Job Search Tracker

# Job Search Tracker

Use the table format below to track pertinent job application information.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company Name | Job Title | Job Location | Application Date | Hiring Manager | Interview Date | Materials/Versions Sent | Follow-up Date | Compensation | Start Date | Posting Location |
| [Company] | Director of Learning and Education | Remote | 3/27/15 | Not listed | Haven't heard back yet | Resume dated 3/3/2015; no cover letter | 4/6/15 |  | Requested 5/11/15 | Indeed |
| [Company] | Senior Technical Writer | Remote, with occasional team meetings onsite | 3/28/15 |  | 5/8/15 | Resume dated 3/3/2015; no cover letter | 4/6/15 | Potential offer of $40 per hour |  | Previous recruiter called |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

# Job Search Tracker Categories

You can modify this breakdown of the columns listed in the table to fit your own job search preferences.

## Company Name

List the name of the company to which you are submitting an application. If you are applying with a company but will work for another, you could list the consulting company name and the client name.

## Job Title

List the job title and any pertinent details related to the title. For example, some titles may be very similar, yet the level of experience or way the company refers to the title could vary.

## Job Location

If your job search takes you beyond the city you live in, it's nice to keep track of the details. Items to include could be listing if the job is in your home city, if it requires travel, or if it is remote. If the job is located in a different city, state, country, etc., does the company cover relocation costs?

## Application Date

List the date you applied for the job and any other pertinent information about the date (such as when the job posting will be taken down).

## Hiring Manager

If a hiring manager is listed in a job ad or you know of the person specifically, list the information here. If there is a way to contact the company to ask for the hiring manager's name, list this as well.

## Interview Date

If you have interviews scheduled, keep track of the dates and times using this column.

## Materials/Versions Sent

Be very specific to include which versions of resumes and cover letters you submitted. For example, if there is a resume version that focuses more on the education based on the job ad's focus on education being the most important quality, make sure you note that that version is what was submitted rather than another version that might focus more on experience.

## Follow-up Date

It is always important to follow up with people after you've submitted applications…unless, of course, you don't really want the job. Determine an appropriate time frame for following up, such as one or two weeks after you've applied.

## Compensation

Did the application form ask you to list your salary requirements? If so, keep track in this area of what you requested, along with the pay structure, such as hourly or yearly. If the planned compensation was listed by the employer, list that as well.

## Start Date

List the start date you said you'd be able to meet or the start date listed by the company in the job posting.

## Posting Location

Often, jobs opportunities are discovered on the internet. If you find listings on particular sites, list those here. Also, if you've heard of a position via word of mouth or even cold called companies to see if opportunities exist, list those details here.

# Job Search Tracker - Previous Employment

Although information related to your previous position is already stored in your resume, you may find it can helpful to keep a separate log of details related to previous work experience. With this log, you don't have to open up a copy of your resume or check the internet for company mailing addresses and phone numbers each time you record a new prospect.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Company | Job Title | Compensation | Employment Dates | Supervisor Name | Contact Information | Job Location |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |