

### 9-3 Employment Support

At Ochanomizu University, we are making university-wide efforts to support students' career paths and employment. In order to meet the diverse needs of students, we provide career/employment guidance, various employment support events such as OG conferences, joint briefing sessions, and workshops. Or, professional advisors are available throughout the year to provide consultation 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.

#### ■ Joint alumni gathering and explanatory meeting for businesses and governmental agencies (Multiple times each year)

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 plan/job search consultation

Consultations are offered by appointment only. Specialist career advisers are available to help you. The specialist career advisers are available for consultation on various matters related to your choice of career path and job hunting in general. Self-analysis, career advice, how to proceed with job-hunting activities, correction of CVs and entry sheets, interview guidance, and preparation for public service examinations and teacher employment examinations.

The school also offers advice on how to prepare for the public service examinations and teacher recruitment examinations.

For details on how to make an appointment, see the 'Student and Career Support Centre - Career Support' website.

#### Track Reports

Students who are graduating or completing their programs must respond to a future track registration. Go to the URL provided in the e-mail sent to your personal e-mail address by the Student and Career Support Office to register.

Please be aware that the e-mail will be sent on or after the private-sector recruitment start date, please be watching for it. The information is used as university materials to respond to investigations by the Ministry of Education, Culture, Sports, Science and Technology and other organizations. Students' names and other personal information will not be disclosed.

#### Letters of Nomination

If the recruitment method of the company or other organisation is university recommendation, a letter of recommendation from the university is required. The letter of recommendation is issued by the Student and Career Support Section from 1 June of the year of graduation/completion.

In principle, university recommendation letters are 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

Students can view job postings, company outlines, pamphlets, notices regarding each type of civil-service examination and internships that are received by the University.

Job postings and internship information are also available through Moodle.

Information registered directly by companies and organizations without going through the Student and Career Support Division can be viewed using the "Caritas UC" job information. You can access this information through "Caritas UC", a job and internship information search system in Moodle (a student management system).

In addition to information materials of each company and notices regarding the hosting of corporate seminar, the Employment Information Library has employment information, reference books, magazines, and many other beneficial materials related to job searches. Students can view materials freely, so please make good use of the library during breaks between classes and other opportunities you have to do so.

■ **Viewing alumni information**

Students can view a list of graduates and enrollees (alumni register). Students must present their student IDs and fill out the reception book before viewing the alumni register. In addition, the Student and Career Support Center hosts alumni gatherings.

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

This course provides information on job offers, internships, alumni directory, U-turn information, civil service information, and tutorships.

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.

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