

Guideline for Applicants and Interns

Pasona New Graduate Internship Program

Purpose

The Pasona New Graduate Internship Program aims to support Small and Medium Enterprises' recruitment by facilitating and subsidizing long-term internships.

It also provides unemployed new graduates with opportunities to acquire technical and social skills necessary to contribute to Small and Medium Enterprises.

Stakeholders

Stakeholders of the program are:

- 1 'Applicant' who wishes to do the internship, and 'Intern' who will commence the internship
- 2 'Host Company' who receives Interns;
- 3 Pasona matches Applicants and Host Companies, and facilitates implementation of the internship.
- 4 Pasona Career Counselor assists Applicant's and Intern's career building, and, Host Company's effective employment.

Application Requirements

1. Applicant shall have graduated from high school, technical college, college, university, or graduate school located in Japan between September 2007 and March 2011.
2. Applicant shall not be employed, or, scheduled to be employed for a permanent position at the time of application.
3. Applicant shall aim to acquire technical skills through the internship, not intending to take internship as a part time job for income.
4. Applicant is required to hold a visa for 'Designated Activity for Job Hunting' and shall not have any immigration issues to complete the internship
5. Applicant shall have business level command of Japanese and a foreign language.

Process

1. Applicant will firstly register at Pasona for enrollment. Pasona will present several

possible Host Companies to Applicant after registration..

2. Applicant seeks Host Company with Pasona's Career Counselor's advise.
3. Applicant requests site-visit to selected Host Companies during regular working days with Pasona's facilitator.
4. Applicant indicates whether she would like to do on internship at the Host Company. It will be considered as an expression of decline if the Applicant does not present any decision.
5. Pasona informs Applicant of starting date of internship if both parties agree.
Minor Applicants are required to have parental consent.
6. Pasona and Host Company sign Memorandum of Agreement for Internship in prior to commencement.
7. Applicant shall submit a certificate of graduation to Pasona before commencement of internship.
8. The certificate submitted may be used by Pasona and Host Company for effective implementation of internship.
9. Intern may be requested to submit additional documents if necessary.
ex.) Employment Insurance Certificate, School ID, and others

Conditions of Internship

1. Working Hours per day is 7 hours to 8 hours including preparation of reports and administrative documents to be submitted to Pasona.
2. Working Days per Month shall be from 16 days up to 21 days.
3. Internship Duration is 6 months in principle. If Intern is accepted by another company for a permanent position, internship is terminated.
4. Intern shall follow Host Companies' practices and regulations.
5. Intern shall inform Host Company or Pasona on any complaints about internship.
Pasona will resolve the problem and inform Intern of the resolution.

Job Hunting and Part Time Job during Internship

1. Intern can do job hunting. Time spent for job hunting is not counted as working hours for internship.
2. Intern shall act properly to avoid any negative effects to the internship if he/she does part time work during the internship duration. Part time work at the Host Company is

NOT allowed.

Termination

Internship will be terminated in the following cases:

1. When Intern is employed for a permanent position;
2. When designated duration for internship expires

Internship is terminated by Pasona in the following cases. It will not be terminated otherwise.

1. If Host Company has inevitable reasons such as reducing business because of financial circumstances;
2. If it is not appropriate for Intern to conduct given work because of Intern's mental or physical conditions;
3. If Intern has inappropriate attitudes with no prospect of improvement;
4. If Intern has caused damage to Pasona or Host Company either intentionally or erroneously;
5. If Intern does not comply with Pasona's guidance or program regulations;
6. If there are other rational reasons

Allowance for Interns

1. Allowance for an amount of JPY7,000 per working day is disbursed to the Intern. The allowance will not be disbursed to Intern enrolling in school, or, receiving other subsidies such as unemployment benefits or scholarships.
2. Host Company shall apply for the allowance to Pasona at the end of each month. Pasona will disburse the allowance via bank transfer to the account designated by Intern by the end of next month. Disbursement of allowance may be delayed if application process is delayed.

Others

If Intern causes financial or other damages to Pasona or Host Company, Pasona or Host Company may ask for compensation to Intern.

If Intern suffers physical injuries by given work, she is given money for token of sympathy.

Applicants and Interns shall follow Pasona's instruction for matters not detailed on this guideline,.

Registration and Inquiry

Pasona New Graduate Internship Program Office

〒 100-8228 2-6-4 Otemachi, Chiyoda-ku

03-6734-1055 (weekdays 9:00 to 17:30)

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