

How to fill out the career path report for new graduates who received a job offer from a company/ organization

The screenshot shows the MY WASEDA website navigation menu. The 'Student Affairs' tab is highlighted with a red box. Below it, the 'Career Compass' option is also highlighted with a red box. A callout box with a blue border contains the following instructions:

- ① Log-in to Mywaseda
- ② Click "Career Compass"
- ③ Select "Career Path Report".



The screenshot shows the WASEDA Web Service interface. The top bar is purple and contains the text 'WASEDA Web Service' and 'Welcomeback' with a 'CLOSE' link. Below this is a red bar with the text 'Status of job offer/career path report'. The main content area is light blue and contains the text 'Career path after graduation : Waseda graduate with the current/past work experience (excluding "new Waseda graduate")(Pursuing a new job)'. A red box highlights a button labeled 'To the "Career path after graduation" screen', with a red arrow pointing to it from the left.

career path after graduation

To report your career path, select the career path after graduation and click "Register".

Career path after graduation	Description
1. New Waseda graduate 1-a. <input type="radio"/> Landing a job (including of becoming a teacher or civil servant) 1-b. <input type="radio"/> Starting your own business 1-c. <input type="radio"/> Others (continuing a job hunting, part-time job, going to a school or other)	
2. Waseda graduate with the current/past work experience (excluding "new Waseda graduate") 2-a. <input type="radio"/> Returning to the former workplace 2-b. <input type="radio"/> Continuing the current job 2-c. <input type="radio"/> Pursuing a new job 2-d. <input type="radio"/> Other	2. Waseda graduate with the current/past work experience (excluding "new Waseda graduate") *Students who have once graduated from a university, etc. in the past and have experienced working 2-a. Returning to the former workplace Students who took a temporary leave from the company/organization while in school, but will be back to former job position 2-b. Continuing the current job Students who have worked in the company/organization while in school, and will continue to work for the same company/organization after graduation 2-c. Pursuing a new job Students who have work experiences before and will work for a new company/organization after graduation

④ Select "1-a" and click "Register" at the end.



Status of job offer/career path report

Career path after graduation:
New Waseda graduate(Landing a job (including of becoming a teacher or civil servant))

[To the "Career path after graduation" screen](#)

Report of the company/organization from which you received an offer ⇒ **Career path decision report**

Please list the companies/organizations from which you received an offer (multiple reports allowed). Your input will help juniors in planning their job hunting and assist the university Career Center in future development. Please kindly list all the companies/organizations from which you received an offer.
 [Input method]
 Go to the next page by clicking "New report of the company/organization from which you received an offer".

You have not reported any company/organization from which you received an offer

Please report the career path you have finally decided. By reporting that, you can output "Confirmation certificate of career path report". Waseda University asks you to report your career path by submitting the "graduation/completion record" at the time of graduation/completion. However, you can substitute this "Confirmation certificate of career path report" for the record .
 [Input method]
 After reporting the companies/organizations from which you received an offer, go to the next page by clicking "Select" from the company/organization list.
 You can change the career path by clicking "Select" on your list of other company/organization.

You have not reported the career path which you have selected

No	Company/organization list	Career path decision report Going to Decision	Confirmation certificate of career path report
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Click here

⑤ Fill out the company/organization from which you got an offer.

Report of the company/organization from which you received an offer

Please list the company/organization from which you received an offer.
This report is for internal use only, and will be used for juniors' future reference and for creating statistics.
*: Mandatory entry

[To the "Status of job offer/career path report" screen](#)

Please answer the following questions about the company/organization from which you received an offer

Name of the company/organization from which you received an offer *

Company/organization search

Job category *

(Ex) sales, management, research, engineering, teaching

For students who will become an elementary/junior high/high school teacher
*In the case of an integrated elementary/junior high/high school, select the school category you will mainly take charge of.
*Students who selected "Elementary school" or "Special school" do not need to select the subject.

School category	Subject	Position
<input type="radio"/> Elementary school	-	<input type="radio"/> 1.Full-time faculty, etc
<input type="radio"/> Junior high school	<input type="text"/>	<input type="radio"/> 2.Tentative faculty, full-time lecturer, etc (Term: <input type="text"/> / <input type="text"/> / <input type="text"/> ~ <input type="text"/> / <input type="text"/> / <input type="text"/>)
<input type="radio"/> High school	<input type="text"/>	<input type="radio"/> 3.Part-time lecturer, etc (Term: <input type="text"/> / <input type="text"/> / <input type="text"/> ~ <input type="text"/> / <input type="text"/> / <input type="text"/>)
<input type="radio"/> Special school	-	

Company/organization from which you received an offer

received an offer *

The company/organization list

Search by keywords.
(Ex) If you wish to search Okuma Shoji Co., Ltd, please enter "Okuma" in the "Company/organization name" column.
*Search the company/organization without including "Co., Ltd." or the like in the name.
If the company's name is in Japanese, please search it in Kanji, Hiragana, or Katakana, not in Roma-ji. (Ex) If you wish to find Mitsubishi-shoji, you should write "三菱商事"
For students who will become a civil servant or school faculty/teacher other than Japan, enter your position, the government/school name, and the country name.

Enter the company/organization name.

the company/organization name

To search for government/public school, please read the following.

Search results

*Search for the name of the company/organization from which you have received an offer.

If the company's official name is denoted in Japanese, enter the name in Japanese, not in the alphabet.

If you cannot find the name, enter the official name in the space provided.

⑥ Answer the questions about your job-hunting experience. Click “Confirm” at the end.

{Questionnaire}

Are you willing to have your report of job-hunting experience made available on the Career Compass (Anonymous. Available only to Waseda students)? *

1. Yes, I am. 2. No, I am not.

*If you choose "No, I am not", your response will be used for the reference purpose only. We will greatly appreciate your cooperation.

1. How did you first come about the employment information of the company/organization? *

Information of the Career Center Information magazine/site
 Company website Recommendation from Department/Laboratory
 Other

2. Please describe in details your hunting process, from your first contact with the company to the final job offer. *

Month/Date	Contents code	Contents (to be filled only by those who selected "Other")	Format, remarks	Delete
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

9. Please describe the other screening process the company/organization took.

1. Format
 Group discussion Group work Presentation Web screening
 Other

2. Contents/topic ()

{Report on job hunting experience} Within 800 letters

Are you willing to have your report of job-hunting experience made available on the Career Compass (Anonymous. Available only to Waseda students)? *

1. Yes, I am. 2. No, I am not.

*If you choose "No, I am not", your response will be used as reference purpose only. Please kindly answer the following questions.

*Your report may be edited before it is allowed online. Should the report contain inappropriate expressions such as wrongful accusation and discriminatory terms directed to a certain company/individual, it will be duly removed. Reports that are found to be too short will not used.

Current number of letters:0

***If your job hunting report exceeds 800 letters, not all the contents will be reflected.**



⑦ After confirmation, click “Register”.

Confirmation of the company/organization from which you received an offer

**The company/organization from which you received an offer will be registered as follows.
If it is OK, click "Register". If you want to modify the contents, click "Modify".**

Confirm

Name of the company/organization from which you received an offer
25689 三井物産(株)

Job category
L000 Sales

{Questionnaire}

☑ Are you willing to have your report of job-hunting experience made available on the Career Compass (Anonymous. Available only to Waseda students)?
Yes, I am.

1. How did you first come about the employment information of the company/organization?
()

2. Please describe in details your hunting process, from your first contact with the company to the final job offer.

Month/Date	Contents code	Contents (to be filled only by those who selected "Other")	Format, remarks
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1. Format

2. Contents/topic ()

Report on job hunting experience

☑ Are you willing to have your report of job-hunting experience made available on the Career Compass (Anonymous. available only to Waseda students)?
Yes, I am.

[Modify](#) [Register](#)



Status of job offer/career path report

Career path decision report has not been completed yet. Please report the career path you have finally decided.

Career path after graduation:
New Waseda graduate(Landing a job (including of becoming a teacher or civil servant))

To the "Career path after graduation" screen

Report of the company/organization from which you received an offer ⇒ Career path decision report

Please list the companies/organizations from which you received an offer (multiple reports allowed). Your input will help juniors in planning their job hunting and assist the university Career Center in future development. Please kindly list all the companies/organizations from which you received an offer.
[Input method]
Go to the next page by clicking "New report of the company/organization from which you received an offer".

Please report the career path you have finally decided. By reporting that, you can output "Confirmation certificate of career path report". Waseda University asks you to report your career path by submitting the "graduation/completion record" at the time of graduation/completion. However, you can substitute this "Confirmation certificate of career path report" for the record .
[Input method]
After reporting the companies/organizations from which you received an offer, go to the next page by clicking "Select" from the company/organization list.
You can change the career path by clicking "Select" on your list of other company/organization.

You have already reported 2 companies/organizations from which you received an offer

No	Company/organization list	Career path decision report		Confirmation certificate of career path report
		Going to	Decision	
1	三井物産(株)	Select	Fix	
2	UNICEF	Select	-	

New report of the company/organization from which you received an offer

Your career path report is not completed yet!
Please keep going.

⑧Click "Select" of the company/ organization that you decided to join after graduation.

If you have two or more job offers, add those information by clicking the "New report" and provide details.



Career path selection

Select your career path from below, and click "Next"

Name of the company/organization from which you received an offer : 25689 三井物産(株)

Career path after graduation	Description
<input checked="" type="radio"/> 1. I will work for a private company	
<input type="radio"/> 2. I will work as a civil servant	
<input type="radio"/> 4. I will work as a school staff	
<input type="radio"/> 5. I will work for an a corporation other than a private company. (Ex) n	

Back

Select your second or further job offer information and click the "Next" button.

Report of working for a private company

will work for a private company -After answering the following questions, click "Next".
 : Mandatory entry

Location of the workplace *	Description
<input type="radio"/> 1. Japan <input type="radio"/> 2. Overseas (Name of the country) <input type="text" value="Country search"/>	If you will work in Japan, select "1". If you will work in other than Japan, select "2" and fill in the name of the country. If your work location is not clear/fixed yet, select the most possible one.
Type of employment *	Description
<input type="radio"/> 1. Full-time employee <input type="radio"/> 2. Part-time employee (Term: <input type="text"/> / <input type="text"/> / <input type="text"/> ~ <input type="text"/> / <input type="text"/> / <input type="text"/>)	1. Full-time employee Regular employee/worker. 2. Part-time employee Contract employee, temporary staff, etc. Should the period of contract remain uncertain, please indicate the date for a one-year tenure.
Company information	Description
Name of the company * <input type="text"/> Location of the headquarters <input type="text"/> Contents of the business <input type="text"/> Company URL <input type="text"/>	(Note) For students who could not find the company by the "Company/organization search" Please indicate keywords in details in order to avoid confusion with companies sharing similar name. If the company's name is in Japanese, please search it in Kanji, Hiragana, or Katakana, not in Roma-ji. (Ex) if you wish to find Mitsubishi-Shoji, you should type in Japanese, such as "三菱商事".
How to apply *	Description
<input type="radio"/> 1. Direct application to a classified ad	

⑨ Confirm the information and fill in any additional details about the company/organization that you have received an offer.



1. Your address/phone no. after graduation/completion

Your address/phone no. *

1. Home
 2. Company dormitory
 3. Other:

Zip Code:
 Prefecture: Foreign Country:
 City/Ward/Town/Village:
 Number:
 Name of apartment building:
 Telephone Number:

Fill in your address. Answer whether you would like to share your personal information with future Waseda students and alumni.

2. Alumni Association Membership List: Address

Your address/phone no.

1. Home
 2. Company dormitory
 3. Other:

Zip Code:
 Prefecture: Foreign Country:
 City/Ward/Town/Village:
 Number:
 Name of apartment building:

Description
 Enter your contact details, if it will be different from your 1. address/phone no. after graduation/completion.

⑩ Confirm your answer and click the “Register” button at the end.

Confirmation of career path decision report
If it is OK, click "Register". If you want to modify the contents, click "Modify".
Location of the workplace
392 Japan
Type of employment
Full-time employee
Company information
Name of the company
Location of the headquarters
Contents of the business
Company URL
How to apply
Direct application to a classified ad

3. About personal information disclosure
<u>【Naiteisya-Meibo, or Career Listing】</u> I consent to include my career path on the List.
<u>【Alumni Association Membership List】</u> I consent to include the personal information I provided on the List, except my phone no. and E-mail address.
4. About sharing your experience regarding your job hunting or further studies
Yes, I am.
Modify Register

After confirmation, please click on the “Register” button.



Your registration has been completed.

Status of job offer/career path report

Registration completed.

Career path after graduation:
New Waseda graduate(Landing a job (including of becoming a teacher or civil servant))

[To the "Career path after graduation" screen](#)

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Confirmation certificate of career path report

[To the "Status of job offer/career path report" screen](#)

You have completed a career path report. Confirm your registered content below.

Undergraduate/Graduate School:
Student Number:
Name:

Career path decision report		Confirmation certificate of career path report
Link to	Decision	
Select	Fixed	Output
Select	-	-

IMPORTANT:
TAKE A SCREENSHOT AND KEEP IT.

You may be asked to show this during the graduation ceremony.