Connect to Your Career

8-3 Job Application Tracker

1. As you apply for jobs, a tracking document will help manage the process. Create a tracking document to use for each phase of the process. One method is to use a spreadsheet program with multiple sheets for each phase of the process. Open a spreadsheet and name each sheet accordingly.

• Sheet 1, Applications

• Sheet 2, Leads

• Sheet 3, Interviews

2. On Sheet 1, *Applications*, insert names for the columns:

• position title

• company name, address, and URL

• contact person name, title, phone number, and e-mail address

• source of the job opening

• date of application

3. On Sheet 2, *Leads*, insert names for the columns:

• position title

• company name, address, and URL

• contact person name, title, phone number, and e-mail address

• date of the communication

• other pertinent information

4. On Sheet 3, *Interviews*, insert names for the columns:

• position title

• company name, address, and URL

• contact person name, title, phone number, and e-mail address

• interviewer’s name, title, phone number, and e-mail address

• interview date

• interview location

• other pertinent information

5. Save your spreadsheet as *FirstnameLastname*\_Tracker.xlsx (i.e., JohnSmith\_Tracker.xlsx).