

# Keeping Track of Your Network

By Paul Sheehan, Executive Director of [mypersonaljourney.org](http://mypersonaljourney.org)

This article will offer some recommendations on how to keep track of all of the information involved in the networking part of your job search.

Types of information that you will generate includes:

- Names of people in your **“Personal Job Search Network”** and their contact information such as: name, mailing address, phone, mobile phone, work e-mail, personal e-mail
- Areas of expertise
- Associations they belong to
- People they have recommended you talk to
- Custom cover letters and resumes you have sent to them
- Dates and action items for follow up

All of this data quickly adds up, so you will need to have a tool to keep track of it all.

## **Option 1 – Contact Management Software**

Let’s first look at best selling contact management software that was designed to keep all of this information at your fingertips.

### **ACT! Software**

The first alternative we will review is ACT! Software, a hugely successful Contact Manager typically used by sales people. Features include:

- Manage relationships by keeping everything such as phone numbers, e-mails, conversation notes, meeting and activity history, documents, social media profiles, and more in ACT! Software. It will handle over 10,000 contacts so load it up!
- Search and instantly access the exact networking relationship details you need using the most basic keyword search to a more advanced field search.
- Be more productive by scheduling and tracking meetings and activities. Tasks roll over if not complete, can be cleared, and appear as history with your networking relationship details.

You can buy it online for \$115.00 at [www.pcconnection.com](http://www.pcconnection.com)

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## **Keeping Track of Your Network**

### **Salesforce.com Online Software**

The second option is Salesforce.com software that is an online, Internet based service for \$9.00 per month.

It will do everything that ACT! Software will do and the key difference is that you can access it from anywhere you can get access to the Internet such as the public library, Panera Bread or Starbucks Coffee.

For example, you might be doing some research at the public library and want to add an interesting article next to a networking contact so you can send it to them to thank them for their assistance in your job search.

With ACT! Software, you will have to wait until you get home to attach the article with your networking contact.

With Salesforce.com software you can simply dial into the Internet using a library terminal and access your complete networking database. You open up the name of the person who you want to send the article to and attach the article in either Microsoft Word format or as a PDF.

You can order a single user version of Salesforce.com at:

- [www.salesforce.com/crm/editions-pricing.jsp](http://www.salesforce.com/crm/editions-pricing.jsp)

### **Option 2 – Career Management Software**

Let's next look at specialty software created to help people manage their career in the long term and manage their near term job search.

#### **www.JibberJabber.com**

This software is a nice online service that is easy to learn. It allows you to:

- Organize and manage your job search
- Track personal and professional relationships
- Track target companies
- Track jobs you apply to

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To start, you simply add your network contacts into JibberJobber.

Then you can categorize and tag each contact, and track who referred you to each contact.

Using JibberJobber, you can:

- Track the strength of each relationship
- Log important information about your contacts
- Create action items to help remind you of follow-up tasks

Keeping track of professional relationships may be the most important thing you do in your current job, and to land your next job!

I recommend that you sign up for the Silver Edition that will allow you to keep track of 1,000 companies for \$60.00 annually or the Premium Edition for \$99.00 annually which will summarize all of your action items for all of your contacts.

You can see the comparison of the various editions at:

- [www.jibberjobber.com/static.php?page=premium\\_features](http://www.jibberjobber.com/static.php?page=premium_features)

### **[www.perfectjobsoftware.net](http://www.perfectjobsoftware.net)**

This software comes in both desktop and online versions. The online version is priced at \$8.95 per month for a single user. Feature include:

#### **Contacts**

- Keep phone numbers, addresses, e-mail, IM, and all critical information for each person in your search.
- Link Contacts to your Activities, Jobs, Organizations, Documents.
- Track network relationships between Contacts.
- Remember important dates for your Contacts.
- Date stamp notes to record important information.

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## **Documents**

- Keep multiple versions of your resume, cover letter, or any other document that you send out.
- Link documents to Contacts and Activities so that you know which version you sent, to whom, and when.
- Quickly retrieve your background materials by storing all of your research, tied to the specific person, job opportunity, activity, or organization.
- Integrated browser speeds capture of important web pages for later review.

## **Jobs**

- Easily see progress through multiple job statuses and complete history.
- See all of your activities, networking contacts, research, and documents for every opportunity.
- Tune your search by looking at Activity history and job progress report.

## **Organizations**

- Expand your networking knowledge through multiple organizations per contact.
- Prepare better for meetings by quickly reviewing all information about the organization, and all of your interactions with it.

## **Coaching**

- PerfectJob's Job Search Coach provides background advice and insight into every step of your search.
- Integration with task list allows you to immediately make the advice actionable.
- PerfectJob provides you feedback from previous coaching sessions to help you prepare for your next interview.

## **Track Multiple Job Boards**

- Pull listings from multiple boards with one click.
- The jobs you want appear under the board name and search criteria. You have more time to prepare for each opportunity and get more wins.

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### **Quickly Review and Import**

- PerfectJob helps you spend time on what matters, your abilities.
- With one click you can review the job listings to determine whether you want to apply.
- Import all of the information into PerfectJob, including the original listing.
- No rekeying, no binders of printouts.
- Everything is organized in one place.

You can order the online version at:

[www.perfectjobsoftware.net:8443/SecureCheckout.aspx?ProductId=2](http://www.perfectjobsoftware.net:8443/SecureCheckout.aspx?ProductId=2)

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