



JETs: Tips for writing A Predecessor's Guide to Saitama

Introduction

Think about what you would have liked to know prior to arriving in Japan that would have made the transition smoother. As a guideline, we have included some topics that you may want to write to your successor about. Some tips:

- Keep the information you provide objective.
- General information may be more useful, as too many specifics can become overwhelming.
- Give your successor the opportunity to ask for more information if you are happy for them to contact you.

Contact Information

- Your contact email (*optional*) - we recommend providing your work email if you have one. You do not have to give out your personal email or phone number unless you are comfortable with doing so. You could also indirectly contact your successor by creating a document for your supervisor to pass on to your successor.
- Contact email of your Contracting Organisation and/or supervisor (if they have not been in touch already)

About the Position

- Working hours
- Main work responsibilities - what you generally do at work
- Computer provided at work? Y/N
 - Wi-fi/Internet provided at work? Y/N

For ALTs

- Number of schools (base vs visit schools if applicable)
- Average number of classes a day
- School holidays - Will you be at your school / BoE / other? Is there any work you will be expected to be doing during this time (e.g. helping coach students for the speech contest)?

Schools Profiles (ALTs only)

- Name of school(s) and level (e.g. elementary or junior high school)
- Name of supervisor/point of contact at each school (if applicable)
- (*If you have more than one school*): what days of the week you go to each school and your working hours there
- Is school lunch (*kyuushoku*) provided? Y/N (If yes, it may be good to mention how much it costs and that they will probably need to commit for a minimum set period of time. It could also be a good time to mention that it may not be a suitable option if they have dietary requirements.)
- Other useful information (E.g. School size, how to get there by public transport (where possible), if they will need to bring a pair of slippers/shoes for use within the school)

Housing Information

- Will their housing be organised by their CO or will they need to find their own place?
 - If they will need to find their own place, it may be helpful to provide some advice from your own experience if they may not receive any support from their CO.
- Housing details (e.g. location, nearest station, size/layout (e.g. LDK), tatami vs flooring)
- If they cannot move in straight away, where will they be staying in the meantime? (if applicable)
- Monthly rent amount
- Will furniture and appliances be provided or will they need to buy these themselves?
- Is internet included?
- Any additional setup costs they should be aware of to help them budget for the first month?
 - E.g. Deposit/bond (*shikikin*), key money (*reikin*, non-refundable gratuity fee for landlord), etc.

About the Local Area (optional)

- Brief description of your local area
 - Urban/suburban/remote, weather - especially any extremes (e.g. humidity, snowfall), etc.
- Services and facilities in the area (e.g. supermarkets, bank, pharmacy, combini, city hall, etc.)
- Closest station/public transport
 - Will they need a car/bike to get around?
- Famous events/landmarks/foods of the area?

Additional Info (optional)

- Any other expenses your successor may need to be aware of
 - e.g. social fund at workplace to spend on social work events/nomikai, etc.
- For ALTs - if they might be desk warming when they first arrive during school holidays
- Any other tips specific to your placement, especially for the first month

