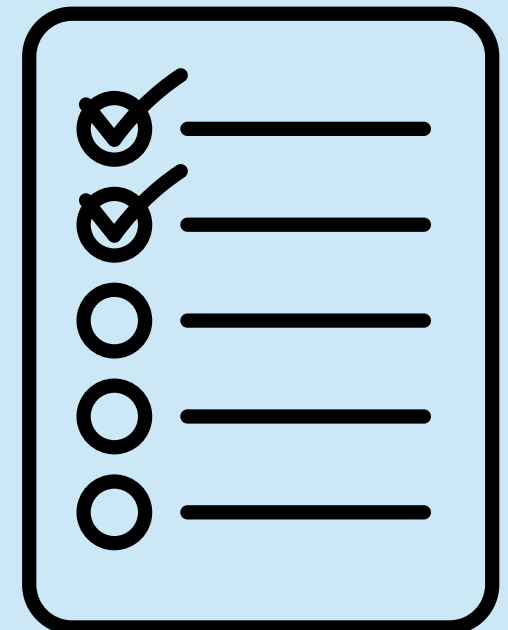


# Applications Tracker

A Self-help Tool

## Introduction

Applying for jobs can feel like a full-time job in itself. It takes a lot of effort and coordination. This Self-help Tool is perfect for helping you keep on top of what you're doing, and to manage the process effectively. And it's incredibly easy to use.

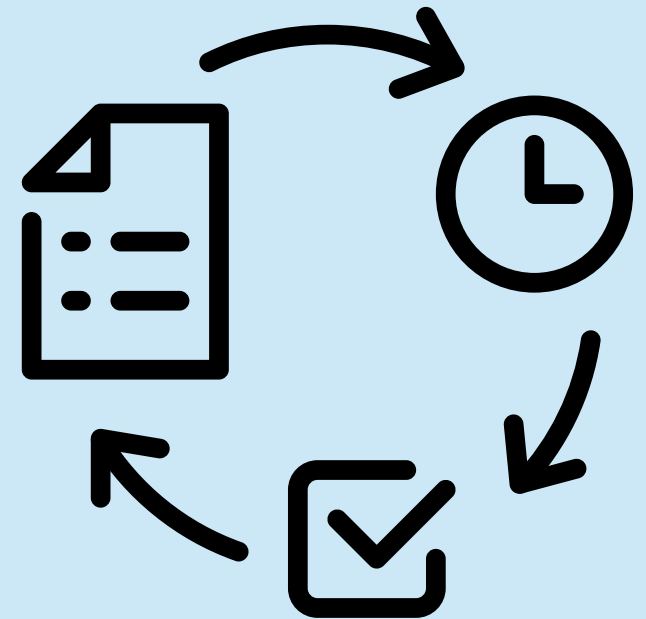


## This tool is designed to...

- Help you record which jobs you've applied for.
- Help you easily see the status of different applications.
- Help you manage the job-seeking process efficiently.

## Consider using this tool if you...

- Have a number of jobs to apply for.
- Want to feel in control of the process.
- Want to manage your time effectively and reduce the stress of job-seeking.



# How to use this tool

## 1 Start with the job you're applying for right now

Start by entering the details of any job you are currently applying for. Although we've presented our table in two parts, this is just so it fits into a PDF. But if you make your own, we'd suggest you do it as one continuous table, as it's easier if all the information is arranged horizontally.

Source (Where did you find it?) and weblink	Company	Position	Application deadline	Application date	Have you stored a copy of your completed application?

Reply date	Last date chased	Location	Interview date	Result	Notes

## 2 Update your Tracker frequently

Keep the details up to date by entering any new developments as they happen.

## 3 Review your tracker regularly

- Check where you're at with the different applications, and what you need to do next.
- Are there lessons you can learn and roll forward to improve your job-seeking strategies in the future?
- Remember to recognise and value the time you are taking to apply for jobs. If you have had some disappointments, use mindful self-compassion to comfort yourself.
- Would you benefit from expert advice from a Careers Adviser (or other relevant professional) to help improve the effectiveness of your job-seeking approach?



# Pause, Reflect, Act

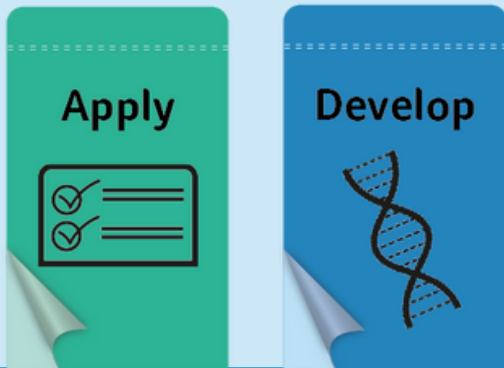
- What are the key insights you've taken from this Self-help Tool?
- What actions do you need to take now, to build on this exercise?
- Who could help you with this?
- Are there other, related Self-help Tools you'd like to use as well?

**NB: Because everyone is different, and no one solution is a magic bullet, please look at our other Self-help Tools as well, and use the ones that work best for you. Other, related Self-help Tools include:**

- Listen to the Learning – reflecting on what experiences teach us and the skills you develop through them.
- Go With the Flow – a pragmatic approach to making job applications when you haven't finalised your career choice.
- LinkedIn Guide – how to use LinkedIn to position yourself for success and find information and opportunities.
- Scaled Up Plans – like SMART goals, but better!
- Three Doors – is it really impossible to achieve your career goal?

# References and Resources

C. Aydogan, 2023



If you are a member of staff from another educational organisation and want to use a limited number of our Self-help Tools with your students, we would love to hear from you and share good practice. We would ask that you retain references to University of Huddersfield as a matter of courtesy, and acknowledge the other sources we have used. Thank you.