

Record Job Search Activities

JobGatewaySM allows you to keep track of your job search activities: the applications you submit; the employers you contact; the job fairs you attend; the pre-employment tests you take; and the networking efforts you make. When you apply for a job through this site, the application is automatically added to your activity list. You can add other activities manually by following the steps below:

1.	In the “Track My Job Search” section of your Job Seeker Dashboard, click on “View All Activities.”
2.	You will be taken to the Job Search Activities page. At the top of the page is a cumulative summary of all your job search activities; at the bottom of the page is a list showing each activity individually. This list is sorted by date, with the most recent entry on top. However, you can sort the list by Activity Type, Activity Detail or Follow Up Date by clicking on the column titles.
3.	To enter a new activity, press the “Add New Activity” button beneath the Job Search Activity Summary.
4.	Select the activity type from the drop-down menu. Your choices are Job Application, Job Search, Employer Contact, Job Fair Attended, Networking, Resume Posted and Civil Service/Pre-Employment Test Completed.
5.	Click the “Add Details” button.
6.	Enter all the required information about your activity (required fields are marked with an asterisk).
7.	To add another activity, Press the “Save and Add Another” button. To return to your activity list, press the “Save” button.