

## **Internship & Recruiting Questionnaire**

THK CO., LTD.

Please respond to the following questions:

### **1. Internship Program**

- 1.1. In order to avoid the Olympic season, for the year of 2020 we intend to only have a one-month internship from the end of June through July. We would like to inquire to if this plan fits with your university schedule (testing period, summer break, etc.) and requirements. If it doesn't fit, could you give us advice to consider for our internship program in the future?
- 1.2. Will students be able to receive credit for this internship program we are offering? If they are unable to receive credit, will you still be willing to circulate this internship opportunity?
- 1.3. Please let us know about the process and schedule regarding internships for:
  - ✓ Notification to students
  - ✓ Application
  - ✓ Screening and selection
  - ✓ Contract / agreement
- 1.4. We must prepare a two-party agreement between our company and your university for the internship. The agreement will include a non-disclosure clause and a specification about the intellectual property rights belonging to THK. Do you have a standard format that you use for internship agreements that you could share with us?
- 1.5. In preparation for the internship, what information, documents, etc. should we prepare/submit?
- 1.6. Could you tell us about support you provide for the following?
  - ✓ Entry to Japan process (visa, etc.)
  - ✓ Insurance for period of internship including during flights to and from Japan (injury, medical, death)

### **2. Job Opportunities**

We would like the opportunity to visit your university for on-campus recruiting. If this is possible, could you inform us of the process and schedule?

## 2020 Internship Application Guidelines

THK CO., LTD.

### 1. Internship period

Remote preparation June 9, 2020 ~ June 23, 2020

On-site project June 24, 2020 ~ July 24, 2020

### 2. Location

THK CO., LTD. Headquarters

2-12-10 Shibaura, Minato-ku, Tokyo 108-8506

### 3. Overview

Project title: Proposal of a new application utilizing THK products

- We will explain the technology behind our linear motion components as well as show examples of its major applications.
- You will think up and propose a new application for the THK product based on either 1) a societal problem in either your home country or the world, or 2) an automation or improvement to machine performance that could lead to a business opportunity.
- You will gain knowledge in linear motion technology as well as gain experience in application development.

### 4. Schedule / program

Mid of Jun.	Jun.Week 4	Aug.Week 1	Week 2	Week 3	Week 4
Remote (your location)	On-site (Japan)				
 Remote prep. 7 days	 Interim review 2 days	 Proposal details 16 days		 Final proposal 1 day	 Reflective report 1 day

#### (1) Remote preparation (7 days)

- We will explain via Skype about our products and their applications. (2 days)  
\*We will lend you product samples.
- You will explore new application ideas and prepare a proposal. (5 days)  
\*We will answer questions you have via email or Skype.

#### (2) Interim review (2 days)

- We will review your new application proposal and provide professional advice.

#### (3) Proposal details (16 days)

- After approval of the new application proposal, you will do a technical investigation, draw diagrams, and do strength calculations, etc.
- To the extent possible, you will also do cost calculations and market research.

#### (4) Final proposal (1 day)

- Executive members, the technical division, and HR will review your proposal.

#### (5) Reflective report (1 day)

- You will write a report reflecting on your entire internship experience.

## 5. Qualifications

(1) Must be studying mechanical or electrical engineering and specializing in the automotive or mechatronic field.

\*Preferably have hands-on experience designing and constructing device on own.

(2) Must expect to graduate with a Bachelor's, Master's, or Doctorate degree by spring 2021.

(3) Must have 3.0 GPA or equivalent (B's and above).

(4) Must have business-level proficiency in English or Japanese.

## 6. How to apply

Submit the following documents in either English or Japanese to:

[global-recruiting@thk.co.jp](mailto:global-recruiting@thk.co.jp)

- Resume or CV
- Copy of university transcript
- Short essay on reason for applying, no more than 1 A4-size page

## 7. Selection process

You may go through multiple levels of screening, including a Skype interview or online assessment, depending on the number of applicants.

## 8. Number of interns

2 interns

## 9. Financial assistance

(1) Roundtrip transportation (ticket class etc. based on company regulations)

(2) Accommodations (company housing, house-share or hotel room, etc.)

(3) Cost of living (the actual cost of living expenses)

## 10. Agreements

- THK and your university shall sign an internship agreement.
- The intern shall sign a confidentiality agreement.
- The intellectual property rights of the new application proposal will belong to THK.