

CANDIDATE JOB SEARCH ACTIVITY LOG

BY MICHAEL ALLEMANO

Part of staying on top of your job search is keeping track of where your resume goes, and what actions need to be taken next. Become organized, create a log and work it on a daily basis. Here is a small sample of a Candidate Job Search Activity Log that will help you stay focused.

	SAMPLE 1	SAMPLE 2	SAMPLE 3	SAMPLE 4
OPPORTUNITY	Coca-Cola	Apple	Home Depot	GAP Clothing
POSITION	Operations Mgr GTA	Distribution Centre Mgr	Store Manager	Distribution Manager
INITIAL CONTACT	April 2 - emailed resume directly to Jim, ROM	April 1 - applied online via Careerbuilder	April 3 - met with Sally, recruiter at ABC agency.	April 13th - saw posting on Workopolis
1ST FOLLOW UP	April 5th - called Jim to request interview	April 3rd - contacted John, HR Mgr, thru LinkedIn	April 7th - recruiter arranged 1st meet w Asst Mgr Adam	Neighbour John works there. Seeing him tonight
INTERVIEW	April 8th - met with Jim/ROM and Emily/HR	April 8- phone interview w HR	April 12th - met Adam at head office	1st Interview scheduled for April 15th
2ND FOLLOW UP	April 12th - emailed Jim requesting status update	April 12th - contacted John, waiting to hear back	April 12th - contacted Sally recruiter after int	
INTERVIEW	April 14th - met with Tammy, director of HR			
3RD FOLLOW UP				
INTERVIEW				
NEXT ACTION	Follow up with Jim on April 16th re: final int.	April 15th - check in on John again	April 15th - check in on Sally re: next steps	Prepare for April 15th Interview with Stacey
CURRENT STATUS	Awaiting 3rd and Final Interview with VP.	No activity from client lately. Keep following up	Client indicated they want to fill quickly. Keep following up	Awaiting first interview with Stacey, Plant Mgr
HOT SCALE 1-10	8	4	6	4

WHERE GREAT SALES TEAMS BEGIN

The Allemano Group is an executive sales recruiting company that specializes in the recruitment and placement of Industrial and Business-to-Business sales professionals. Sales teams are the most critical component of every organization, and hiring great salespeople is challenging. We help companies save time and money by finding the right sales talent quickly.

*To begin your search for the next great sales organization, Please call **905 361 4902** or visit allemano.ca*