1.

Activity introduction

This activity will help you apply your job search skills and keep track of your job search goals all in one place. In this activity, you'll create a job tracker to help you organize your job search.

After completing this activity, you'll have the opportunity to compare your work to a completed exemplar in the following course item.

Step-by-step instructions

Step 1: Access the template

To use the template for this course item, click the link below and select "Use Template."

Link to template: job search tracker template ↗ .

OR

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

🔗 Google UX Design Certificate - Job Search Tracker [Template] XLSX File

Step 2: Create a job tracker outline
1. First, add the criteria that are most important for your job hunt. You will type those criteria in a horizontal row across the top of the spreadsheet. Some types of items that you might want to include are:
The company's name

Location or commute

A link to the company website

A point of contact, notes or outreach

The type of company

2. Next, use boldface text, fills, and colors to personalize your spreadsheet by marking important categories and items.
Step 3: Fill in the spreadsheet
Now you can begin filling in the spreadsheet with job search information. Here's an example:

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 1/12021	Corporation	Need to have: Commuter bus	Waiting to hear back then remember for a confirmation date/time for a second interview

Step 4: Reflect on the completion of this activity
Be sure you've addressed the following questions in your completed deliverable. Did you:
Include categories relevant to your job search?

Summarize the professional goals and interests that motivate your job search?

Explore how to begin searching for UX opportunities within your network?