

ORGANIZATION OF JOB SEARCH



Organization During Job Search



- Tools for Organizing your Job Search
- Discuss Job Funnels

Organization During Job Search

- ❑ Staying organized is fundamental to a good job search!
- ❑ There's lots of tools out there available for you to use.
- ❑ Let's give you some options to choose from

Spreadsheets

- Attached in the resources portion of this lecture is this PowerPoint and an excel template for you.
- You can also use Google Spreadsheet version, check resource links or go to:
 - <http://bit.ly/1O1PSzq>

Spreadsheets

- Let's take a quick tour of the spreadsheet!

Websites

- JobHero allows you to track from various sites in browser.
- Check it out here:
 - <https://gojobhero.com/>

Job Funnel



- So why is it so important to track your job search?
- You will most likely be applying for ~100 jobs
 - (depending on where you live, job availability, experience, etc...)

Job Funnel



- ❑ Job Hunting can also be extremely competitive
- ❑ Do not focus exclusively on well-known companies
- ❑ There are plenty of great opportunities at companies you haven't heard of

Job Funnel



- ❑ 100-150 Applications
- ❑ 20-30 Responses
- ❑ 10-15 Phone Screens
- ❑ 5-10 On-Site Interviews
- ❑ 2-5 Second On-Site Interviews
- ❑ 1-3 Offers

Job Funnel



- ❑ Do not get discouraged!
- ❑ You're already on the right path!