

# Special Lecture on Preparation for Career Development

Syllabus Number

3H321

Special Subjects

Elective

2 credit

OGAWA, Mitsuhiro

## 1. Course Description

In this lesson, students can practice the skills and know-how necessary for job examination.

Students will learn the following items so that they can success in job examination while doing group work.

Company survey ⇒ Create resume and entry sheet ⇒ Entry ⇒ Company briefing ⇒ Test interview ⇒ Last interview test

This lesson is related to DP1.

## 2. Course Objectives

- Students can act after understanding recruiters' thoughts and recruitment standards
- Students can create entry sheets and self-PR statements that can be understood for recruiters
- Students can practice better interview
- Students select five companies they want to enter seriously

## 3. Grading Policy

Students will be evaluated at 70% regular report and 30% report only if all reports are submitted.

Feedback and add explanations about points to be corrected when returning the report.

## 4. Textbook and Reference

Textbook

Materials papers will be distributed in class.

## 5. Requirements(Assignments)

Students should not be late or absent at this lesson.

## 6. Note

## 7. Schedule

- [1] Let's write a resume. Problems of job hunting activities at Utsunomiya campus.
- [2] Personnel image that the company wants for students and recruitment plan
- [3] Difference between students' feelings about job hunting and recruitment standard
- [4] Mistakes that students think they can choose a company
- [5] Entry sheet and self PR
- [6] Role and effect of resume
- [7] Taking advantage of the resume
- [8] Fatal error made by students in corporate visits / corporate tours
- [9] Behavior of students winning success in company visits / corporate tours
- [10] Let's pass by utilizing entry sheet / resume
- [11] Brush up submitted documents
- [12] Learn the importance of job interview
- [13] Practice of job Interview
- [14] Job hunting simulation
- [15] Test, Summary