

June 30, 2022:



Tip o' the Week for Your International Teaching Job Search

[illegible]

Tracking Applications in a Spreadsheet

Keeping track of the schools and jobs you've applied for in a spreadsheet will help you stay organized, especially when you're searching for jobs on multiple platforms. It'll help you to know where to look for updates, avoid applying more than once for the same job, as well as give you a record for future years of applying (using the tab feature for each year). Here's how to set up your Job

Application Tracking spreadsheet in either Google or OneDrive (for cloud access from any device):

Recommended categories to fill out:

- Date of application;
- Name of school;
- The position you're applying for;
- Starting date of contract;
- Where you found the job advertised;
- How you applied (ex. sent email to HR; applied through school website; clicked on "Apply" in recruiting website);
- School website address; and
- Interviews (for date and time of interviews).

Further recommendations are to cross out any jobs from which you hear back in the negative (however you won't always get a "No, thank you" email); highlight the ones that give you interviews in one colour; and highlight in another colour the ones who offer you a contract.

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