is my ability to communicate. When I started working, there were things that I could not understand from the manual alone. By teaching those things to the junior part-time workers based on my own experience, they were able to learn their jobs relatively smoothly. My Japanese is still not very good, but because of that, I have the ability to think from the other person's point of view and communicate with them. I would like to communicate well not only with customers but also with everyone who will work around me through this ability and thereby contribute to your company.

Frequently Asked Questions

About yourself	Please introduce yourself.	Talk for about 1 minute (300-400 words). The content should include your strengths, the episode about them, and how you will apply them to the job.
	What do you do in your free time?	Talk about your favorite things to do that you wrote on your resume. It would be nice if you can also explain why you like them.
	What subjects are you good at?	t is good if you can talk about even your strong areas within the subjects you are good at. For example, "Social studies, especially history."
	What are the most memorable memories from your school life?	Instead of talking about a lot of things, choose one and tell why it was memorable, what you did, etc. specifically.
	Have you ever had a part-time job?	It would be nice if you could even talk about what kind of work you did. You can also talk about what you have learned or become able to do from that experience.
	(Person with many absences)	Seja honesto sobre os motivos. Transmita a ideia de que você está tentando não faltar muito, a menos que haja um motivo específico para as ausências.
About the Company	Why did you choose this company?	Tell them why you applied for the company.
	What attracted you to the company?	Talk about what you liked about the company.
	How do you want to work after joining the company?	Talk about what you want to do at the company and your vision of how you work.
Other	Can you use a computer?	You can talk specifically about Word, PowerPoint, etc. that you have used in school.
	Do you have any questions?	Be sure to prepare two or three. ”What are the things I should learn before joining the company?" etc.

15 Local Youth Support Station

Consultation dial for foreign workers

https://www.check-roudou.mhlw.go.jp/soudan/foreigner.html

Saposute

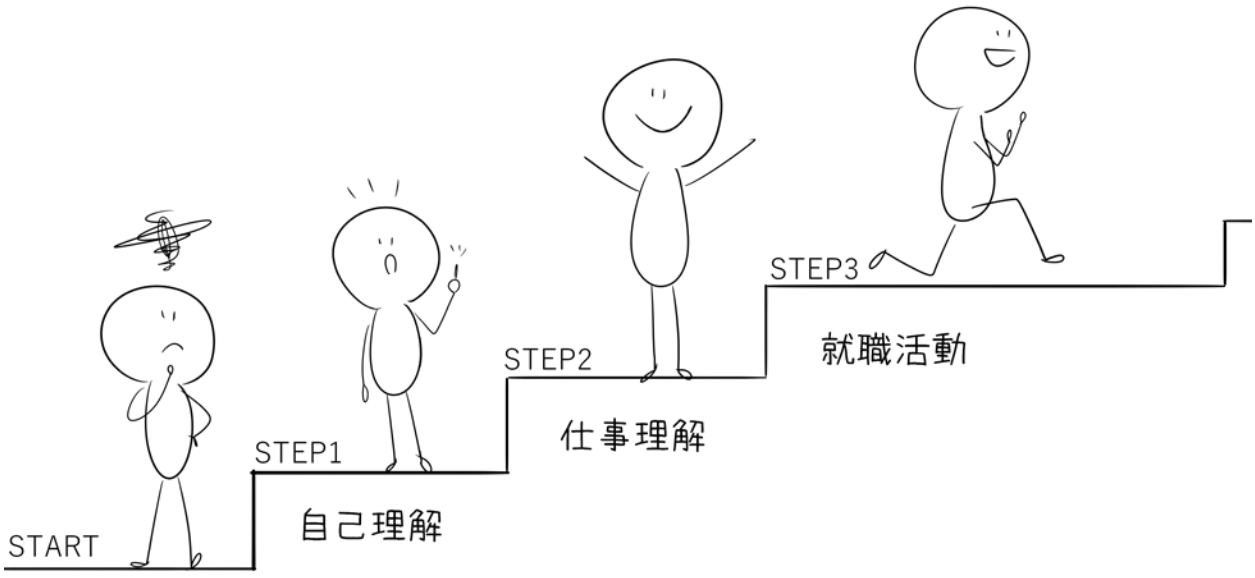
https://saposute-net.mhlw.go.jp/station.html

Hello Work with interpreters

https://www.mhlw.go.jp/content/000592865.pdf

【Column: If you lose your job...】

First, go to the biggest Hello Work as possible and ask for advice. For example, if you have paid employment insurance, you may be able to receive unemployment benefits or money for job training.



Dear Supporters

We started creating this guidebook because we felt that there were not enough multilingual resources for young people related to foreign countries who are looking for employment. In supporting high school seniors and graduates, we strongly feel that even though they are fully grown in height, they are still at an age where it is difficult for them to express themselves in words and look to the future. At such a stage, it is not difficult to imagine that choosing a job for the first time while considering one's aptitude, and accordingly emphasizing one's good qualities, in a country other than one's home country is quite stressful both physically and mentally. In addition, job hunting requires the use of language that differs from everyday conversation, and also expressions based on the values and customs of Japanese job hunting. If they are new to job hunting and have no one close to them who has experience in job hunting in Japan, it is natural that they do not have the opportunity to acquire such knowledge.

Therefore, to help reduce those burdens as much as possible, we have created this workbook that allows them to learn the basics of job hunting in Japan, analyze themselves, and write reasons for their application and self-introduction, first in their native language. The purpose of this workbook is not just to fill in all the blanks by the youth alone, but to express what is in their heads and hearts in language, with someone adult accompanying them. Please make use of the translation site/application while using this book. (Although their translation may be a little unnatural.) We would be happy if you could use this book as a tool to think together about what choices are best for the youth him/herself, rather than through the filter of "youth related to foreign countries," and if we could help them take the first step in their career development, even if only a little.

About ABC Japan

＼＼ Copyright page ／／

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中文
中国語

Português
ポルトガル語

Español
スペイン語

Nihongo
日本語



DIVERSE ROOTS INCLUSIVE SOCIETY
外国にルーツを持つ子 未来創造事業

JCIB

舞い上がれ
社会を変える
みんなの力
休眠預金活用事業