

HOW TO PREPARE YOUR TARGET LIST OR APPLICATION TRACKER

Description:

The Target List is a daily work tool where you can keep track of your job applications. It is essential that you keep it up-to-date in order to monitor your job search process properly and to not lose track of the applications, pending processes and contact persons.

We have some examples that you can use, but since it is a tool for personal use, you must adapt it to your way of working, so that it is comfortable and supports you in the job search process.

Below are some guidelines for you to keep in mind.

Important:

- **Offices/Companies:** Although you now see it as unnecessary, putting 30 names of offices/companies is essential. Before placing the law firms/companies of interest in order of preference, we recommend that you find out in detail what they are looking for in terms of profiles and if you meet the requirements (ex. Languages, bar association license, etc)
- **More is better than less:** We recommend that you always have more law firms/companies as a back-up plan. 30 is the minimum number with which we have to start our job search.
- **First application:** It is important that you record in the tracker the date you submitted your job application. Don't worry if they don't contact you immediately. Firms/companies follow different timelines in their selection processes. If after a month from your first application, you have not received a response, you can try to reapply. If it doesn't let you, contact your Talent & Careers Advisor to help you give visibility to your profile.
- **Contacts:** It is possible that, among your own network, you already have contacts inside some of the law firms/companies in which you are interested. We recommend you to make good use of these contacts and to record them in your tracker. It's easier to have all the contact details in the tracker.

- Follow-up dates: Remember to include important dates, such as when you took the technical test, when you sent your application, when you did the interview... It is very important that you have the last contact date at hand to keep track of your progress and to communicate well with the recruiters.
- Timeframes: As a general advice, we leave you the timeframe that we consider are appropriate before contacting a recruiter. It may vary from one recruiting process to another, so in case of doubt, feel free to contact your Advisor:
 - I send my CV through the web and they do not contact me - Wait for a month and then try to reapply. If you cannot reapply, notify your Advisor to see whether he/she can give you any support with the application.
 - I do an interview or take a test and do not hear any news from the recruiter - We always recommend waiting for at least 3 weeks before following up. If after that time you still do not have any feedback, you can send an email reinforcing your interest and asking about your candidacy.

Again, recruiters follow different timeframes, and some recruiting processes are more organized than others. In any case, do not expect immediate responses from recruiters as they may take a lot of time to review all the incoming applications.