## **UNL CAREER SERVICES**

## Job Search Flow: Creating a Target List



How can you search for your next job efficiently and in an organized manner? By tracking! As with any type of research, keeping notes on your job search process will make accomplishing your goals easier in the long run.

Start by brainstorming a list of employers. Some you might include: • Dream employers • Alumni employers • Employers with postings • Trending companies within your industry	Next, brainstorm positions! Consider roles, interests, and values as you list these. Connect these to companies or list them independently so you can research companies later.	Who do you know? Think about contacts at companies or in or connected to positions you've brainstormed.	Begin Your Search!  After your brainstorming sessions, use the companies, positions, and people you have listed to look for any available positions. If you find one, record it here to keep track! You do not need to apply until you have gone through this whole list.  No posting? No problem! Keep those listed and set up some alerts for future opportunties!	
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Company	Position	Network Contact (If Any)	Link to Posting (If Any)	Closing Date	Prioritize!