

≡ Item Navigation

Activity Exemplar: Begin searching for UX jobs using a tracker



Exemplar

Here is a completed exemplar along with an explanation of how the exemplar fulfills the expectations for the previous activity. To see the completed exemplar for this course item, click the link below and select “Use Template.”

Link to exemplar: [Job Search Spreadsheet](#)

OR

If you don’t have a Google account, you can download the exemplar directly from the attachment below.



Google UX Design Certificate - Job Search Spreadsheet [Exemplar]

XLSX File

Completed Exemplar

Company Name/Search Site	Location/Commute	Link to company website	Job posting type	Name of recruiter or contact	Notes/Outreach	Type of company	Need to have/Nice to have	Application status
Google	San Francisco Bay Area	careers.google.com	Full-time UI Designer	Jordan Lorenzetti, Recruiter	Interviewed on 1/12/21	Corporation	Need to have: Commuter bus	Waiting to hear back from recruiter for a confirmation date/time for a second interview
Steele	Santa Clara, CA /2 miles	https://steele.com/sg/	Full-time UX Designer	Seung Chen, Creative Director	N/A	Start up	Nice to have: Signing bonus	Submitted
Paypal	San Jose, CA/2 miles	https://www.paypal.com/us/webapp/mpp/jobs	Full-time Junior UI Designer	Jana Payne, Senior UX Designer	Interviewed on 1/10/21	Corporation	Nice to have: Large team of designers	Follow-up with recruiter for next steps
Clay	San Francisco, CA/Commuter bus available	https://clayglobal	Full-time UI Designer	Raman Ravani, Director, UX	Send Thank You email	Design Agency	Nice to have: Tuition reimbursement	Not hired
Hero Digital	San Francisco, CA	https://herodigital.com	Full-time UI Designer	Mary Tamushime, Recruiter	Reach out to schedule informational interview	Advertising Agency	Need to have: Access to commuter bus/commuter benefits	Application in process, not submitted
Hogarth	San Francisco Bay Area	https://www.hogarthsw.com	Part-time UX Designer	Duong Vu, Recruiter	Message recruiter on LinkedIn	Advertising Agency	N/A	Submitted



Assessment of exemplar

The example above demonstrates a filled-out job tracker. Some reasons for this are that it clearly states the company of interest, a point of contact, location, job title, application status, and more. These are all important details a person should keep track of in their job search. Not only does it show all the companies the applicant applied to, it also shows the status and if there are any next steps required. A job search can often feel overwhelming. There is a lot to remember and keep track of it. Creating a tracker, such as this, gives a job seeker a simple method of organizing job search information all in one place.

Now compare the exemplar above to your completed deliverable. Self-assess what you’ve done using each of the criteria used here to evaluate the exemplar.

What did you do well? Where can you improve? Take this feedback with you as you continue to progress through the course.

