



Malmö University / Human Resources department

Jeanette Wahlberg  
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## INU Staff Shadowing Program Report

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Visited: Hiroshima University, Japan 18-20 Oct 2010  
Contact: Ms. Hisako Umemura, Coordinator, International Exchange group

Ritsumeikan University, Japan 22-26 Oct 2010  
Contact: Mr. Shuhei Wakayama, Program Coordinator, Office of International Planning & Development

### Program conditions

This shadowing program was made with Christian Bengtsson at the finance department. We spent three weeks in Japan. The total cost of the program was 41,645 SEK. We received a grant of 20,000 SEK from the university and 21,645 SEK from the finance department. The grant was used for travel, accommodation, and meals. The finance department also covered the cost of the program coordinator's time.

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There are both similarities and differences in HR. In recruiting, I found the biggest difference. To get a job at Hiroshima University you first do a national test and if you pass that test you choose which university you want to work at, for example Hiroshima University and then you take the university's own test. Then you can get a job. The position includes job rotation, which means that employees can work in various departments to the age of 35 thereafter you are placed at one of these. Working with the HR systems is relatively identical to Malmö University. Security and permissions are very important to preserve quality. In many ways, we have the same types of benefits, but with slightly different content.

The reception at Hiroshima University was very nice. A bonus during the visit to Hiroshima was a visit to the Peace Memorial Park and Miyajima, both are World Heritages.

### **Ritsumeikan University**

My three days at the Ritsumeikan University included a tour of the Kinugasa campus and an overview of the university and its organization. In the areas of benefits, HR systems, and IT departments I found similarities between our universities. Differences existed in recruitment. At Ritsumeikan, it is common practice to employ staff members all at the same time. The HR department who manage the recruitment. It is unusual to employ independently at each division. They employ graduates on two occasions, in April and October. In the case of mid-career workers, this is done more regularly throughout the year.

We were also able to make a visit to Ritsumeikan Primary School and visit Kyoto Museum for World Peace, which is owned and administrated by the Ritsumeikan University.

### **Summary**

To get the opportunity to visit Japanese universities was even better than I expected. I'm very satisfied with how I became responded. I got a really good chance to meet with people at both universities that gave me a lot of useful inputs on how they work on a daily basis with human resources tasks. This gave me a better knowledge of the working situation at a Japanese university in comparison with my own by participate in an INU-program.

Despite our different languages, I found it very easy to communicate with staff through skilled translators.

I would definitely recommend participation in the INU Staff Shadowing program.