

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

Select the top option, "JOBLOG" (Job Log)



### Choose log type

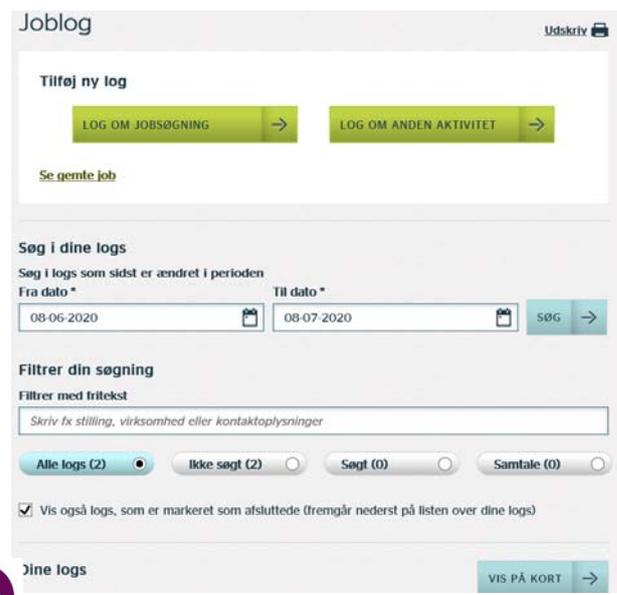
The first time you open Job Log, you will be greeted by the message "Velkommen til din joblog" (Welcome to your Job Log). It will only appear until you have created your first log. Clicking on the green "START" button takes you to the "joblog" (My Job Log) page.

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.

You can also make a search in the logs that you have Registered.



### 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?)
- Ansøgning og CV (Application and CV)

Please note that fields marked with \* are required.

## Stilling og arbejdsområde (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.

Next you select whether the job is full time or part time.

At the bottom you enter the application deadline, if any.

Om jobbet ⓘ

Stilling eller arbejdsområde \*  
Fx byggeri, transport

Link til jobannonce  
Fx <http://www.jobannoncen.dk>

Arbejdstid  
 Fuldtid  Deltid

Ansøgningsfrist  
Fx 25-03-2019



## Om arbejdspladsen (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.

Om arbejdspladsen ⓘ

Virksomhedens navn \*  
Fx sted eller virksomhed

Adresse

Land  
Danmark  Jeg kender hverken postnummer eller by

Postnummer \* By \*

Navn på kontaktperson Telefonnummer E-mail

Forventet daglig offt. transporttid: Beregnes, når loggen er gemt  
Afstand (tuglæftug): Beregnes, når loggen er gemt  
Transport udregnet med arbejdstid på hverdage mt. kl. 8-16 ⓘ



## 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.

Then note down how you found the job you were applying for.

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

Om din jobseqning ⓘ

Hvor langt er du med at søge dette job?  
 Ikke søgt  Søgt  Samtale

Hvordan fandt du jobbet?  
Væg den mulighed, der kommer tættest på  
 Opsøgt stilling  Uopfordret  Gennem netværk

Hvordan søger du jobbet?  
Væg den mulighed, der kommer tættest på  
 Digitalt  Personligt  Telefonisk



## 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.

Gem ansøgning og CV ⓘ

Du kan gemme din ansøgning og dit CV her, så de er synlige for dine jobkonsulenter og dig. På den måde kan du nemt finde dem frem til senere brug og jobkonsulenterne kan bedre rådgive dig i din jobseqning.  
De gemte dokumenter slettes automatisk efter 4 år.



## 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.

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