

KEE Job Search Tracking Sheet

TIP: Organize your search in advance, target specific parts of city each day & watch for help wanted signs!

Ensure you are applying exactly as instructed in the job posting. Keep a copy of job posting with this sheet and increase chances of getting an interview by:

- Researching the company, know what position they are looking for and why you're the right person for the job. In your mind, visualize yourself working in that job.
- If it is ok with that employer, it is **best to apply in person**. Ask for an application, *fill it out completely*, do not just leave a resume (unless that is their request).
- Be friendly and ask if it's possible to speak to the person who does the hiring for that position = do your "elevator pitch" to introduce yourself & tell them why you're a great fit for this job, if they're not available, ask when they will be & go back. First impressions are everything, you may even get an interview on the spot!
- If it was possible to briefly introduce yourself to the person hiring for that position, get closure & *ask* when they will be deciding on when they'll be doing interviews.
- Get business card, if you forgot: look up info online. Ensure to fill this tracking form *after you leave the business* to remember important these follow-up details.

Following-up demonstrates to employers that you genuinely want to work for them! Note: if you aren't able to speak to person who does hiring, that's ok, each place is different.

Company name & address	Job position applied for and posting # (if applicable)	Name/title of person who hires for this position	Name of who you left your resume & application with	Date and time that you applied	Email and phone number	When interviews are expected to take place	How you submitted application & resume	Details and other comments for follow-up (use back of sheet or copy of the job posting you kept if more space is needed)