



Looking for work in *Japan*

Looking for work in another country requires more than just the obvious CV translation. You will be confronted with issues that probably didn't even cross your mind when you decided to go for an international career, but don't underestimate the big impact they can have on the outcome of your adventure! Think for example about the different rules and habits regarding immigration, job application procedures, the selection procedures and the management culture.

Expertise in Labour Mobility has prepared practical fact sheets to support you in your job-hunting abroad. A thorough preparation will give you a head start in the country of your choice. Here is some info on Japan:

Work permits in Japan

- If you wish to enter Japan you must be in the possession of a valid passport and a visa obtained from the embassy or consulate in your home country.
- A visa cannot be acquired after you have arrived in Japan.
- Contact the Japanese embassy in your home country for further information.

The application procedure in Japan

- The best way to find a job in Japan is to be introduced by a mutual acquaintance.
- The quality of one's education and, more important, the university attended, play decisive roles in a person's career.
- It is customary to have just one or two job interviews in Japan.

Writing a CV in Japan

- A CV is a marketing tool to persuade the employer to invite you for an interview.
- Write your CV as a personal profile instead of showing off your talents and what you can bring to the job.
- Japanese CVs should be organised by topic, and under each topic your experiences should be presented in reverse chronological order (most recent activity first).
- Display your ability for team spirit in your CV.

The application letter in Japan

- A good application letter shows how effective you are as a communicator.
- Application letters should be printed or preferably handwritten (and in Japanese, but only if you are really fluent in that language) on high quality paper.
- As a rule, try to keep it down to no more than four paragraphs.

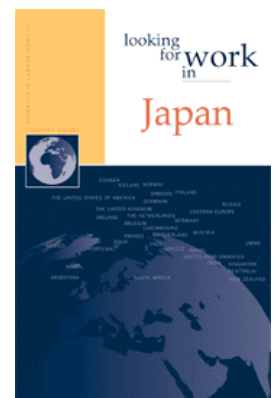
- Dos**
- Plan on a relatively long-term basis; this long-term thinking has always been one of the pillars of the Japanese management culture.
 - Keep in mind that the relationship with your Japanese opponents is just as important as business itself.
 - Make sure that you are on time because punctuality is very important in Japan.
 - Keep in mind that losing face is a big issue in Japan. Therefore it might be advisable to use a third party to minimise the risk of losing face for either negotiating partner.

- Don'ts**
- Go to Japan on a "Temporary Visitor" visa to look for work.
 - Show emotions in public, especially not as a businessperson.
 - Ask direct questions because they are regarded as rude.
 - Interrupt when a Japanese person is speaking.

Management culture in Japan

- The Japanese have a strong sense of hierarchy, rank, position and status at all times.
- Team spirit and performance are more important than your individual achievements.
- Status is often attributed according to one's age, gender and organisational rank.
- Cooperation and harmony in a group takes precedence over individual responsibility, authority or initiative.
- The Japanese prefer quiet, respectful and patient behaviour.

This information is based on the *Looking for work in Japan* guide (ISBN 978-90-5896-074-0), written by Expertise in Labour Mobility. This one-pager is one step to making your international career aspirations become reality. The full *Looking for work in Japan* guide tells you everything you need to know. If you want to order or find out more about our services, have a look at www.labourmobility.com.



Good luck with your application in Japan!