Oliwia
Global Executive Recruiter

How to keep track of jobs you've applied for

We all know the feeling of excitement when we spot the job offer in the company of our long-term interest, for a role which seems to be just tailor-made for our skills! However, let's keep in mind that the pace of recruitment processes can sometimes be slower than both the candidates and the hiring teams could wish for. If you are really motivated for the role, do invest your time in tracking what is happening with the job you have applied for. Making sure you have control over the events will help you better estimate your chances for getting hired, as well as better understand the dynamics of the employment market.

Set up customized notifications

Make the job listing websites work for you and not the other way around! Most websites offering job postings will allow you to set up customized notifications, that you will receive as soon as the job of your interest becomes posted or available. Try to learn as much as possible from the information you receive. Try to understand how often the roles of your interest appear, how long they are visible, or if they are re-posted after a short time after being taken down?

Keep record of the data

This way you will have some impressions on the frequency and content of the job postings, so now what? Create a document or a spreadsheet to note the information down. Try to draw some conclusions from the data in a long run. Capturing the data for a few months or even a whole year will give you great advantage. For example, seeing a recurring pattern in job postings appearing at a certain time in year, will allow you to upskill yourself for the next time, to give yourself better chances in the recruitment process. Or, if you see a specific job posting recurring a few times, perhaps it is worth to try your chances, as the company might be struggling to find someone suitable for the role.

Connect with recruiters and hiring managers

Tracking the job posting data will leave you with assumptions and while this can be supportive, you will never get a full view of what is happening in the recruitment process. Therefore, try to identify recruiters or hiring managers who might have a connection with the job opening of your interest. Connect with them on LinkedIn and make sure they are aware of your interest in the role. You can also reach out to them to ask about the status of the recruitment process.

Network for updates and referrals

Make sure to connect with people working in the company of your interest. Networking could allow you to gain insights about the pace of the recruitment processes in the company, as well as get some early updates about new job openings. Also, keep in mind that, in most companies, that employees are being rewarded for referring acquaintances or former colleagues for jobs, so make sure to be vocal about your aspirations and stay closely connected with your network.

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