

Request concerning the recruitment and selection of new graduates

In Japan, there is a strong tradition of simultaneously recruiting new graduates.

To ensure that recruitment by companies do not negatively affect the students' studies and the educational and research activities of the university, we request that all companies carry out their recruitment activities as follows.

(1) When to begin job hunting and recruitment activities

Begin publicizing activities: March 1 or later for third-year undergraduates and first-year Master's students

Begin recruitment and selection activities: June 1 or later for fourth-year undergraduates and second-year Master's students

Official announcement of offers of employment: October 1 or later for fourth-year undergraduates and second-year Master's students

Additionally, please do not announce early informal offers of employment, especially before the above start date for recruitment and selection activities as this will strongly affect the students' learning environment.

○Our attitude toward publication of "corporate information sessions"

Keio University will not be able to cooperate with publicizing "corporate information sessions" that are held before March 1.

Furthermore, please clearly indicate to students that whether or not they participate in "corporate information sessions" held as part of your PR activities on or after March 1, this will not affect them during the subsequent selection process.

(2) Necessary considerations to prevent recruitment and selection activities from hindering academic activities, etc.

As recruitment and selection activities take place during the academic period, if recruitment and selection activities overlap with classes, examinations, study abroad, teaching practice, etc., please reschedule individual recruitment selection when a request is made by students. Please also consider measures such as holding activities on weekends, holidays, and weekday evenings so as not to interfere with the students' learning environment.

We kindly ask for your consideration regarding the individual circumstances of each student and that you respond flexibly.

(3) Provision of diverse opportunities for selection, including equal opportunity for employment

When carrying out recruitment activities, please respect the diversity among the students, including gender and disabilities, and take appropriate measures. In addition, to ensure that there is no discrimination in your recruitment and selection activities, please carefully consider the contents of the questions you ask students in the application documents and at interviews. Furthermore, please clearly specify the full information for recruitment and selection, including all necessary documents, in advance so that you will not be asking students to provide materials other than the specified required documents at the final stage of the selection process or after giving an early informal offer of employment.

We would also be grateful if you could bear in mind that it may not be possible for Japanese students studying abroad and international students, in particular, to participate in job hunting activities during the same period as other students, and in this regard, consider holding various recruitment opportunities and make these widely known.

(4) Restraining behavior, etc., that hinders the free choice of an occupation, and seeing to recruitment activities that are fair and just

While it is understandable that you will be very enthusiastic about securing the necessary human resources, please strictly refrain from actions such as the following that hinder the students from freely choosing an occupation or harassing behavior forcing students to end their job-hunting activities against their will.

- ① Announcing an offer of employment and requesting the submission of a document confirming the acceptance of the offer before October 1
- ② Holding events, etc., that require students to commit long periods of time during the recruitment and selection period
- ③ Forcing students to end their job-hunting activities with other companies in exchange for an early informal offer of employment with your company

(5) Clearly indicating working conditions, etc.

For the working conditions, etc., please check the items necessary for recruitment and employment contracts in Japan and clearly indicate these on the job postings, ensuring that there are no omissions.

(6) Internships

Internships in Japan are regarded as educational programs that cultivate the students' attitude toward work. Please refrain from using internships as part of your recruitment activities as well as using personal information of students, such as their attributes, obtained while recruiting students for internships for your recruitment selection.

Short-term programs that do not involve work experience are referred to as internships by some

companies. For these, please use an alternative name that is more appropriate, such as information session, and refrain from using the term "internship" in your postings.

Please give due consideration to the seasons when these are offered so that they do not hinder the students' studies. In principle, please hold these during times, days, or periods when there are no classes, such as during the summer, winter, or spring breaks.

(7) Evaluations during the recruitment and selection activities

During your recruitment and selection activities, please appropriately evaluate the students' academic achievements and the efforts they have made toward their learning.

(8) Consideration toward the students' well-being

As your recruitment and selection activities will be carried out over the rainy season and summer, please clearly indicate your position toward permitting students to dress in light and casual business attire.

(9) Treatment of persons who graduated/completed a degree program within the last 3 years

From the viewpoint of providing a wide range of opportunities for young people with motivation and ability to apply, please consider those who have graduated or completed a degree program within the last 3 years, at the minimum, to be new graduates or students expecting to complete a degree program, and take appropriate measures that will permit them to be recruited under this category.