

There are several things that you need to do after you have received a job offer. If you receive multiple job offers, you will have to consider which company you should join. In order to make a sound decision, think about how you want to work, how you can contribute to the company and what you wish to achieve in life.

5-1 After Receiving a Job Offer

In most cases, you will be informed of a job offer by phone or e-mail. At this point, the offer is considered to be “semi-formal (内々定, *nainaitai*).” It is not until you receive an official job offer slip for the company’s job offer confirmation ceremony—which will take place on or after October 1 of your final year—that the job offer is considered to be “formal (内定, *naitei*).”

Once you receive a job offer from the company of your first choice and you do decide to officially accept the offer, please contact immediately the other companies to which you have submitted your application or which scheduled an interview for you, and notify that you will withdraw from the screening process.

Avoid the following:

1. Failing to submit the signed job-offer agreement to the company by the stipulated deadline.
2. Ignoring the company (not answering e-mails or phone calls, not responding to letters), without any notification of rejecting the job offer.

These are acts of irresponsibility. It is dishonesty toward the company, and, what is more, it will inadvertently affect the job-seeking activities of other Waseda University students.

The University has requested companies to keep to the job-seeking schedule (selection from June and formal job offer from October) and not to restrict students from job seeking under the semi-formal job offer before October 1st. In reality, many companies begin their selection earlier and issue informal job offers. Sometimes, you may be asked to submit an employment agreement form (入社誓約書・承諾書). Even after the submission of the form, you can continue job seeking, if the company is not your first choice. You are not obligated to work for the company to which you have submitted the form.

Points in visa screening

Once you receive the official job offer (内定通知) and submit an employment agreement form (入社誓約書), a labor contract is concluded between the company and you. If you are a new employee, the contract means that you will start work at the company on April 1st, or on another date, after graduating from the University.

It is still possible for you to turn down the formal job offer after concluding the labor contract. To terminate the contract, two-week prior notice is required by law. You have the right to choose the most suitable job. Companies cannot refuse your decision.