

Keeping Track of Your Job Search



Successful career planning requires a systematic process of self-assessment, career exploration and job search campaigns.

Self-Assessment answers the question “Who are you?” and is the foundation for satisfying career choices.

Career Exploration identifies “What’s out there?” in terms of which career options best fit you as a total person.

Job Search Campaign outlines, “How do you get from here to there?” As today’s working world is constantly changing, this is an on-going process.

Adapted from Trait & Factor Theory, Frank Parsons

The Importance of Keeping Records

A job search can be a complex and lengthy process, involving numerous communications with potential employers and networking contacts. Communications include phone, e-mail, mail, and face-to-face conversations. If you fail to keep track of your communications, you could find yourself in the following scenarios:

- You receive a phone call from an employer asking you to interview for a position with her company. Naturally, you're excited to hear back from an employer, but you haven't kept track of your job search and you don't know what position or company she's referring to.
- A networking contact gives you a lead on a few jobs and helps you arrange an informational interview with someone at his company. You are grateful for the help, but forget to send your contact a thank you letter. As a result, your contact thinks you are rude and will not be helping you in the future.

As a typical job search can last up to nine months, it's understandable that you might not remember each position and company to which you apply, and keeping up with thank you letters and follow up communications takes real organization. However, with a little effort, you can easily track your communications and maintain your network.

Tracking Applications

The easiest way to track applications is to create a file on your computer. Then you can copy and paste ad/posting information into your file and have it for your reference.

Example:

Source: St. Louis Post Dispatch

Materials Submitted: Resume (version 1), cover letter, and salary history

Date Submitted: 1/10/2007

Copy of Ad/Posting:

ADMINISTRATIVE ASSISTANT. Mechanical Contracting Company Seeking p/t admin asst to handle general office duties w/strong organizational skills, knowledge of QuickBooks required. 8a-4p 3 days per week. Please send resume and salary history to: Employment opportunity 1380 Mid Rivers Ind. Dr. St. Peters MO 63376 or fax 636-932-4420. Phone: 636-239-3321.

Follow-up:

Called on 1/19/2007
Called on 2/5/2007

Response:

Still screening resumes
Didn't make the interview process

Tracking Networking Contacts

Example:

Name:	Smith, Susan	Contact Info:	314-359-31922 (work)
	Director of Development Ralcorp		5253 Sheraton Drive St. Louis, MO 63132
			ssmith@ralcorp.org
Initial Referral:	Stan Murray		
Communications:	1/23/07, E-mailed to request info interview		
	1/30/07, She responded via e-mail and agreed; interview scheduled for 2/14/07		
	2/14/07, Information interview at her office		
	2/15/07, Mailed thank you letter		
Additional Referrals:	Susan Clark		

Tracking Targeted Employer Contacts

Example:

Employer:	South Side National Bank 1130 Gravois Rd. St. Louis, MO 63126	Contact Person:	Mr. Bill Smith Vice President of Operations 314-2539-3832 bsmith@ssnb.org
Communications:	1/23/07 Called about openings; referred to Mr. Smith		
	1/24/07 Called Mr. Smith; was asked to come interview for Teller position		
	1/30/07 Interviewed with Mr. Smith and Patricia Jones; sent thank you letters		
	2/05/07 Offered position and accepted; begin work 3/01/07		
Additional Referrals:	Patricia Jones, Assistant Vice President of Operations		

