STUDENT TUTORIAL

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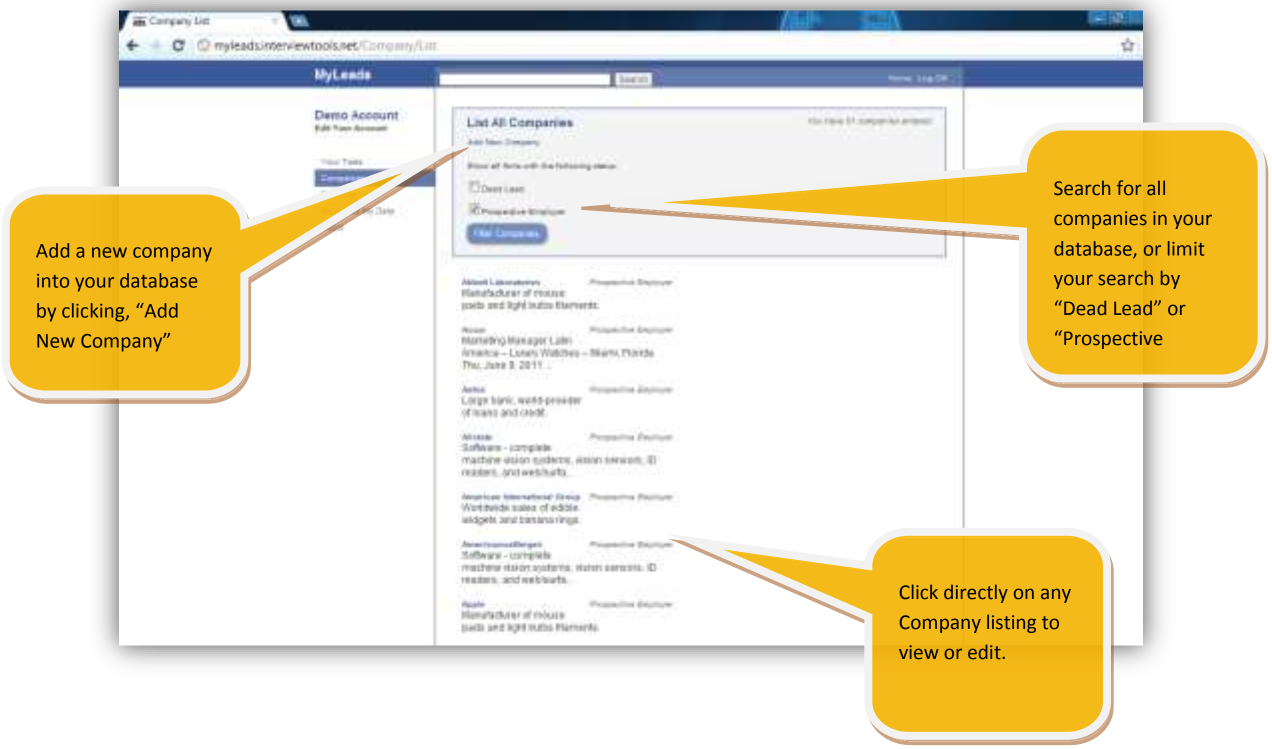
EXPLORING THE HOME SCREEN

THIS IS THE SCREEN SHOWN WHEN YOU FIRST LOGIN.

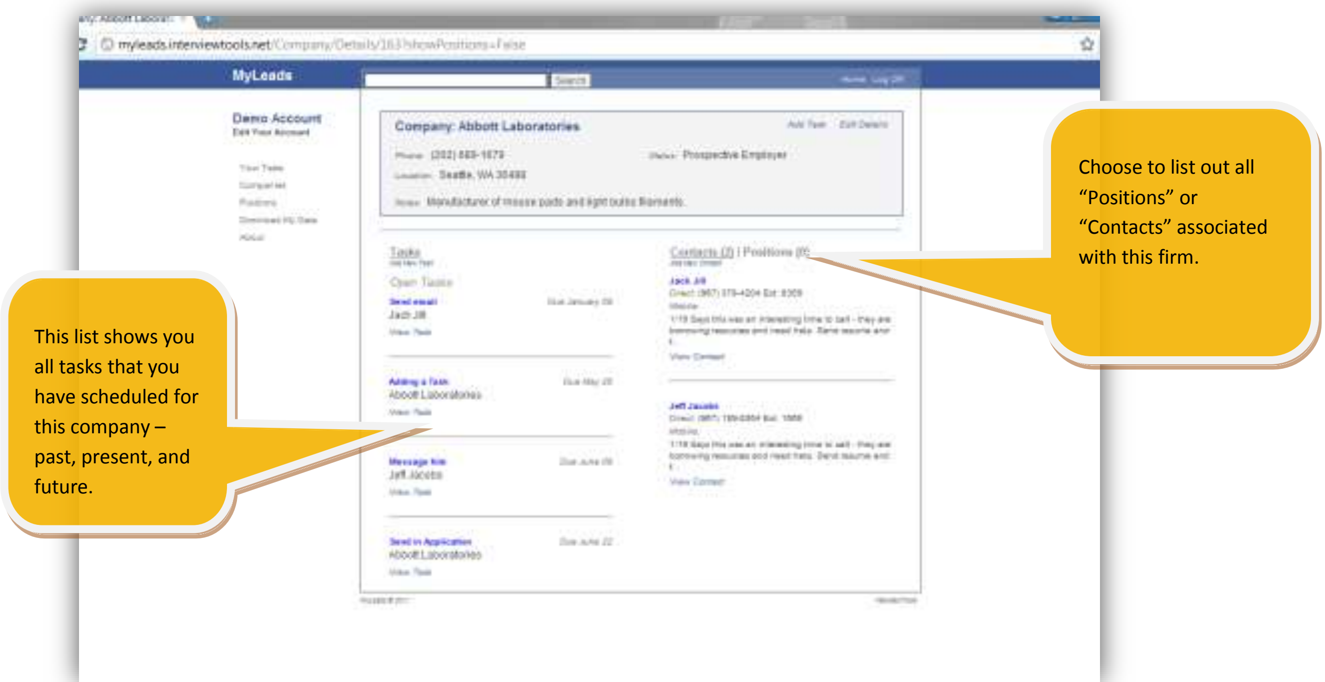
YOUR COMPANIES

VIEW ALL COMPANIES IN YOUR DATABASE, TO DECIDE WHICH ONE TO CONTACT NEXT.



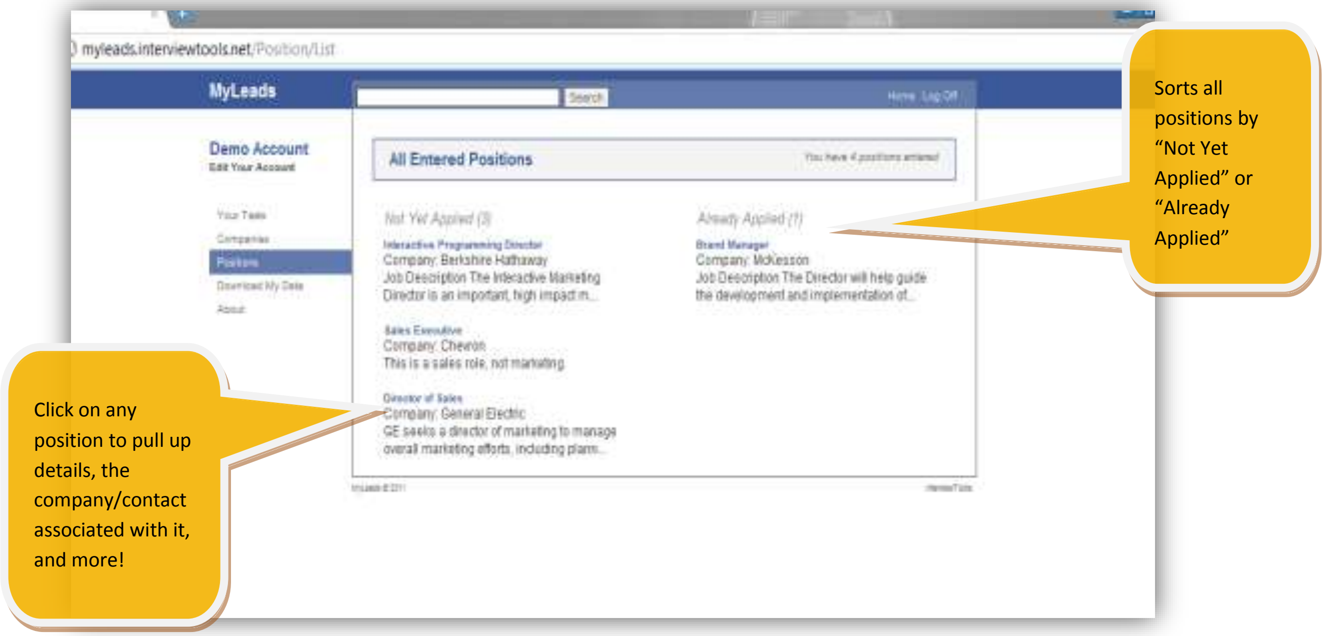
VIEW COMPANY SCREEN

VIEW ALL CONTACTS, POSITIONS, AND TASKS ASSOCIATED WITH A COMPANY ON ONE SCREEN.



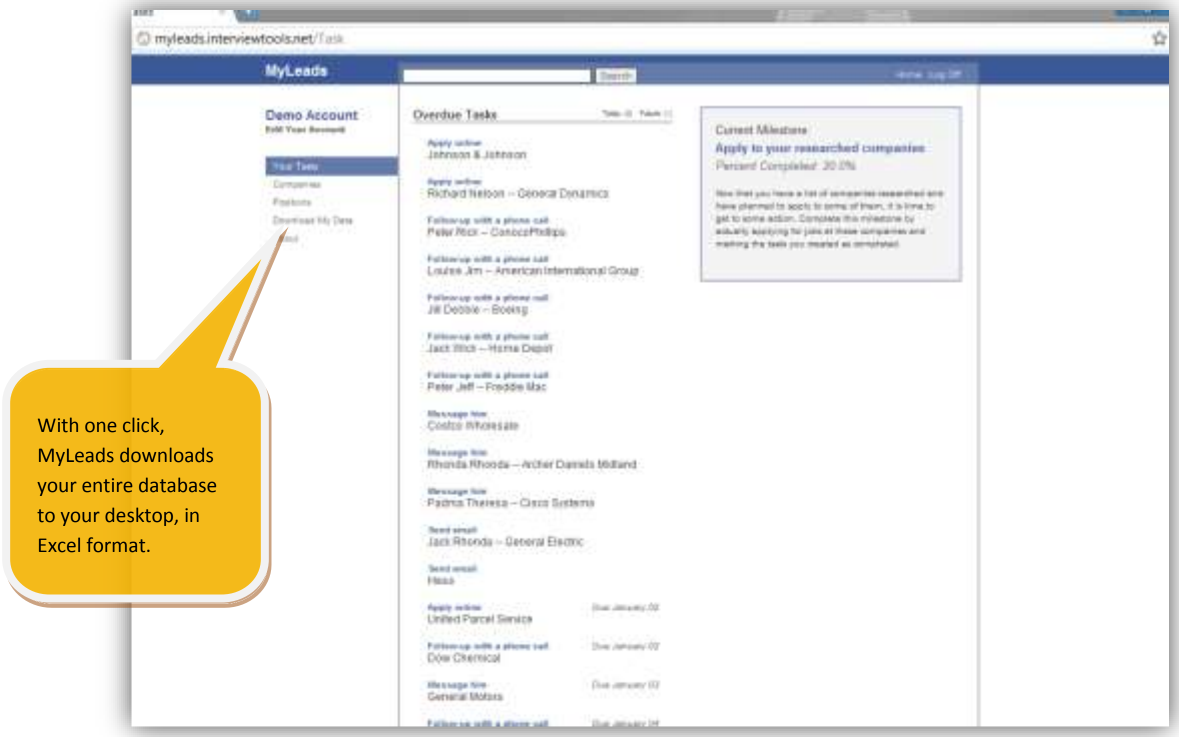
All Entered Positions

TRACK ALL POSITIONS YOU'VE APPLIED FOR, OR ARE PREPARING TO APPLY.



IS YOUR DATA SECURE?

MYLEADS GOES ABOVE AND BEYOND TO PROTECT YOUR DATA



Your Data Is Safe:

- Data is never deleted from the database. When you update a contact or company, the data is stored twice – once in the MyLeads database, and once in an “audit” table. *This allows complete recoverability, at any time, in the case of user / program error, hardware malfunction, or asteroid collision.*
- Database backups are made daily. Backups are retained for at least six days.
- Only the user that owns the data (you!) can access or edit your information. All other users will be denied access.

If you have any questions about your data or security, please feel free to contact us at support@interviewtools.net.

BEST PRACTICES

HINTS AND TIPS TO USE THIS SYSTEM AND SECURE A JOB

Hint 1: Record Everything!

Approach your job search the same way you approached projects and exams in grad school – by taking notes, and organizing your work. People who structure their job search tend to have much better results, for the following reasons:

- **<u>You won't forget important issues brought up in conversations</u>**. Perhaps you'll need to follow-up with someone in two months – how will you remember everything that was said? What will they think if you don't remember them on your next contact?
- **<u>Keep on track</u>**. Imagine being able to look back at everything that was said/done in a particular company or contact. This reminds you what needs to be done next, as well as provide encouragement!
- **<u>Schedule follow-ups… and stick to them!</u>** When you are managing a project at a Fortune 500 firm, they will ask you to break up a large project (like finding a job!) into small tasks, with firm deadlines. Do the same here. Enter the companies you want to contact, and then schedule realistic follow-ups for each one.
- **<u>Prepare better for interviews.</u>** Most companies require multiple interviews, on multiple dates, in multiple formats. Why prepare – and re-prepare – for each interaction? Prepare once, put all your notes into MyLeads, and then spend a few minutes before the interview reviewing your notes. *Organizing your effort upfront actually saves you time when preparing.*

But the #1 reason to organize your notes is that ***<u>we want you to be lazy</u>***! Spend a little time upfront recording your interactions and making notes on contacts, and you'll save yourself effort and stress scrambling last minute before an interview, searching through handwritten notes for *that* contact's phone number… not to mention the fact that the company will think you look more polished and professional.

On the next few pages, we will show you ways to organize your work.

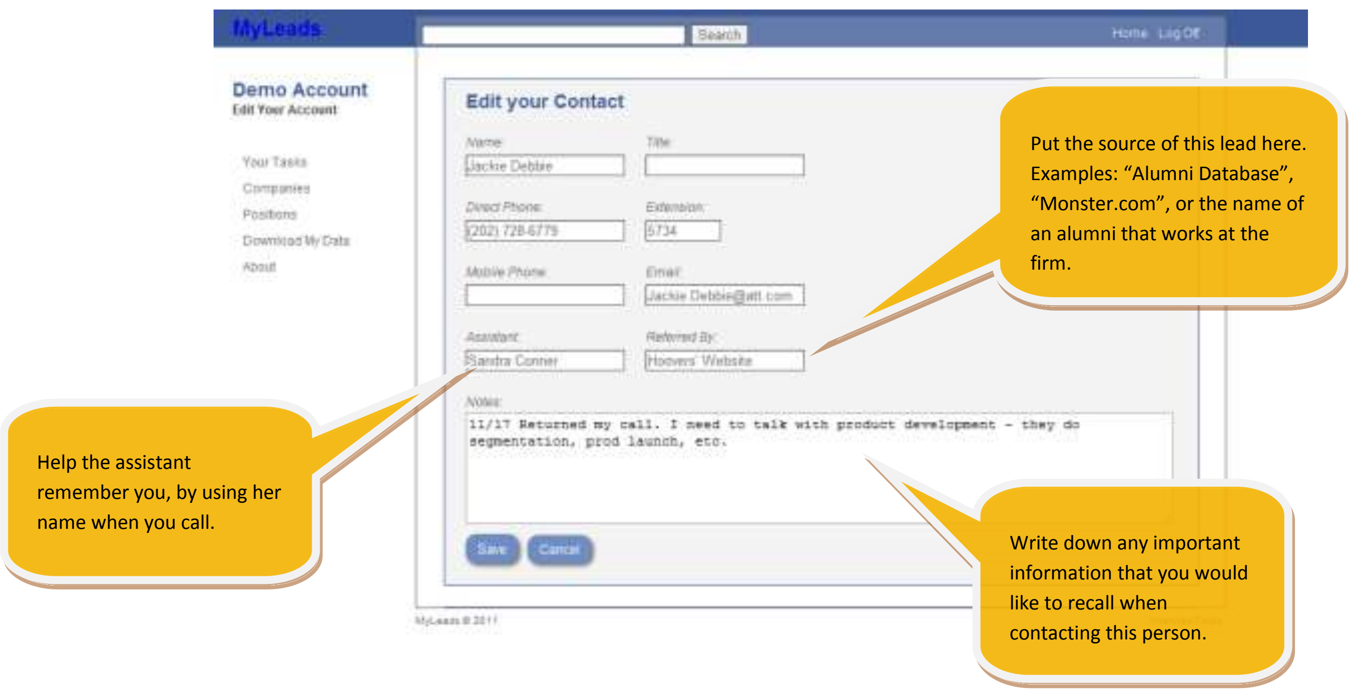
BEST PRACTICES

HINTS AND TIPS TO USE THIS SYSTEM AND SECURE A JOB

Hint 2: What notes are most useful for me to record in MyLeads?

Everyone has their own style, and ultimately, you should take notes in a way that you'll be best able to recall before an interview. However, in speaking with students who have successfully used this, here are some suggestions:

"EDIT YOUR CONTACT" HINTS



"Referred By"

Make sure to record where you got the contact name from. I

It will help you find the source of the lead, in case you need to go back and verify information. For example, if you got the name from an alumni database, online website, or job board, you may need to go back to this source and pull additional information.

The contact may ask you who referred you to them. In the case of personal recommendation (an alumni at the firm referred you to the manager), you'll want to immediately recall who asked you to speak to this contact. You can put the person's name in this field.

“Assistant”

Assistants are important! They have the ability to keep you from talking to the manager, and they can managers may ask them what they think of you. Why not be friendly with them?

Use this field to write down their name. Every time you call the manager, make sure to use their first name, “Hello Sandra, how are you? Is John available?”. It sounds simple, but taking the small step to say their name can help them remember you.

“Notes”

Use this field to record any notes you would like to remember, especially in the case that you get an interview. Here are some examples that you may want to record:

- LinkedIn – Using LinkedIn, you can search for this manager’s profile, and then write down any notes, such as what their position is, where they are from, and what industry they worked in before.
- Important Conversations – If you have an important conversation, or another contact gave you some information that you want to remember when you talk to this person, you may want to write it here. This is an easy way to remember everything that’s important.

“EDIT COMPANY” HITS

“Status”

Use this dropdown box to help you track your progress on each account. The options are, “Dead Lead”, “Prospective Employer”, and “In Process (Interviewing)”.

This is useful to:

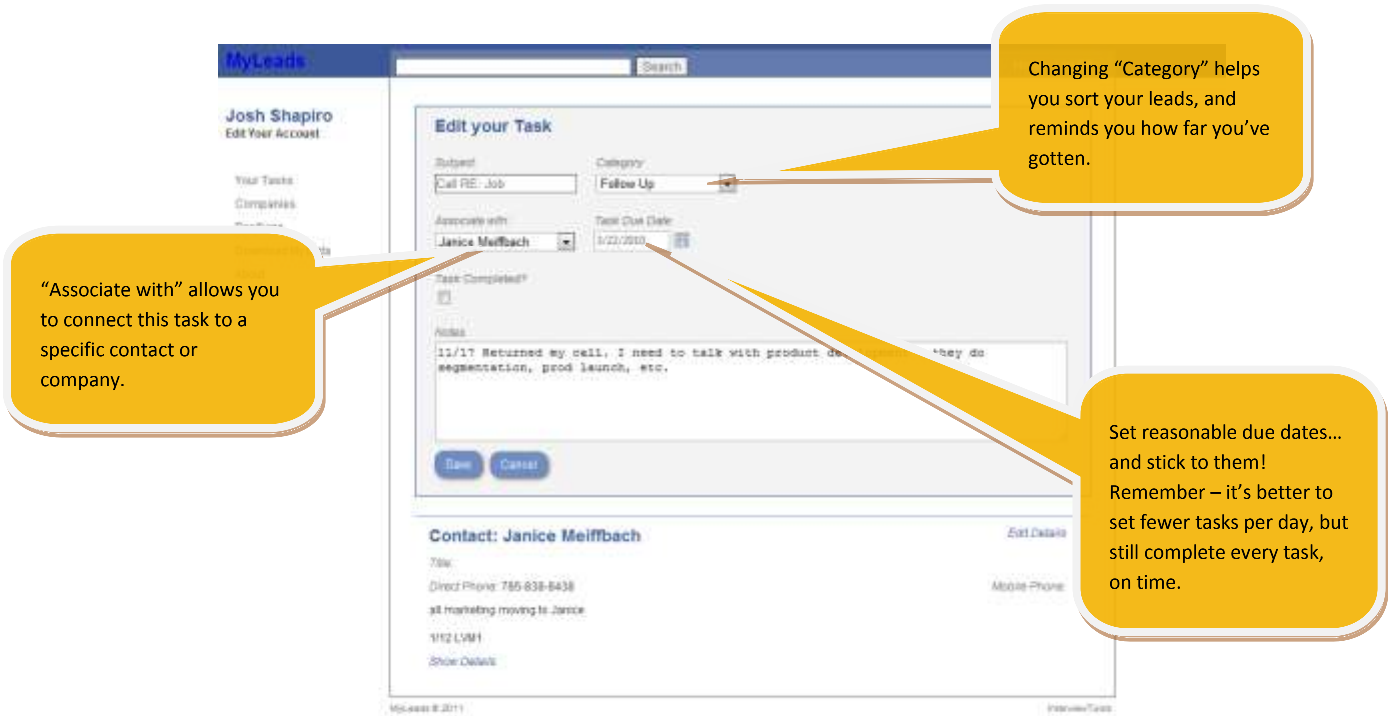
- Sort Leads – From the “Companies” screen, you can filter firms by each status.
- Quick Status Check – Using this feature will quickly remind you where you are with the firm. This can be useful for firms that you may talk with, but then sideline for a few months. 3-4 months later, you may not remember how far you got with them, and using status will quickly remind you.
- Progress Check – Using the status will help you take track your entire job search, how its progressing, and highlight areas that may need to work on. The Milestones feature also works based on this.

“Company Notes”

Use this field to record important details and notes about the company, which will be useful during the interviewing process. Here are some examples:

- Company Description – What does the business do? Who are they owned by?
- Size – How large is the business? (employees or revenue)
- Other Phone Numbers – Numbers of other offices (other than headquarters) that you may need to call. You can also record fax numbers, and office locations here, if that will be useful.
- Website Address

“EDIT YOUR TASK” HINTS



“Associate with:”

Use this dropdown box to associate (connect) this task to a contact, or the firm itself. This is useful, so that when you are reminded to make a call, write an email, or send in an application, you know *to-whom* the action refers to.