



Resources you should know about and Use For your Job and Internship hunting in Japan and beyond

■ **REGISTER today and get plugged in**

Updated September 2016

This file is updated regularly and saved at iuj-home, CC&S,
!!Resources you should know about and use.docx

Topics: Click to go there

- On [Campus](#)
- Comprehensive sites to [register](#) with for the hunt in Japan
- Opportunities within the [Business world](#) – especially for searches outside of Japan
- For [Specific Career](#) paths in Business, use these sites:
- Opportunities in [UN, International Organizations, Academics, Research, NGOs, INGOs](#)
- Additional [Resources](#)
- Online Registrations for [Internships](#) in Japan:
- [Headhunters](#)



Indicates particularly recommended sites

On campus

Career Coach at IUJ – Gretchen Shinoda is your initial Career Counselor, and the new OACS team will be taking over. Be sure to also use your faculty as well for career guidance, ideas, introductions, and more.

Career Board/Career Folder/Email Groups – please look at these DAILY if not twice a day to stay informed about position openings, criteria and application process, deadlines, etc. The date the info was posted is indicated, as are deadlines, and any limitations for applying. Posters are saved on the IUJ-Home, [CC&S folder](#), 2016-17 **Posters of Openings folder**. Be sure to check Email daily. Info from workshops, and preparing Japanese documents, plus **interviewing in Japanese** is also in this important folder!

Emails: REPLY to everything that is sent to you as an individual (not in the group, unless instructed), promptly (within 24 hours).

If you don't use anything else, use **!!Resources you need to know about and use.doc** file !!!!!

IUJ Career Pages – <http://www.iuj.ac.jp/career/get-started/>

- Lots of advice (Cover letters, interviewing, etc.)
- links to career exploration assistance
- Internship providers, and MUCH MUCH more
- Info on what to do AFTER you find a job or internship (see immediately below_

Visas, Housing, taxes, etc.

Please familiarize yourself with this. Be sure to review the **“First Steps to Take After the Search”** section for help with housing, visas, etc. <http://www.iuj.ac.jp/career/first-steps/>

IUJ Career Library is located in the MLIC Library holdings. Ask Career Counseling and Services for a map of where the collection can be found, and guidance on which books are recommended for what purpose. Resume writing, cover letters, networking, interviewing, career exploration, and more.

A-CAN – Alumni Career Advisors Network is a group of IUJ alumni ready to answer your industry questions or offer advice. They are NOT there to hand you a job/internship, but are invaluable for networking and leads. Please see the list of suitable questions. Hard copy is available in the “A-CAN” binder in CC&S and an excel file on the Network (searchable) in IUJ-home→CC&S → A-can.xls



IUJ's Global Women's Mentor Network is a subgroup of A-CAN designed to match current female students with female alumni for their academic and professional support. Ask career services how to get matched with a mentor.



IUJ Men's Mentor Program is a second subgroup of A-CAN and IUJ men can choose an alum to be their direct one-on-one mentor for academic and career advice and development. See lists in Gretchen's office.

LISTS and Info Folders: Check out the resources on potential employers and internship hosts, of where recent graduates are employed (last several years), list of internship hosts since 1996 and how students got their internship (through CC&S or on own). The excel file is in the iuj-home→CC&S folder. See the special Info Folders in the Career Counselors office

- **Internship Evaluations** are notes on IUJ internships from students TO students. In CC&S.
- **PhD Studies Information File** – info from IUJ Alumni, and contacts to learn more. In CC&S.
- **Last Years' openings** - a set of posters from what was offered in the last academic year. Separated by Internships and Jobs (though some call for both so look at both sections) in binders in CC&S

Career Exploration and Matching services



CareerLeader™

IUJ's account with **CareerLeader.com** Don't miss the chance to use their very comprehensive survey about your skills, interests and values, and how they match to various business careers (also enlightening for those in the NGO or IO hunt, but that is not the primary focus). IUJ has a very discounted site license and you can use all their resources for less than 2,500 through graduation. Ask Gretchen to be registered. After taking the test, ask her for help interpreting it.

Answers™

[LinkedIn offers](#) a comprehensive Job Answers page for career exploration, application tips and more. <http://jobs.answers.com/> **NEW!** And of course, register on [LinkedIn](#) for networking



AMERICA'S
CAREERINFONET 
Informed Career Decisions

<http://www.acinet.org/acinet/library.htm?category=1.4> Learn about various occupations and careers, wages and trends. US-centric and maybe a bit too basic for some.



WetFeet.com
Helping you make smarter career decisions.

WetFeet

Your free membership gets you: Free downloads of Insider Guides, at least 20% off all WetFeet Insider Guides, access to post messages to our Career Advice and Dot Com message boards, E-mail newsletters and updates (Career Watch), which includes job listings, corporate news, and career profiles. Most of the info is US-centric though.

Sign up for your free membership at http://www.wetfeet.com/asp/reg_new.asp

Career Magazine

Register and develop your skills profile today at <http://www.careermag.workexchange.com>. This also has links to Flipdog.com – a place to put your career aspirations and resume for job matchings.



careermag.com
A VerticalNet Business

CareerMag.com's Newsletter. Anyone can sign up for a free subscription on their Web site at <http://www.careermag.com/mailling.html> Helpful tips, advice, links for your career development now and

after you join the work force.

CareerJournal

CareerJournal, a service of the **Wall Street Journal** has salary indicators & negotiation tips, Career advice, Hot Employment issues, job listings, and more. Sign up for their newsletter (FREE): <http://www.careerjournal.com/services/emailcenter/> A very good online publication to help you think about your career and issues of being a professional.

Comprehensive sites to register with for the hunt in Japan

For internships in Japan at the graduate level, and for foreigners, check out "[Career Baito](#)" especially the categories noted below:

The image shows two sections of the Career Baito website. The first section, titled '人気の職種で探す' (Search by popular job types), lists categories like 営業 (Sales), マーケティング (Marketing), エンジニア (Engineer), デザイナー (Designer), 企画 (Planning), and ライター/編集 (Writer/Editor). The second section, titled '人気の条件で探す' (Search by popular conditions), lists various criteria such as 週3日以内可能 (Possible within 3 days a week), 未経験者歓迎 (Welcome to newcomers), and 英語力が身につく (English skills improve). Below these are two highlighted boxes: 'Graduate Students' and 'Overseas students'.

GLOBAL TALENT

外国人留学生インターンシップマッチングサイト

NEW NEW NEW [Global Talent for INTERNSHIP](#) and other matching support. Info in Japanese and aimed at Foreigners seeking internships in Japan, and I think IUJ Japanese are able to use it too.

Click to go the a [major listing](#) of online job sites in Japan.

Here is another comprehensive listing which has [job portals AND headhunters](#) for Japan by Eyenoo Consulting



CareerCross Japan is a great resource, links and advice. Recommended -- Information on Jobs in Japan for bilingual Japanese and English speakers (though there are listings for those with lower Japanese too), plus an invaluable resource for foreigners Living and Working in Japan. Register with them, even as an internship candidate, for their email service, job search service, etc. A MUST for your job hunt. www.careercross.com/en



provides an email job alerts service and resume registration service for free. [Sign up](#). This is a service for the American Chamber of Commerce, plus 12 other major foreign company chambers in Japan and their members! Some job alert notices include INTERNSHIPS. **NOTE:** Several other American Chambers around the world have email job posting services. Sign up for the city you want to work and get frequent job openings sent directly to you. Examples: [Shanghai](#) <http://jobs.amcham-shanghai.org/index.html> and [Hong Kong](#) <http://jobs.amcham.org.hk/index.html> (See the end of this document for more links to chambers)

[MBA Catalyst](#) – a networking group of MBAs in Japan featuring job hunt seminars and events. Active LinkedIn group that IUJ helps promote. <http://www.catalystmaster.com/about.php>

「インターンシップ JAPAN」は日本最大級のインターンシップ求人サイトで、これまで 800 社以上、5,000 人以上のインターン採用支援を行ってまいりました。(6/2014)
<http://internship-career.com/>

The Japan Times

Jobfinder

The Japan Times Jobfinder, <http://www.japantimes.co.jp/jobs/>. Register and indicate areas of interest for not only Japan, but Asia and beyond.
Your new career begins here.

<http://www.thejapanjobsearch.com> “Japan Jobs” also has a group on FaceBook you can join. LinkedIn Japan-related groups have Job sections on them you should be watching.

Work in Japan.com

WorkinginJapan.com is a website with Japan related work info from job hunting tips, listings, resume builders, handy links to related sites, etc. You can register to receive their email newsletter, read Terrie’s tips, etc. etc.



This is a sister-site of [Daijob.com](http://www.daijob.com) and Ambition.com,

and is in English.

DISCO
International, Inc.

Disco Japan (<http://www.discointer.com/>) is a company that operates Job Fairs for Japanese-English



speakers. They also offer online services such as **Career Forum**. For those with high level of Japanese skills, you can get information on their **Job Fairs**, job advice, etc. See their webpage and register, get their free magazine, and their free job listings.
<http://www.careerforum.net/index.asp?lang=E>

Disco’s [UniCareer](http://www.uni-career.jp) focused on Japanese companies and can be searched for opportunities you might match. Over 3,000 companies actively use it, and another 4,000 use it occasionally. IUJ LogOn info is as follows

https://www.uni-career.jp/student/app/web.php?XCID=LGIN_M0010&id=47c1a791f7571b5c8576ee23dbbfc071

UserID IUJstudent Password kokusai

CFN **BIZPRO** (another Disco services) allows you to submit your profile online and have their system match you with potential jobs. You should have at least conversational Japanese and business level English. You can evaluate the jobs and choose to apply or not (<http://www.careerforum.net/bizpro/jp/index.asp>)



Japanese Jobs – Jobs in Japan and the US for all sorts of professions, though most require fairly good Japanese language skills. Have job openings e-mailed directly to you. To join this mailing list, fill out the form at <http://www.japanesejobs.com/findjob.html>



<http://www.wisdomjobs.com/> Jobs across cities in India, Singapore, South Africa, Australia, USA, Malaysia and more!!!!



Job Portal for consulting, IB, etc. in Singapore, try <http://graduatejob.com/>

Job Dragon, by The Ingenium Group

<http://www.jobdragon.com/> "JobDragon.com is a career information network. Our mission is to become and stay the number one on-line recruiting solution in Japan. To do so we will provide the most complete information on current job openings in Japan, and the most valuable resources for individuals who would like to improve their careers.



titles, key words, and locations.

Allows you to search over 60,000 job sites at once. Use job

[ConfigERP](#) is a job site for ERP and IT professionals serving clients Japan and 93 other countries.



ジョバ - 日本語を生かして世界で活躍したい人のための求人サイト - **Jobs for Japanese speakers world-wide.**

This service is new to the IUJ community, and has a wealth of job listings in Japan or those overseas requiring Japanese, from Accounting to Legal to Transportation and Logistics, and more.

Tokyo Employment Service Center for Foreigners



Support for Foreigners job hunting in Japan http://www.tfemploy.go.jp/index_en.html

www.bilingual-jobs.com This is a special spot for those truly bi-lingual in Japanese, Spanish, Chinese, Italian etc. etc. and ENGLISH to get job opening info, leads and networking advice.



IRm, InterCareer Net, and/or InterCareer Net Japan.

<http://www.intercareer.com/japan> ICN-J provide information on a variety of job opportunities with prestigious corporations. By registering with ICN-J, you make it possible for multinational employers to send email notification directly to you when your skills match their opening positions.



www.intercareer.com/japan/

[Kansai Flea Market](#) has a lot of job listings with many outside of Tokyo



www.gaijinpot.com (Business and Finance jobs, English teaching jobs, various headhunting jobs, and more. Many positions don't require Japanese (at last check). Living guides)



This site is all in Japanese, and offers a wealth of information on positions with Japanese companies from pharmaceuticals to HR Consulting, and far beyond. Foreigners who can follow the Japanese find this site rewarding, and of course Japanese nationals should find quality master's level work

chances here!

Opportunities within the Business world – especially for searches outside of Japan

MBAExchange.com



IUJ entered a new relationship in early 2007 with this service for our business focused students and alumni. You need NOT be in the MBA program to use this, but should be looking for a career in the business fields. If you are not registered, see or contact Gretchen.

ASEAN-SAARC Job Hunters



GlobalJinzai is a Japan-India business relations job bank, with RIREKISHO services, job listings, etc.

Advice for those from India by a successful Business networker in Tokyo

- Join www.japanindians.com
- Register on www.jiffy.jp (actually, this is for any English speaker in Japan, and I guess a lot of people from India use it)
- Sign up for the Yahoo Groups ICE_INDIANS

AsiaNet www.asia-net.com

Get e-mails sent directly to you for jobs in Asia for multilinguals



JobStreet.com has listings for SE Asia, plus India and Bangladesh, Japan, Hong Kong

The **Career Ocean** for job hunting mostly in **Cambodia** <http://www.thecareerocean.com/>



Job hunting in Hong Kong?? http://www.jobsdb.com/HK/EN/	Singapore?? http://www.jobsdb.com/Singapore/
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Singapore:

Singapore Jobs Portal - all categories

http://cs.amris.com/wizards_v2/cs/

Finance/investment related

<http://jobscentral.com.sg/pubsearchjobs.php?cat=15>

For IT Development jobs

<http://jobscentral.com.sg/pubsearchjobs.php?cat=21>



Marketing and Business Development

<http://jobscentral.com.sg/pubsearchjobs.php?cat=26>

CHINA

[China Recruiting site](#) for Non-Chinese companies seeking Japanese speakers, etc.



is a leading site for employment throughout India.

USA Job Hunters

NEW! Great leads to positions with Japanese companies, or between the US and Japan at [Mr. Japanese](#)

careerJET.com

HUGE job bank for mainly [USA job](#) hunting at

Special features include

A JobBox <http://www.careerjet.com/partners/jobbox.html>

A SearchBox <http://www.careerjet.com/partners/searchbox.html>



Good site for those with an interest in working for US companies, or in the US for Japanese companies, or using Japanese in the workplace. They have temporary staffing situations, act as a headhunter to help you get introduced to Japanese companies in the USA.

EUROPE Job Hunters



IUJ is the first school in Asia to partner up with this **Pan-European job** and academic program online guide and matching service [Entrypark.com](#). We partnered with EntryPark in April 2008. Register today if you are internship or job hunting in Europe, or considering a second masters or PhD with a European school. And check out IUJ's profile in the SCHOOL Directory!

OTHER and VARIED

monster[®]

<http://www.monster.com/>



A well-used resource for job hunting world wide. Japan is likely NOT on their listing for AsiaPacific, but choose Japan from the drop down list to find a lot of opportunities here. Other countries, world-wide, are listed and active. Hong Kong is at monster.com.hk

Recommended Links from the LinkedIn Community

Japan: <http://www.japanjobs.jp>

Japan in Japanese www.shigotopedia.com

India: <http://www.jobseek.in>

China: <http://www.mychinacareer.com>

Australia: <http://www.jobmarket.com.au>

Singapore: <http://www.careerinsingapore.com>

Hong Kong: <http://www.jobsearch.hk>

Philippines: <http://www.philippinesjobs.ph>

Korea: <http://www.careerskorea.com>

Link up with Gretchen on LinkedIn and join the IUJ Alumni Group now.

For Specific Career paths in Business, use these sites:

[Financial Jobs](#) in Japan and other key cities

eFINANCIALCAREERS.HK Find MANY finance-related job listings in Hong Kong, Singapore, Japan. More in Europe and the US (just use the “change country” function). Excellent listing with junior, mid and senior positions throughout firms. Many are through headhunters though!

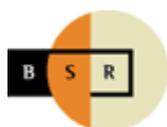
GrowinFinance.com

This is a [new resource](#) to check out. Their coverage: asset management, brokers, capital markets, credit, commodities, consultancies, corporate banking, energy, funds of funds, hedge funds, insurance, investment banking, private banking & wealth management, private equity, retail banking and trading houses. Their roles: accountancy, audit, compliance & legal, human resources & recruitment, information technology, M&A, operations, quantitative analytics, research, risk management, sales & marketing, strategy & planning, trading and treasury.

List of **mutual fund management companies** (both foreign and Japanese) in Japan. Mutual fund management industry is a middle-risk middle-return industry and more stable than IB industry.

<http://www.toushin.or.jp/english/member1.html>

[CSR Jobs](#) in N. American and some in Asia



Business for Social Responsibility

[WPP](#) – Marketing and Advertising company listings.

WPP is the world leader in marketing communications services. We are made up of leading companies in:

Advertising; Media Investment Management; Information, Insight & Consultancy;
Public Relations & Public Affairs; Branding & Identity; Healthcare Communications;
Direct, Promotion & Relationship Marketing; Specialist Communications

Opportunities in UN, International Organizations, Academics, Research, NGOs, INGOs

Internships within the UN System. Not everything is listed here, but it is a really good list to start with. Youth and the UN page has a wonderful listing – also see the YPP info.



International Career Employment Weekly. “International Job Center” Over 500 jobs listed and updated daily on their website at: <http://www.internationaljobs.org> You can become a member at low student rates, and/or view the weekly Hot Jobs for free. They also have an Internship Listing you can purchase for about 30 USD, with additional copies cheaper. Ask Career Counseling and Service if interested in getting this.

Development related Jobs and Resources. A Gateway to Development and Environmental Jobs. NEW in 2002 and fast growing with over 19,000 subscribers for you to network with! Webpage postings and email updates <http://www.DevNetJobs.org>

DEVJOBS



UNBELIEVEABLE resources for who is doing what

in the fields of development is at **devex** <https://www.devex.com/en/news/top-global-development-groups-in-washington-dc-a-primer/75975>

Koya Leadership Partners works with US-based and international Not-for-profit and advocacy clients to match them with job hunters.

Register with UN-OCHA site: **ReliefWeb** for humanitarian focused jobs, including internships WITH this organization (alumni recommended) www.reliefweb.int This also has links to other UN-OCHA sites that may be useful.



WORLD
Environmental Organization™
www.World.Org™

Here is another outstanding site for those looking for Development work! lists the top 100 environmental websites and many have job listings.

Jobs at Universities: faculty, researchers, etc. <http://global.unijobs.com/>



CSR/Environmental jobs

<http://www.acre-resources.co.uk/jobsmain.php>



Environmental Career Opportunities

<http://www.ecojobs.com/>

www.Career.edu – is a nonprofit job board organized specifically for international academic community. Search for the country you wish to work in.



HUGE list of NPOs in Japan (mostly in Japanese)

Development Consulting Firms in Japan –



This is an association with a long list of members and links to the member homepages. Contact names are noted as well.



HUGE list of NGOs and development [organizations in Nepal](#).

For other countries try a GOOGLE search of COUNTRYNAME development organizations.

Development Organizations in the region . . . Start here



[JICA job introductions and Human Resources](#)

[coordination page](#). Mostly for Japanese nationals, and/or those interested in various development/aid-related work.

Visit their PARTNER homepage and register for email

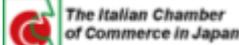
updates, and much more. <http://partner.jica.go.jp/>

発信元: PARTNER 独立行政法人 国際協力機構 国際協力人材センター <http://partner.jica.go.jp/>

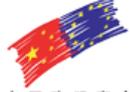


Additional Resources

SELECT Chambers of Commerce in Japan

 <p>American Chamber of Commerce in Japan</p>	 <p>Australian & New Zealand Chamber of Commerce in Japan</p>	 <p>British Chamber of Commerce in Japan</p>
 <p>Canadian Chamber of Commerce in Japan</p>	 <p>Danish Chamber of Commerce in Japan</p>	 <p>Enterprise Ireland</p>
 <p>Finnish Chamber of Commerce in Japan</p>	 <p>German Chamber of Commerce and Industry in Japan</p>	 <p>Italian Chamber of Commerce in Japan</p>
 <p>Netherlands Chamber of Commerce in Japan</p>	 <p>Swedish Chamber of</p>	 <p>Delegation of the European</p>

EUROPEAN CHAMBER



中国欧盟商会

[American Chamber of Commerce in Shanghai Job Site](#)



Student discounts to FT online are available, with a 2 week free trial period. You can choose a US\$75 yearly subscription, or a business info/research level subscription for 170/year. See www.ft.com

Miscellaneous online resume services, MBA career guides, Salary Guides, etc:

www.mbafreeagents.com

www.mbaglobalnet.com

www.mbajobs.net

www.mbainfo.com (Look Under Jobs & Careers Heading For This Particular Web Site!!)

www.emdsnet.com It has a special section for people doing MBA & who are in early years of career!!

www.mbacareers.com

www.careerengine.com

www.foreignmba.com

www.worktree.com

www.executiveagent.com

www.flipdog.com

www.sbpn.gwu.edu/careercenter/int/job_intl.htm

www.salaryexpert.com - calculate your salary needs and get different country comparisons.

<http://careers.wsj.com/> Wall Street journal info, including salary ranges

Online Registrations for Internships in Japan:

Here is a list of companies and organizations who have Online Internship Registration services in Japan. Please make use of them, if interested. And PLEASE NOTE this is only a very small beginning of what is available through simple [Yahoo](#) and [Google](#) search engines!

Just search for “Internship Japan” or インターンシップ.

[METI](#) now offers [Internship resources](#) mostly with Japanese companies for short term experiences, though overseas opportunities for Japanese nationals are also promoted.



[My Navi](#) has 1 week to 1plus month internships with MANY diverse companies, mostly for YOUNG JAPANESE candidates. You can indicate your interests, timing, etc. The information and registration sheets are in Japanese.

Hyper-Campus

ハイパーキャンパス



Mainly aimed at those with less experience, and Japanese nationals, [Hyper Campus](#) may be a good lead for any IUJer looking for a short experience with a Japanese firm. This is a new site (June 2009) which Gretchen is exploring.

UN Internships and Volunteerships at <http://www.campusaccess.com/internships/united-nations.html>

Recruitment Centre for International Organizations, Ministry of Foreign Affairs, Government of Japan, (Mostly serving Japanese nationals 日本人向き)

外務省 国際機関人事センター

<http://www.mofa-irc.go.jp> Subscribe yourself to the mailing list for periodical information circulars on vacancies with international organizations run by Japan's Permanent Mission to the United Nations. (Or go directly to: <http://www.mofa-irc.go.jp/mail/mail.htm> .)

[The American Chamber of Commerce in Japan](#) jobs site, but also some internships (info in English)



KOPRA: German Companies looking for interns in Japan.

<http://www.kopra.org/jp/>

AIESEC

http://www.aiesec.org/cms/aiesec/AI/students/International_Internship.html

It is an organization that matches students with internships outside of their own countries. Most internships cover daily living expenses, but not travel to the site. It takes 2 to 7 months to make a match so applying in January for July starts is the right thing to do. Internship can be 6 weeks to 18 months.

<http://www.do-campus.net/>

<http://www.joyb.co.jp/>

<http://job.gakusei.go.jp/F/F2000200.asp>

<http://www.e-aidem.com/>

<http://www.jins.co.jp/intern/>

<http://www.windom-corp.com/internship/index.html>

<http://www.oohi.net/>

<http://www.interpersonal.jp/>

USA job hunting in various professions: This is an incredible tool for searching for jobs within the U.S., in any field (i.e. MBA, IR, or E-Biz jobs). The URL is www.indeed.com The site allows you to search for a position with the option of specifying the location and allows you to look at the possible salary the job entails. I just wanted to let you know.

Headhunters

For a list of "IUJ friendly Headhunters" see the file on CC&S by that same title.

Test Preparations

SHL Aptitude Test is used by many financial firms as a pre-requisite to getting an interview. It is a two part test, and you only get ONE shot at passing it a year (per company you are applying to). You must give 2 x 20 minutes of uninterrupted time and when you can concentrate. In order to pass, you need to PRACTICE a lot before taking the real thing. Here are some practice sites

SHL Direction - http://www.shldirect.com/practice_tests.html and on Facebook

<http://www.facebook.com/SHLDirect>

Offered by the Irish Military: <http://irisharmy.shlsolutions.net/Practiceq.htm>

You can also purchase preparation books and tips on Amazon.com. A quick GOOGLE search will lead you to more practice testing sites.

SPI2 - Synthetic Personality Inventory - is an aptitude test used often by companies in Japan. It is in Japanese. There is a guide book in the MLIC collection.

SPI2 main explanation page is at <http://www.recruit-ms.co.jp/service/spi2/>

SPI2 (えすぴーあい2) は、[リクルートマネジメントソリューションズ](http://www.recruit-ms.co.jp/service/spi2/)社製の就職採用テストである