

How to use Job Log

This guide explains how to use Job Log. Job Log is a tool for keeping a record of your job search so that both you and we can see which jobs you apply for.

Happy job hunting!

Getting started with Job Log

Log in to jobnet.dk.

Click on "MIN JOBSØGNING" (My job search) in the black menu at the top of the page.

Select the top option, "MIN JOBLØG" (My Job Log), in the menu on the left.



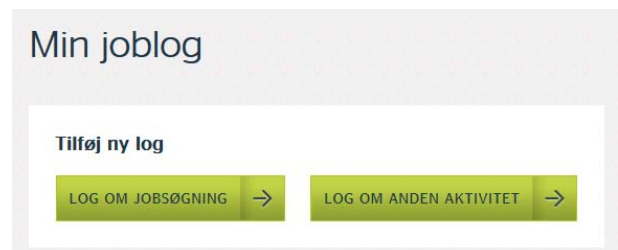
Choose log type

The first time you open Job Log, you will be greeted by the message "Velkommen til din joblog" (Welcome to your Job Log). It will only appear until you have created your first log. Clicking on the green "START" button takes you to the "Min joblog" (My Job Log) page.

When adding a new log, you have to choose between "LOG OM JOBSØGNING" (Job application log) and "LOG OM ANDEN AKTIVITET" (Other activities log).

"LOG OM JOBSØGNING" is used to record jobs you have applied for.

"LOG OM ANDEN AKTIVITET" is used to record interviews, courses, meetings, etc.



Making entries in Job Log

To record a job you have applied for, select "LOG OM JOBSØGNING".

You have to fill in:

- Hvilket job?* (The job)
- Hvilken arbejdsplads?* (The employer)
- Hvor langt er du med at søge dette job?* (How far have you got with this job application?)
- Vigtige opgaver (Key tasks)
- Mine egne notater (My notes)
- Ansøgning og CV (Application and CV)

Please note that fields marked with * are required.



Hvilket job? (The job)

Enter the position at the top.

If you found the job advertised on the internet, you can enter the website address in the “Link til jobannonce” (Link to job advertisement) field. That means you will always be able to find the advertisement again – even once it has been taken down.

Under “Arbejdstid” (Working hours) you select whether the job is full time or part time.

At the bottom you enter how you found the job and the application deadline, if any.

Hvilket job?

Stilling eller arbejdsområde

Stilling eller arbejdsområde (fx byggeri, transport) *

Link til jobannonce

Link til jobannonce

Arbejdstid

Fuldtid

Deltid

Hvordan fandt du jobbet?

Opplået stilling

Uopfordret

Ansøgningsfrist

Fx 24-02-2014

Gennem netværk

Blev kontaktet



Hvilken arbejdsplads? (The employer)

Here you enter information about the employer where you are applying for a job.

You can also enter details of the contact for the job in question.

Hvilken arbejdsplads?

Virksomhedens navn

Virksomhedens navn *

Adresse

Adresse

Land

Danmark

Jeg kender hverken postnummer eller by

Postnummer

Postnummer

By

By

Navn på kontaktperson

Navn på kontaktperson

Telefonnummer

Telefonnummer

E mail

E mail



Hvor langt er du med at søge dette job? (How far have you got with this job application?)

Indicate how far you have got with applying for the job on the status bar.

IMPORTANT: Please note that if you select “Ikke søgt” (Not applied for) as the status, the job will not count as an application.

When you click on “Søgt” (Applied for), you can enter the date of your job application. You can click on the icon on the right to display a calendar, where you can select the date.

At the bottom you enter how you applied for the job.

Hvor langt er du med at søge dette job? ⓘ

Status

Ikke søgt

Søgt

Samtale

Afslag

Fik job

Hvordan søger du jobbet? *

Mail / brev

Telefonisk

Personligt

Webansøgning

Facebook / LinkedIn

Andet



Huskeliste (To-do list)

Completion of this field is optional.

You can use it to record a task you want to perform in connection with this job application. You can either choose one of the tasks listed by way of inspiration or describe a task yourself.

You can enter the date when you want to perform the task.



Mine egne notater (My notes)

Completion of this field is optional.

You can use it to record important information – e.g. the questions you want to ask the company or information you have collected about the job or company.

Mine egne noter

Det er kun dig selv, der kan se, det du skriver i 'Mine egne noter'. Hverken jobcenter eller evt. A-kasse kan se det.



Ansøgning og CV (Application and CV)

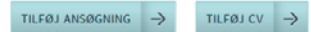
Here you can save a copy of the application and the CV you used for it.

Please note that the application will not be sent to the employer when you save it here.

Ansøgning og CV

Du kan gemme din ansøgning og CV her, så den ligger sammen med jobloggen.

De gemte dokumenter slettes efter 4 år.



Bemærk

Ansøgningen bliver **ikke** sendt, når du gemmer den her. Du skal selv sikre, at den bliver sendt til arbejdsgiveren.



Gem log (Save log)

Once you have completed the log, it is important to remember to click on the "GEM LOG" (Save log) button at the bottom of the page.



Statusbaren (Status bar)

It is important to keep your logs up to date. A status bar is displayed next to each job in the summary.

You must update it yourself. To do this, click on the current status of your application.

VIGTIGT: Du skal være opmærksom på, at hvis du vælger "Ikke søgt" som status, tæller den ikke med som søgt job.

Status



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