What to Track

- Company name, website, summary
- Title of position
- Location of the position
- How you heard about the position
- Job ID # (if there is one)
- Salary information (if obtained)
- Contact(s) at the company: email, phone number, address
- Resume: When/how you sent your resume (online application, email to who, etc.), tailored/general
- Cover letter / Letter of application: When sent, addressed to whom
- Follow-up: When you followed-up (based on what you indicated you would do in your cover letter)
- Application summary (what you submitted): Resume/CV, cover letter, writing sample, transcript, research focus
- LinkedIn activity: Looked at people in the company, reached out, was introduced to, have connections with
- Thank you: When you sent ‘Thank You’ email(s) or letter(s)
- Dates: Application deadline, 1st, 2nd, 3rd, on site interviews etc., verbal offer, accepted offer, potential start date
- Interview notes: names, specific comments, timeline, follow-up, etc. Your thoughts on what you need to further develop.
- Rank: Interest (1st, 2nd, 3rd)
- Rank: Likely to receive next phase and/or offer for position (Likert scale 1-5)

(There might be certain items that you choose to omit (from the list above))
(There might be some items that are not listed above that you will choose to track)

Prior to creating a tracking chart, these are other options to help you track:
- Job Application Log template that exists through Microsoft Excel
- Google spreadsheet and Google drive
- Keep notes in a notebook if you prefer the paper and pen method
- Job search management applications on cell phone
- Job search origination widgets (range of prices)
- Software (for a fee) that can help you track
- Free websites for tracking

<table>
<thead>
<tr>
<th>Company</th>
<th>Position</th>
<th>How Heard</th>
<th>How Applied</th>
<th>Date Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>xxx</td>
<td>Director of Communications, U.S.</td>
<td>indeed</td>
<td>their site</td>
<td>7-Nov</td>
</tr>
<tr>
<td>xxx</td>
<td>Product Manager, Acquisition and Engagement</td>
<td>indeed</td>
<td>their site</td>
<td>7-Nov</td>
</tr>
<tr>
<td>xxx</td>
<td>Product Manager, Social Media</td>
<td>indeed</td>
<td>their site</td>
<td>7-Nov</td>
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<tr>
<td>xxx</td>
<td>Online Marketing Manager</td>
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<td>7-Nov</td>
</tr>
<tr>
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<td>Senior Web Marketing Manager</td>
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<tr>
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<td>Director of Israel Advocacy</td>
<td>idealist</td>
<td>email</td>
<td>22-Nov</td>
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