4-9 Interview Preparations

The Purpose of Interviews

The interview in the recruitment test is the first scene in which a company encounters a student. It is also the place for applicants to determine if the company is suitable as the first step in a career, whether the applicant is a person who will be beneficial to the future of the company, or a person who is better suited to a fellow company. Even though it only lasts a short time, it is a very important scene in which to get to know each other.

Interview Flow (From reception to leaving the room)

① Reception

If you are wearing a coat, take it off before entering the building. When you present yourself at the reception desk, give your name, university, faculty and say that you have come for an interview.

② Waiting room

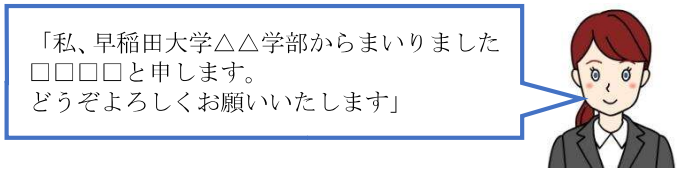
Do not talk loudly in the waiting room. Take your time to review your entry sheet and/or résumé for the interview.

③ Entering room

- Knock on the door three times and wait for a response.
- Open the door silently and say “失礼します” to the interviewer and bow (if you are the last interviewee, close the door).
- Stand beside the seat.

④ Self-introduction

State your name, university name, faculty name.



Bow again.

⑤ Sitting down

- If the interviewer says “どうぞ,” say “失礼いたします” and you may sit. If you have a bag, put it beside the seat before saying your name again.
- Maintain good posture. Do not lean back in the seat.

⑥ Leaving room

- When the interview ends, stand up by the seat and say “ありがとうございました” and bow (with a smile). Then proceed to the door, turn around and say “失礼します,” bow again and then step out the room and close the door silently.
- Be careful not to speak loudly until you leave the building.
- Do not smoke, and be sure to say “thank you “ to the receptionist.

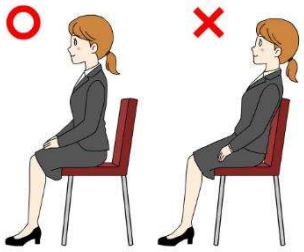
Interview Manners

Before the interview

- Check the interview location and time and how to get there (by train, bus, or on foot) prior to the interview day.
- Check what to bring on the interview date. Make sure to bring a copy of your *rirekisyo* and entry sheets for reviewing.
- DON'T BE LATE. If you are going to be late, make a contact with the human resources department immediately and tell them the reason for the delay and the estimated time of arrival.

During the interview

- Speak clearly and make sure you greet everyone.
- Do not lean back in the chair
- Look the interviewer in the eye when you talk and answer questions. Keep in mind that you need to communicate with the interviewers, not just recite what you have memorized when answering.



After the interview

- Make sure not to talk loudly. Do go for a smoke immediately after the interview.
- Put on your coat (if you have one) after leaving the company's building. Until then you need to carry your coat.

Interview Types

Individual interview

The most common style of interview. You may be asked for your self-promotion, the motivation for working in the company, and about yourself. Prepare well.

Group interview

In a group interview, multiple students are asked the same questions and are required to answer one by one. The purpose of this interview style is to compare students. Focus on the questions, and do not get a negative influence from other candidates. A good listening attitude when others are talking is important.

Group discussion

A group discussion is a discussion about a topic or theme that summarizes the final conclusions of the group. The main points are “personality” as a working person, such as coordination, leadership, and communication ability; and “personal ability” such as logicality and knowledge. Companies are looking for people who want to work together through their performance in group discussions.

Tips:

- Clarify the purpose of the discussion.
- Define your own role within the group. (Look around and respond flexibly.)
- Listen carefully to other people's stories, and develop your own thoughts and opinions, then state them firmly.
- Try to speak using bright and polite language.
- Speak to people who are not speaking in the group.
- Share the knowledge you have with the group.
- "Enjoy!"

Presentation

Each student will present her/his opinion or plan in front of the interviewer on the theme (notified in advance or on the day). Problem awareness, logical thinking, knowledge and expressiveness are required.

Online interview

The content is the same as a personal interview. The difference is that you need to position yourself in a quiet place (generally at home).

Dress code

Even though at home, it's an interview. Be sure to wear a suit and take care about your appearance.

Background

Check the background shown on camera. It's not good if it's messy or weird posters are stuck on the wall. Clean up the room and sit facing the interview.

Lighting

If the room is dark. Make sure you have adequate lighting and check in advance that your face is clearly visible.

Sound

Make sure the volume of the microphone is appropriate. Make sure there are no external sounds being picked up by the microphone, and if something is amiss, take measures such as soundproofing and muting, or change location. If you have a family, explain in advance that you will have an online interview and ask for your cooperation during that time.

Camera

Adjust the position of the camera so that you can see your face properly. Be sure to look at the camera, as it is easy to look at the computer screen. If you look at the screen, your eyes will look downward, and you may not be able to see the line of sight with the interviewer, which may give a bad impression. Please be careful.

Others

Be sure to turn off your mobile phone before an interview. Be careful not to relax too much because you are at home.

Interview Questions That Will Be Asked

The interviewer will ask you various questions to evaluate your suitability for the company, or the job position. In order to answer those questions, you need to prepare well beforehand. Self-analysis and company research are important factors for preparation.

■ Sample Questions

- Why did you decide to come to Japan?
- Why did you choose our company?
- Tell us about yourself (自己 PR)
- Tell me your strengths and weaknesses.
- What did you focus on the most during your university time?
- What are the most difficult thing to overcome during your lifetime? How did you get over it and what did you learn from it?
- Tell me about recent news that interested you the most?
- Tell me about yourself in 10 years' time.
- What work do you want to do after entering our company?

Tips

- Check whether you can answer all of the questions effectively (meaning that you are able to make yourself sound appealing by answering the questions).
- Mock interview practice is a must-do!

Reserve an individual consultation at the Career Center to improve your interview skills.
(☞P. 3)

Interview Questions That You May Ask（逆質問）

In interviews, recruiters require you to ask questions of them. This is a good opportunity to learn about the company and to demonstrate your interest to the recruiters. Prepare at least three to five questions.

■ Company research is important!

In order to ask questions, you need to research the company (do not ask questions on the company's website. This would reveal that you did not prepare well and shows a lack of appropiate interest in the company). You can show how well you've done your homework by asking questions that emphasize the content you've learned about the organization. For example, "I've read that your organization is expanding service offerings. Would this be an opportunity I could assist with?"

Questions You May Ask of All Companies

- What is your most recent achievement in your current work?
- How would you describe your team?
- How has your image of your company changed since joining the company?
- How would you describe a typical day at work?
- What are the things you like least/most about working there?