



Trello Training

The Job Search Trello Board

What is Trello?

Trello is the free, flexible, and visual way to organize anything with anyone. Drop the lengthy email threads, out-of-date spreadsheets, no-longer-so-sticky notes, and clunky software for managing your projects. Trello lets you see everything about your project in a single glance.

Using Trello is likely something you will use in your next job, so we want to teach it here.

Project and Task-Management Tool
Trello Hits 5 Million Users *Mashable 2014*

Trello, The Digital Whiteboard, Tops 7M Users

Posted Feb 18, 2015 by [Jordan Crook \(@jordancrook\)](#)

LiquidPlanner vs. Trello: 2 Top-Rated Project Management Apps Face Off

BY MOLLY K. MCLAUGHLIN OCTOBER 6, 2015  1 COMMENT

The Job Search Trello Board

Job Search Board Outcomes ☆ Team Visible Calendar Show Me

- Networking**
 - List of weekly networking recommendations
 - Meetups
 - Add a card...
- Prep**
 - Add cards or checklists with items you need to take care of BEFORE your search. Once something is Complete, Label in Purple and attach or link to final document.
 - 2/4
 - Resume (Feb 13)
 - Github "cleaned up" (Feb 21)
 - LinkedIn (Feb 29)
 - Portfolio (Mar 31)
 - 30 second pitch (Feb 1)
 - References (Feb 2)
 - Add a card...
- Opportunities**
 - All the job descriptions you plan on applying to OR find interesting. Goal: 20 Per Week. Include Link to Job Description in "description" and Due Date of When you will apply
 - Viacom
 - Google (Feb 1)
 - Amazon (Feb 1)
 - Add a card...
- Applications Out**
 - All applications you've submitted or companies that have received your resume. Remember to Change your Due Date to 1 week post submission. Goal 10/Week
 - Dunkin Donuts
 - Orbitz
 - Disney (Feb 10)
 - Add a card...
- Follow-Up**
 - If a company has not followed up in a week - this is where cards are moved. You need to follow up with them.
 - Publix
 - Pepsi
 - American Express
 - Jetblue
 - Add a card...

This is your Job Search Board

Team Visible

- Currently Interviewing**
 - Companies/opportunities you're further along in the process with. Interview Statuses assigned with labels.
 - Viewpost (2)
 - EA Sports (1)
 - Tallan (1)
 - Add a card...
- Not Happening**
 - Companies you're finished the process with.
 - GaP (1)
 - Add a card...
- Offers!**
 - Add the offers you're contemplating!!!
 - Add a card...

Training Walk-through

- ✓ **Sign-up & Create Account**
- ✓ **Home Page & Practice**
- ✓ **Create Your Board**
- ✓ **Sharing Your Board**
- ✓ **Manage Job Search**

Sign-up & Account Creation

✓ Open Web Browser

✓ Go to trello.com to begin

✓ Click 

✓ Or Log-in if you already have an account.



Trello is the free, flexible, and visual way to organize anything with anyone.

Drop the lengthy email threads, out-of-date spreadsheets, no-longer-so-sticky notes, and clunky software for managing your projects. Trello lets you see everything about your project in a single glance.

[Sign Up – It's Free.](#)

[Log in...](#)



Sign-up & Account Creation

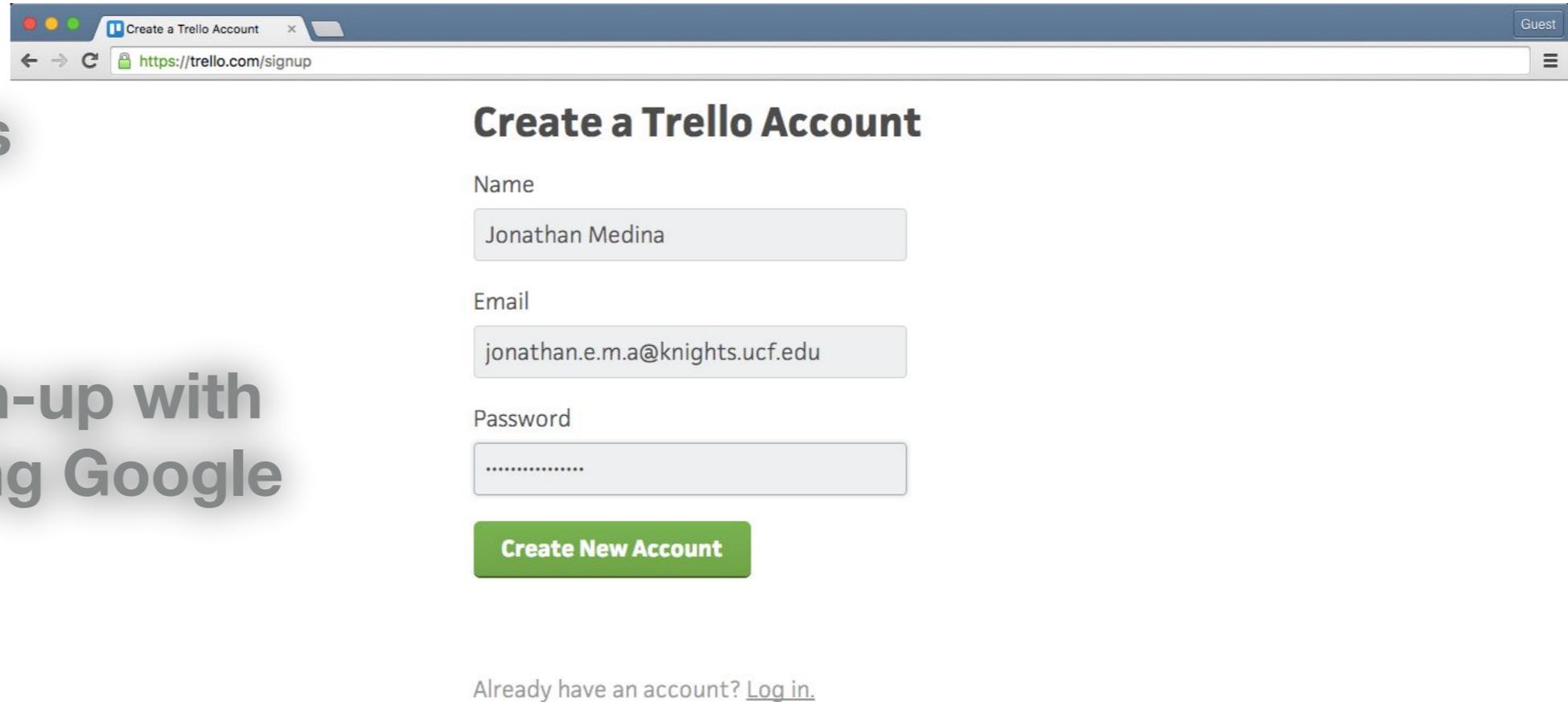
✓ To Create Account Plug In:

✓ Full Name

✓ E-mail Address

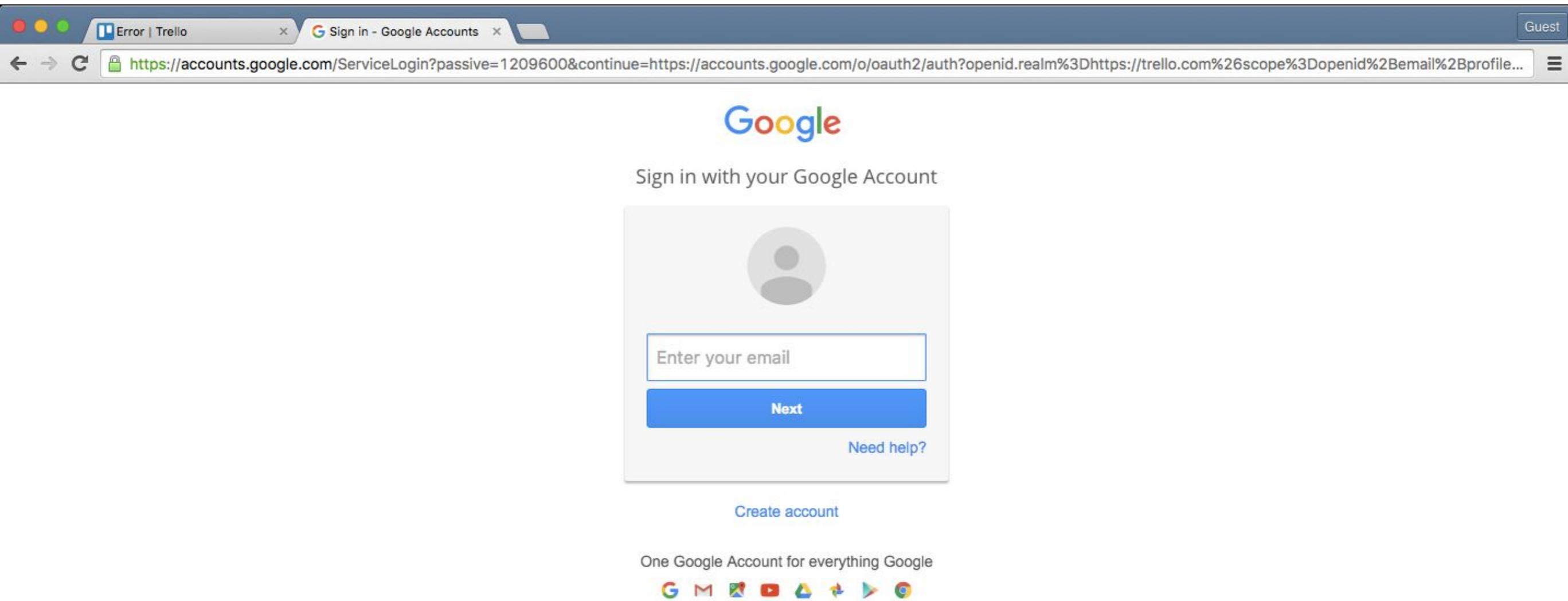
✓ Password

✓ You can also sign-up with an already existing Google Account



The screenshot shows a web browser window with the title "Create a Trello Account" and the URL "https://trello.com/signup". The page content includes the heading "Create a Trello Account" and three input fields: "Name" (containing "Jonathan Medina"), "Email" (containing "jonathan.e.m.a@knights.ucf.edu"), and "Password" (containing a series of dots). Below the fields is a green "Create New Account" button. At the bottom, there is a link that says "Already have an account? [Log in.](#)".

Sign-up & Account Creation

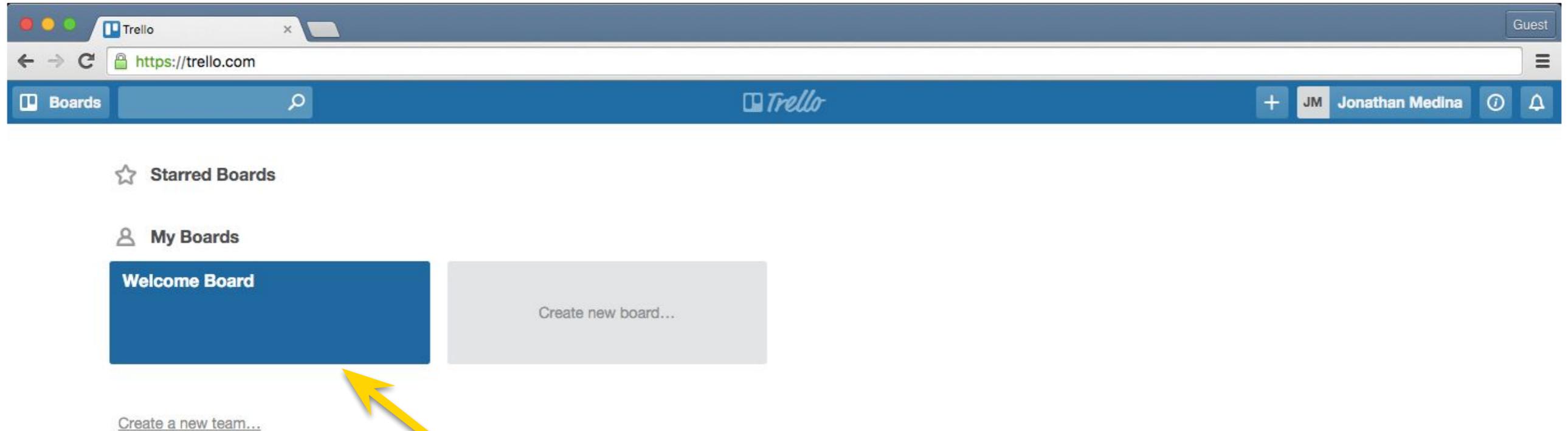


The screenshot shows a browser window with two tabs: "Error | Trello" and "Sign in - Google Accounts". The address bar contains the URL: <https://accounts.google.com/ServiceLogin?passive=1209600&continue=https://accounts.google.com/o/oauth2/auth?openid.realm%3Dhttps://trello.com%26scope%3Dopenid%2Bemail%2Bprofile...>. The page features the Google logo at the top, followed by the text "Sign in with your Google Account". Below this is a central card with a grey profile icon placeholder, a text input field labeled "Enter your email", a blue "Next" button, and a "Need help?" link. Underneath the card is a "Create account" link. At the bottom, it says "One Google Account for everything Google" with icons for various Google services.

TO SIGN-UP WITH GOOGLE ACCOUNT: FOLLOW THE PROMPT LEADING YOU TO THE GOOGLE SIGN-IN PAGE AND ENTER YOUR LOG-IN INFORMATION.

Home Page & Practice

✓ Once you've logged in, you will see this home page.



Click on Welcome Board to Practice using Trello before creating your Job Search Board.

Home Page & Practice

The image shows a screenshot of the Trello home page. At the top, there is a navigation bar with 'Boards', the Trello logo, and a user profile for 'Jonathan Medina'. Below this is a 'Welcome Board' section with a search icon and a 'Private' status. The main area contains two lists: 'Stuff to try (this is a list)' and 'Tried it (another list)'. The first list has a card with a husky image and text. A yellow arrow points from the card to the second list. Another yellow arrow points from the 'Add a list...' button to the right. A third yellow arrow points from the 'Add a list...' button to the text on the right. The text on the right says 'Use this tab to Create a new list. Lists are your Stages of Progress'. The text in the center says 'Practice Moving a Card to the next List. Your Cards are your specific Tasks'.

Practice Moving a Card to the next List. Your Cards are your specific Tasks

Use this tab to Create a new list. Lists are your Stages of Progress

Create Your Board

✓ Return to the Home Page to create your Job Search



☆ Starred Boards

👤 My Boards

Welcome Board

Create new board...

[Create a new team...](#)

Create
your New
Board

Create Your Board



☆ Starred Boards

👤 My Boards



[Create a new team...](#)

Create Board

Title

Team

Teams make sharing and working within a group even easier. It doesn't look like you are a member of any teams.[Create a team.](#)

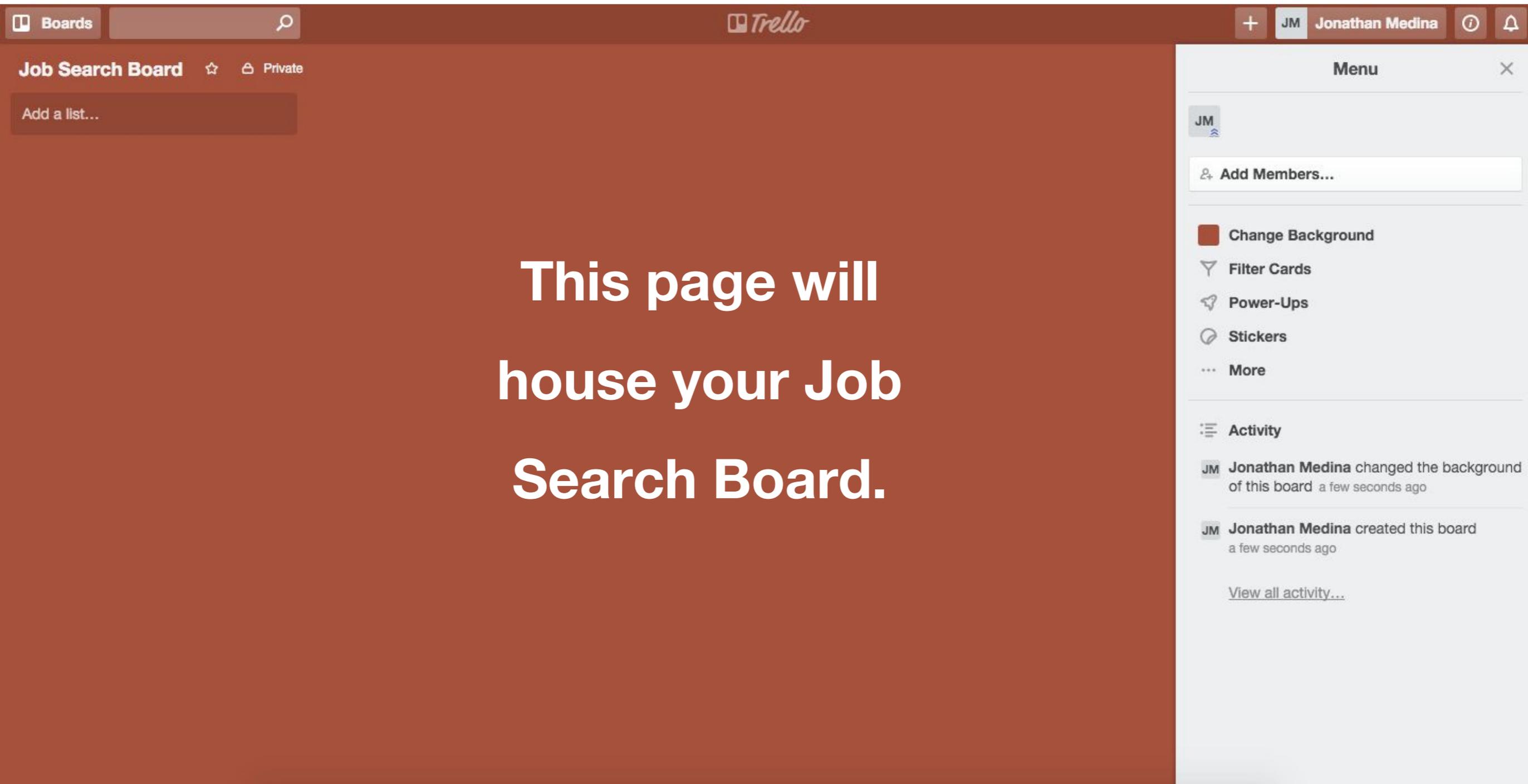
🔒 This board will be **Private**. [Change.](#)

Create

Insert the title
"Job Search
Board"

Once you've titled,
Click Create

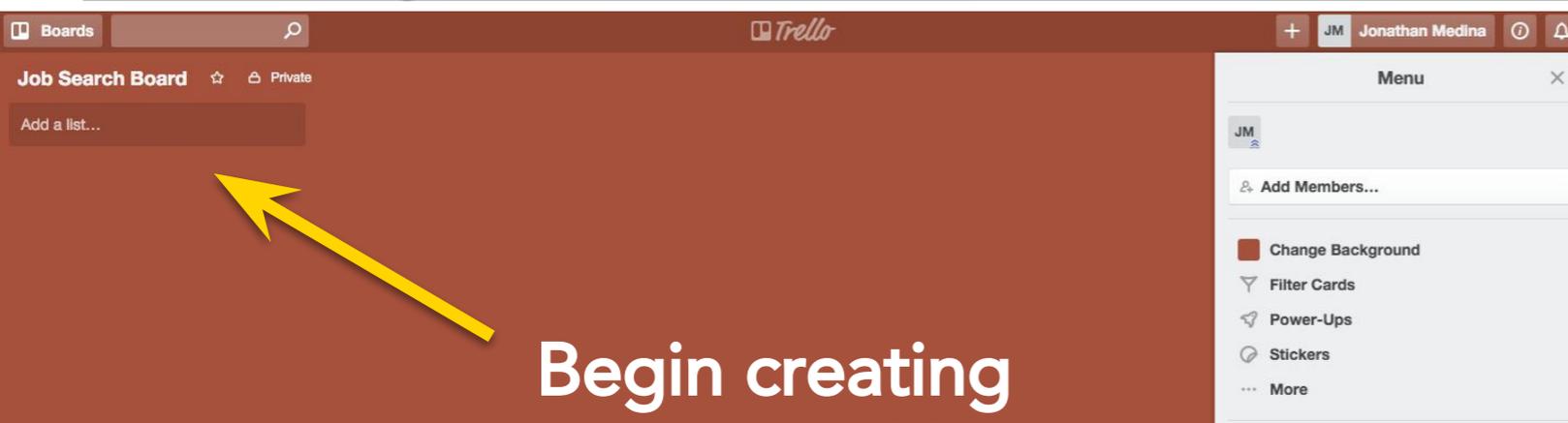
Creating Your Board



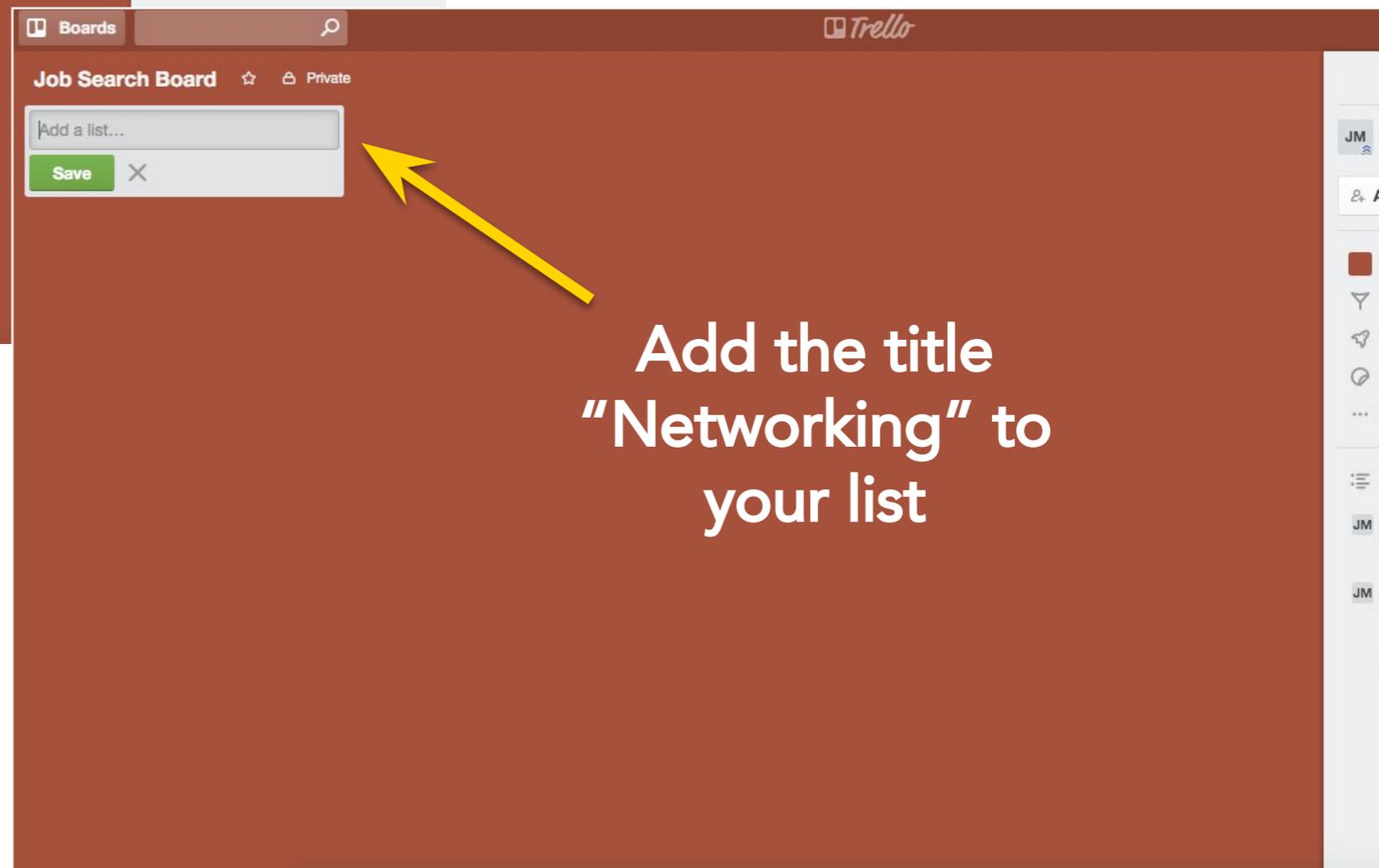
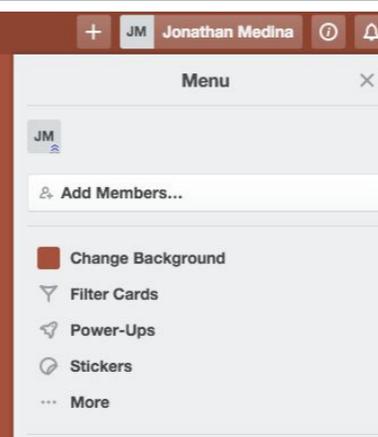
The image shows a screenshot of a Trello board interface. The board is titled "Job Search Board" and is set to "Private". The background is a solid dark red color. In the center of the board, there is a large white text overlay that reads: "This page will house your Job Search Board." The top navigation bar includes the Trello logo, a search icon, and the user's name "Jonathan Medina". On the right side, a "Menu" panel is open, showing options such as "Add Members...", "Change Background", "Filter Cards", "Power-Ups", "Stickers", and "More". Below the menu, there is an "Activity" section showing recent actions: "Jonathan Medina changed the background of this board a few seconds ago" and "Jonathan Medina created this board a few seconds ago".

**This page will
house your Job
Search Board.**

Creating Your Board - Lists



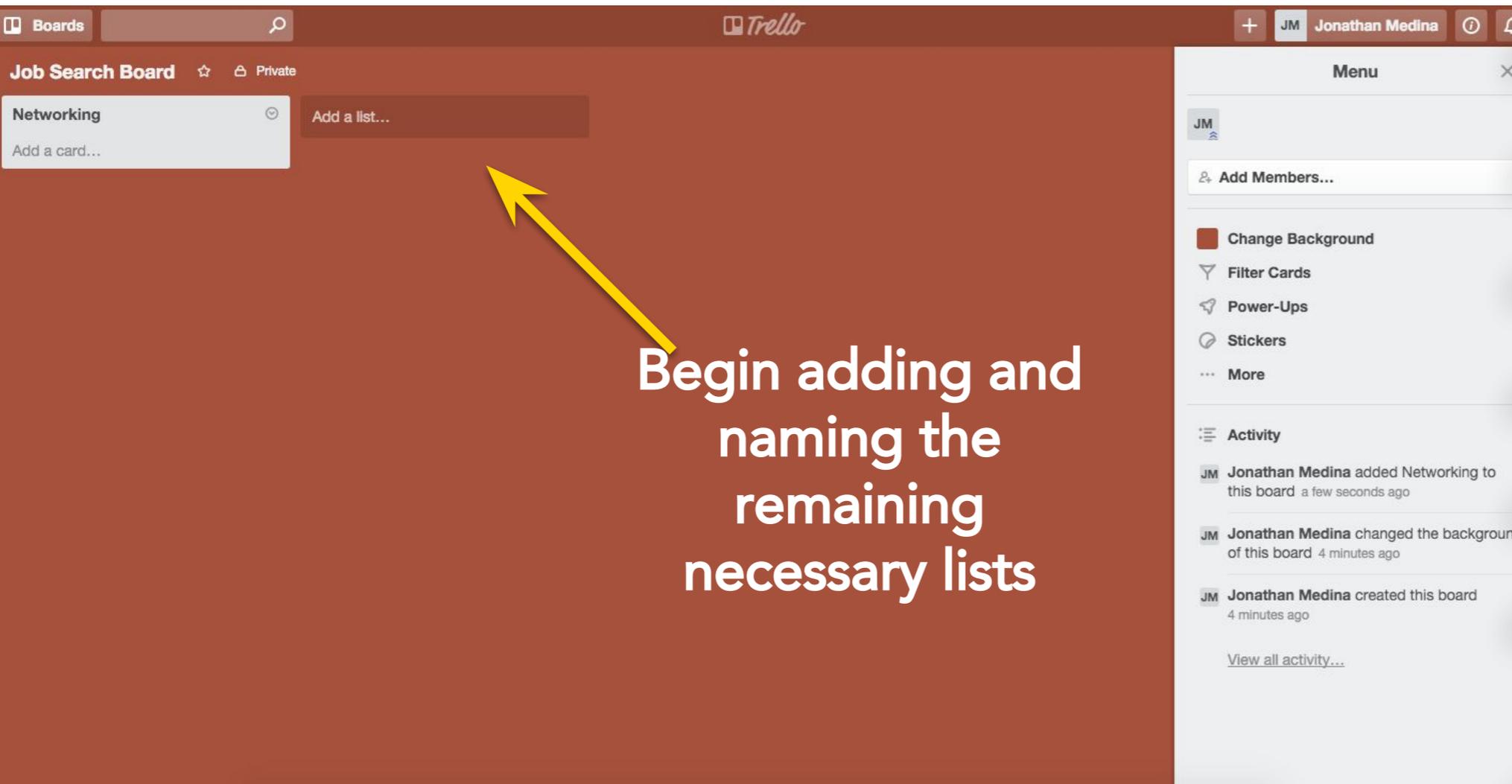
Begin creating your Board by adding lists



Add the title "Networking" to your list

Creating Your Board - Lists

✓ Lists that need to be created:



Begin adding and naming the remaining necessary lists

- ✓ Networking
- ✓ Prep Work
- ✓ Opportunities
- ✓ Applications Out
- ✓ Follow-Up
- ✓ Currently Interviewing
- ✓ Not Happening
- ✓ Offers!!!

Creating Your Board - Lists

Each list has a purpose and there will be Weekly Goals assigned to each list.



**Examples of
Goals Include:**

- ✓ Meetups
- ✓ Career Fairs

Purpose:

**This will be a list of
weekly networking
recommendations**

Creating Your Board - Lists



Examples of Goals Include:

- ✓ Resume Completion
- ✓ GitHub Profile
- ✓ LinkedIn Profile
- ✓ Assembling References and Reference Letters

Purpose: Add cards or checklists with items you need to take care of **BEFORE** your search.

Once something is Complete, Label in Purple and attach or link to final document.

Creating Your Board - Lists

Opportunities



Add a card...

Purpose:

All the job descriptions you plan on applying to OR find interesting.

Examples of Goals Include:

- ✓ Find 20 Job Opening Per Week
- ✓ 10 Introductions to Hiring Managers per week

Once you've added a Card for a Job Opportunity to this list, Include a link to the Job Description on the Card. (see slide 32)

Creating Your Board - Lists



Purpose:

All applications you've submitted or companies that have received your resume will be recorded here.

Examples of Goals Include:

- ✓ 10 Applications Submitted per week.

Remember to Change your Due Date to 1 week post submission. (see slide 33)

Create Your Board

Follow-Up



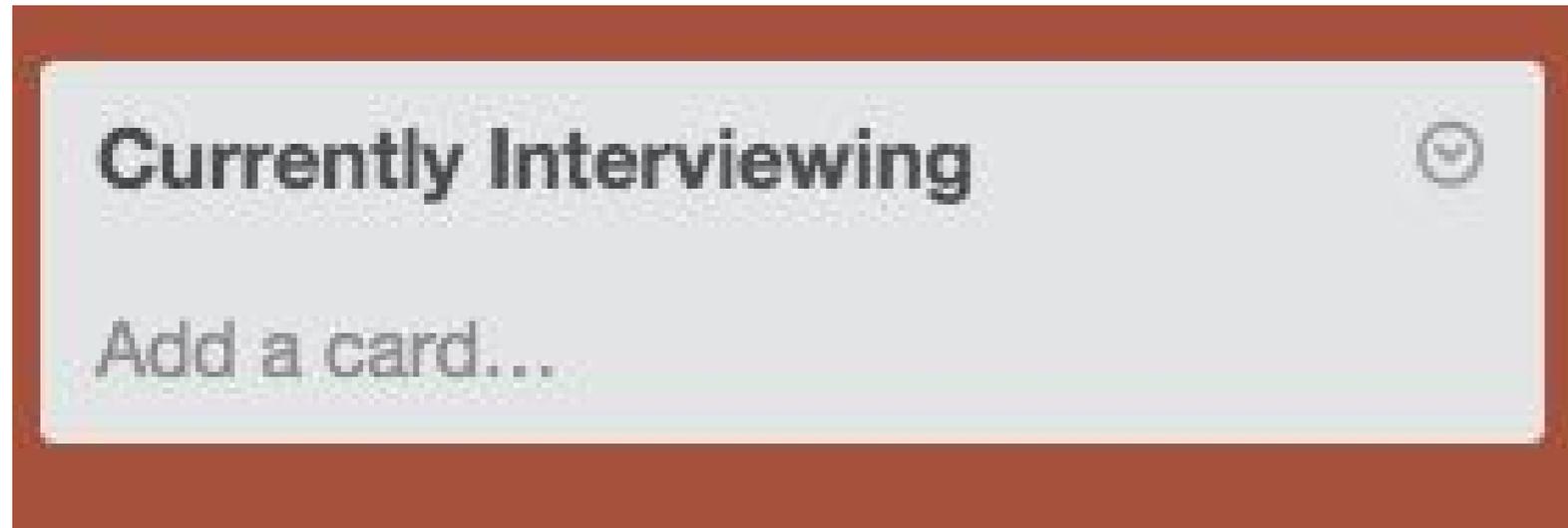
Add a card...

Purpose:

If a company has not followed up in a week, this is where cards are moved. You need to follow up with them.

**Examples of
Goals Include:**

Create Your Board



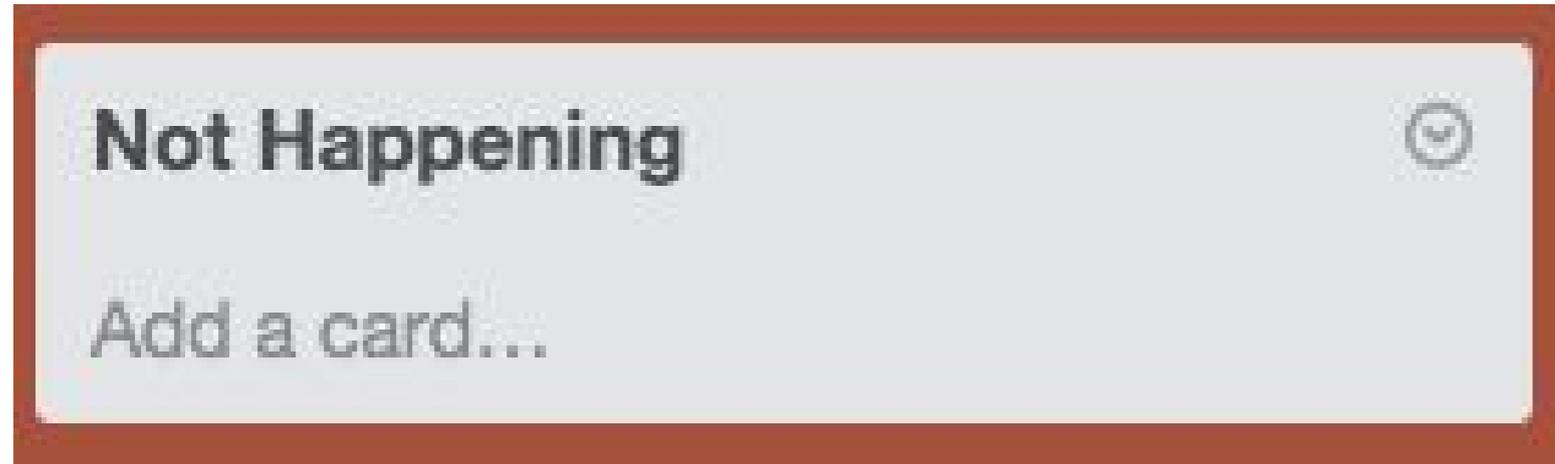
**Examples of
Goals Include:**

Purpose:

**Here you will move
Companies or
Opportunities that you
are further along in the
process with.**

**Interview Statuses assigned with
labels. (See Slide 34)**

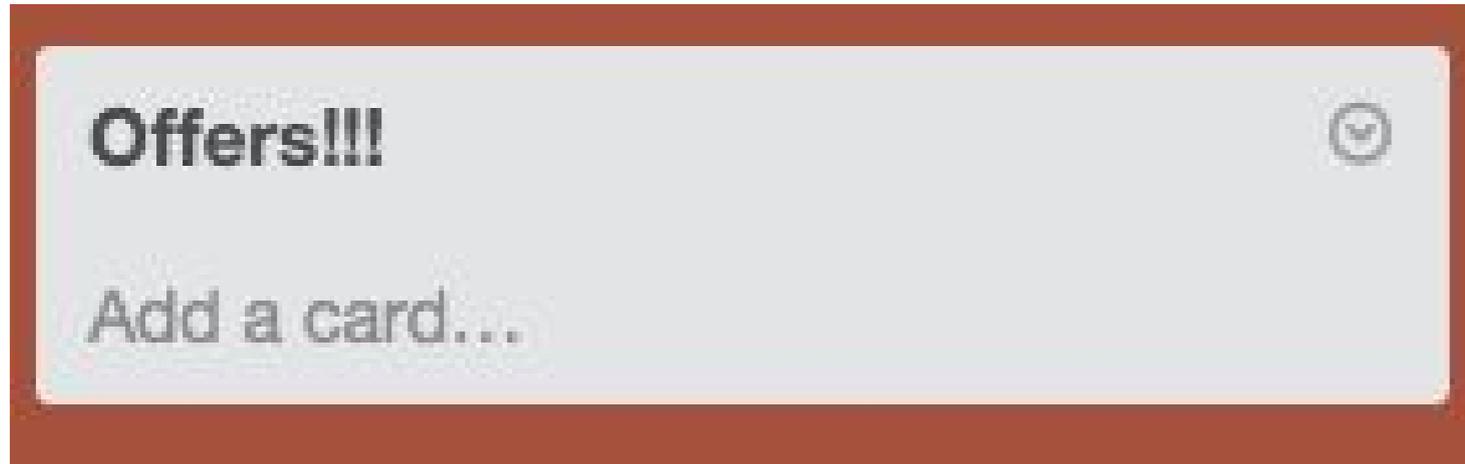
Create Your Board



**Examples of
Goals Include:**

Purpose: This List is for Companies you have completed the interviewing process with and that will not result in employment.

Create Your Board



Purpose:

**Add the offers you're
contemplating!!!**

**Examples of
Goals Include:**

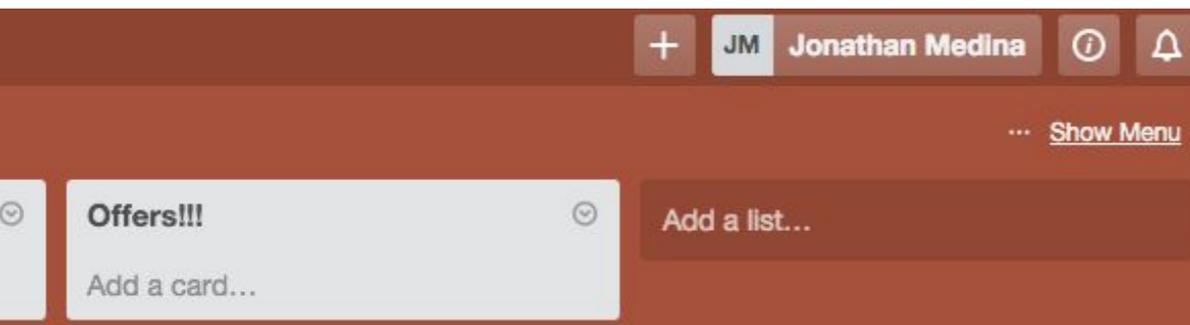
Create Your Board

Networking Add a card...
Prep Add a card...
Opportunities Add a card...
Applications Out Add a card...

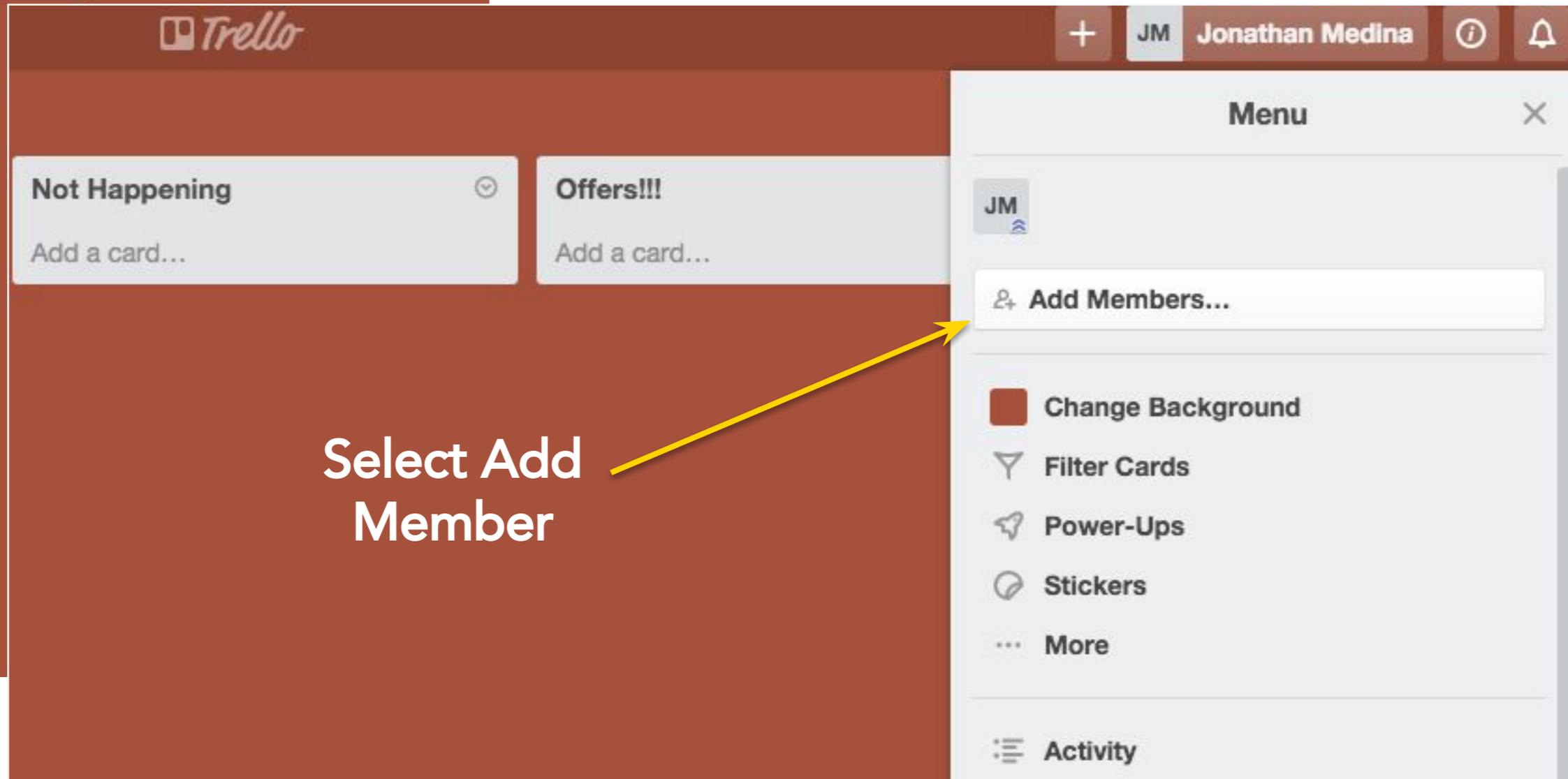
Follow-Up Add a card...
Currently Interviewing Add a card...
Not Happening Add a card...
Offers!!! Add a card...
Add a list...

✓ This is the layout of all of your lists once completed.

Sharing Your Board

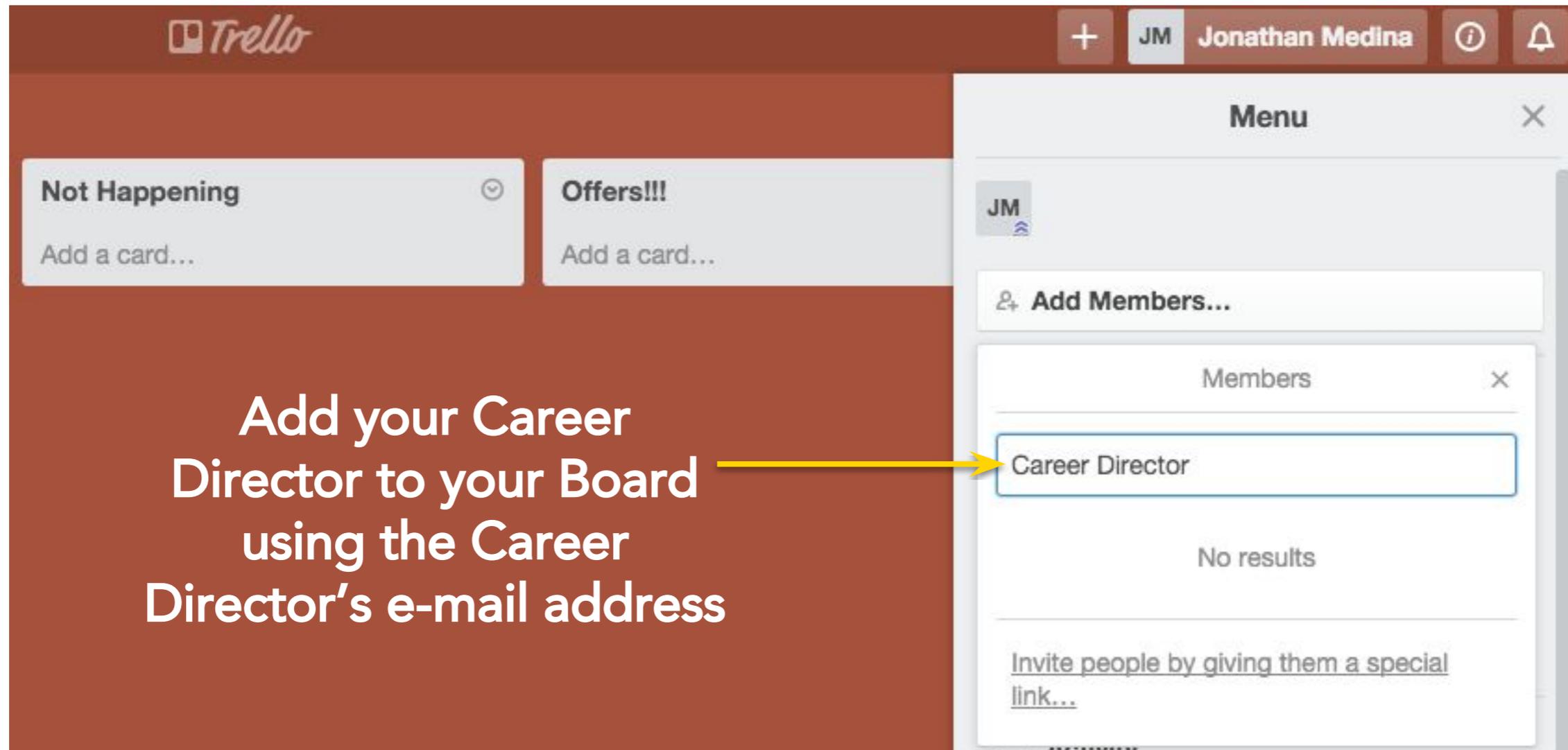


Click on
Show Menu



Select Add
Member

Sharing Your Board



The screenshot shows a Trello board with two columns: "Not Happening" and "Offers!!!". A "Menu" overlay is open on the right, showing the "Add Members..." option. A yellow arrow points from the text "Add your Career Director to your Board using the Career Director's e-mail address" to the "Add Members..." option in the menu.

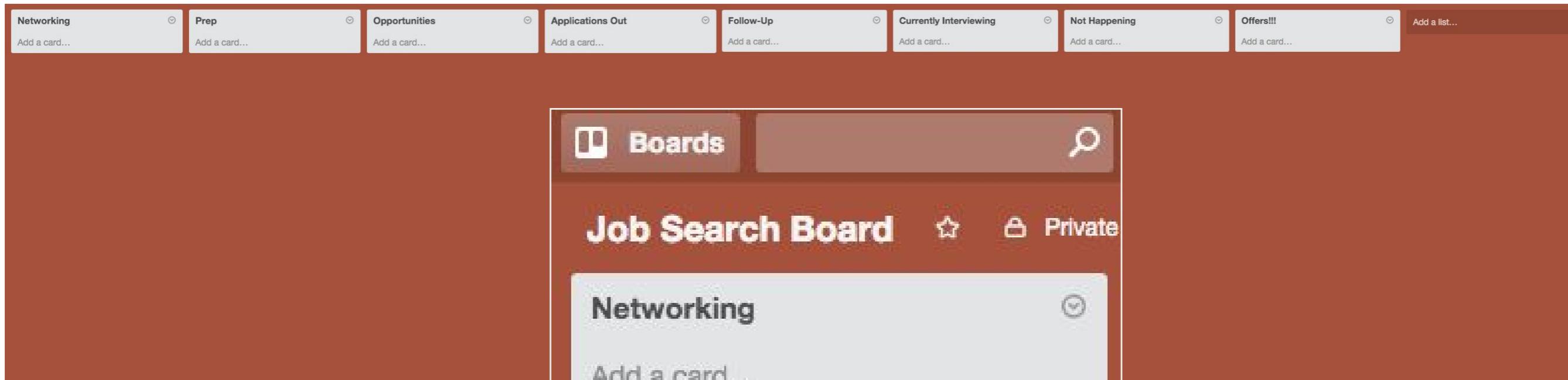
Add your Career Director to your Board using the Career Director's e-mail address

✓ Career Director Information:

✓ Jeremy Bergeron

✓ jeremy.bergeron@utexas.edu

Managing Your Job Search - Cards



Begin adding Cards to the lists by selecting "Add a card..."

Managing Your Job Search - Cards

✓ Examples of Cards

Networking

List of weekly networking recommendations

Meetups

Add a card...

Prep

Add cards or checklists with items you need to take care of BEFORE your search. Once something is Complete, Label in Purple and attach or link to final document.

2/4

Resume
Feb 13

Github "cleaned up"
1 Feb 21

Linkedin
Feb 29

Portfolio
Mar 31

30 second pitch
1 Feb 1

References
Feb 2

Add a card...

Opportunities

All the job descriptions you plan on applying to OR find interesting. Goal: 20 Per Week. Include Link to Job Description in "description" and Due Date of When you will apply

Viacom
Feb 1

Google
Feb 1

Amazon
Feb 1

Add a card...

Managing Your Job Search - Cards

✓ Examples of Cards, cont'd...

Applications Out

All applications you've submitted or companies that have received your resume. Remember to Change your Due Date to 1 week post submission. Goal 10/Week

- Dunkin Donuts
☰ 1
- Orbitz
- Disney
☰ ⌚ Feb 10

Add a card...

Follow-Up

If a company has not followed up in a week - this is where cards are moved. You need to follow up with them.

- Publix
- Pepsi
- American Express
- Jetblue

Add a card...

Currently Interviewing

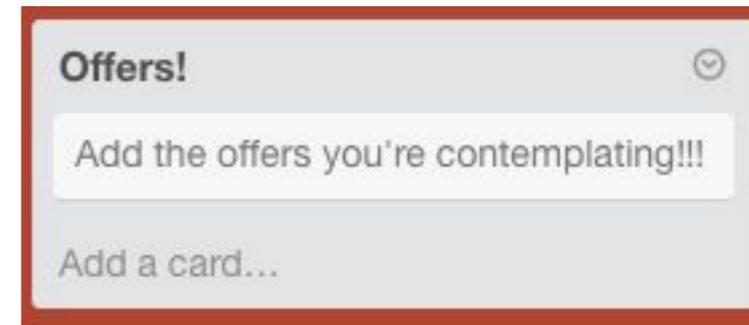
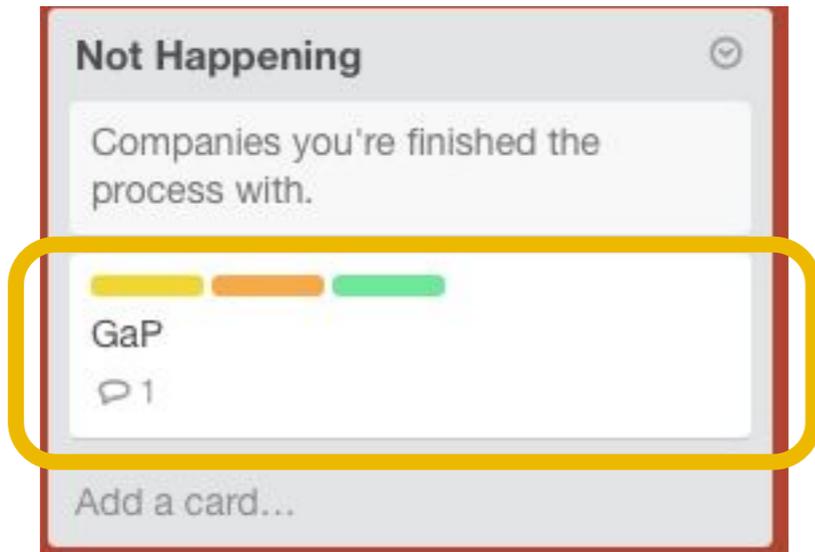
Companies/opportunities you're further along in the process with. Interview Statuses assigned with labels.

- Viewpost
☰ 2
- EA Sports
1
- Tallan
1

Add a card...

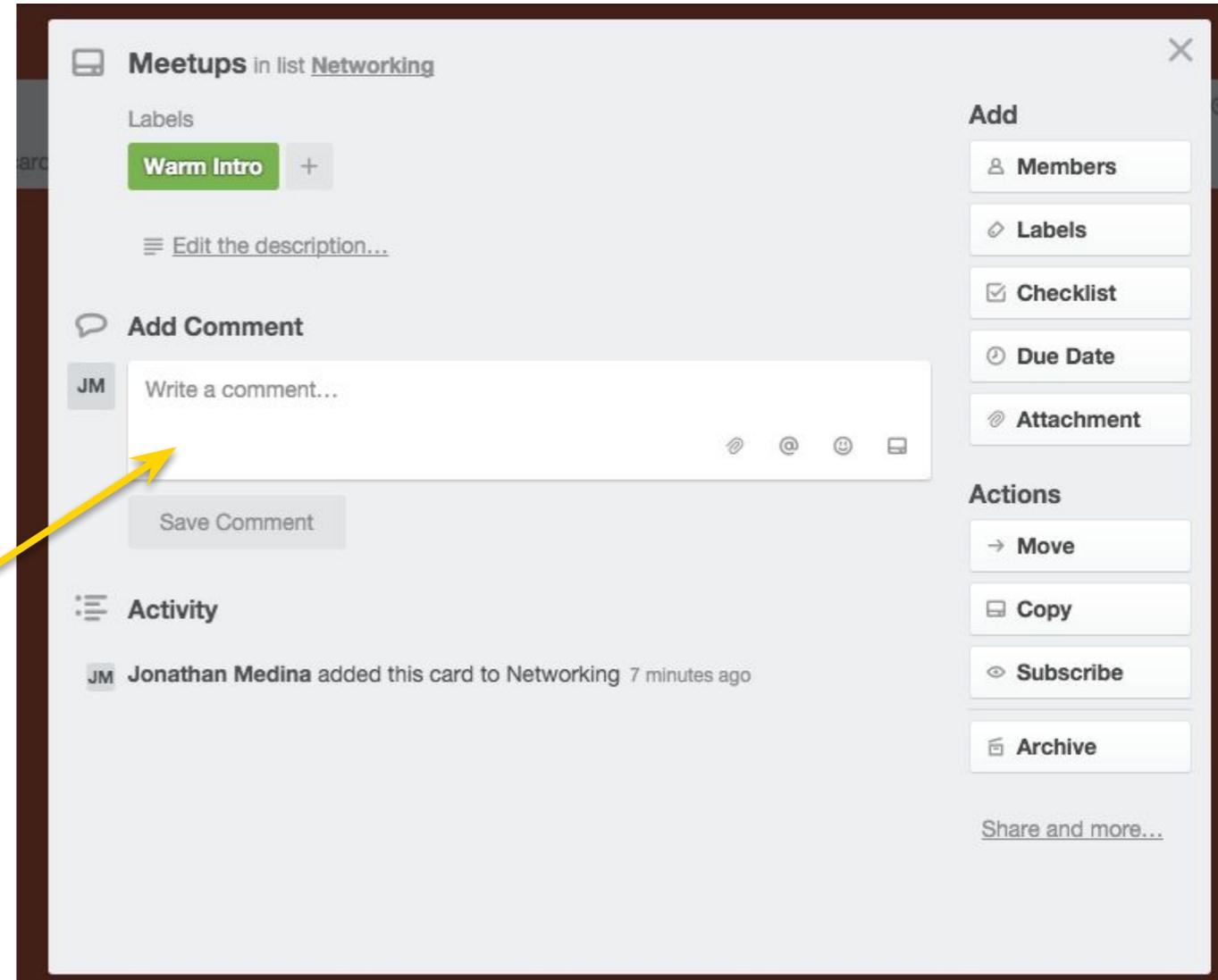
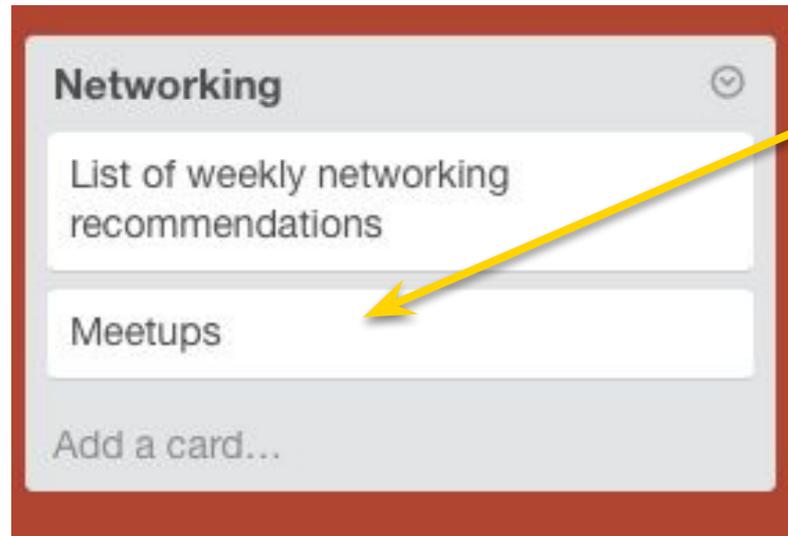
Managing Your Job Search - Cards

✓ Examples of Cards, cont'd...



Managing Your Job Search - Comments

To add Comments,
select a Card



Add the comment in this
section and then click
Save Comment

Managing Your Job Search - Linking your Career Director

Once you've written a comment you can tag your Career Director to see the comment.

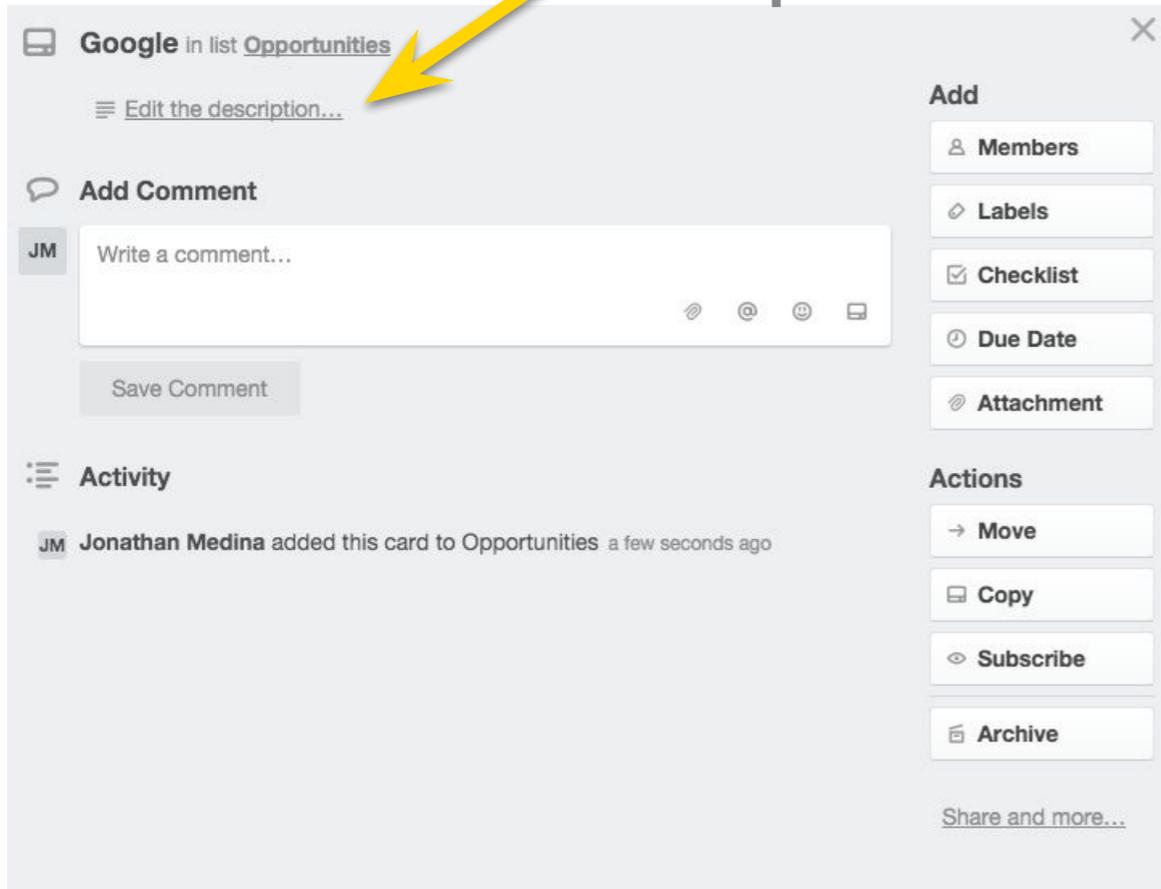
The screenshot shows a job search interface for a card titled "Viacom in list Opportunities". The card has a label "Warm Intro" and was last updated on "Feb 5 at 10:50 AM". Below the card, there is a comment section with the text "This is a comment." and a "Save Comment" button. A yellow arrow points to the "@" icon in the comment input field. A "Mention..." dropdown menu is open, showing a list of members: Allison Cheston (allisoncheston), Jamie (jamie92207979), Joseph Cardin (josephcardin), Ricky Cuellar (rickycuellar1), and Sbarkan (sbarkan). A second yellow arrow points to the name "Jamie (jamie92207979)". At the bottom of the dropdown, it says "Mention All Board Members (5)".

Click on the @ to search for your Career Director.

Enter the name of the Career Director to add.

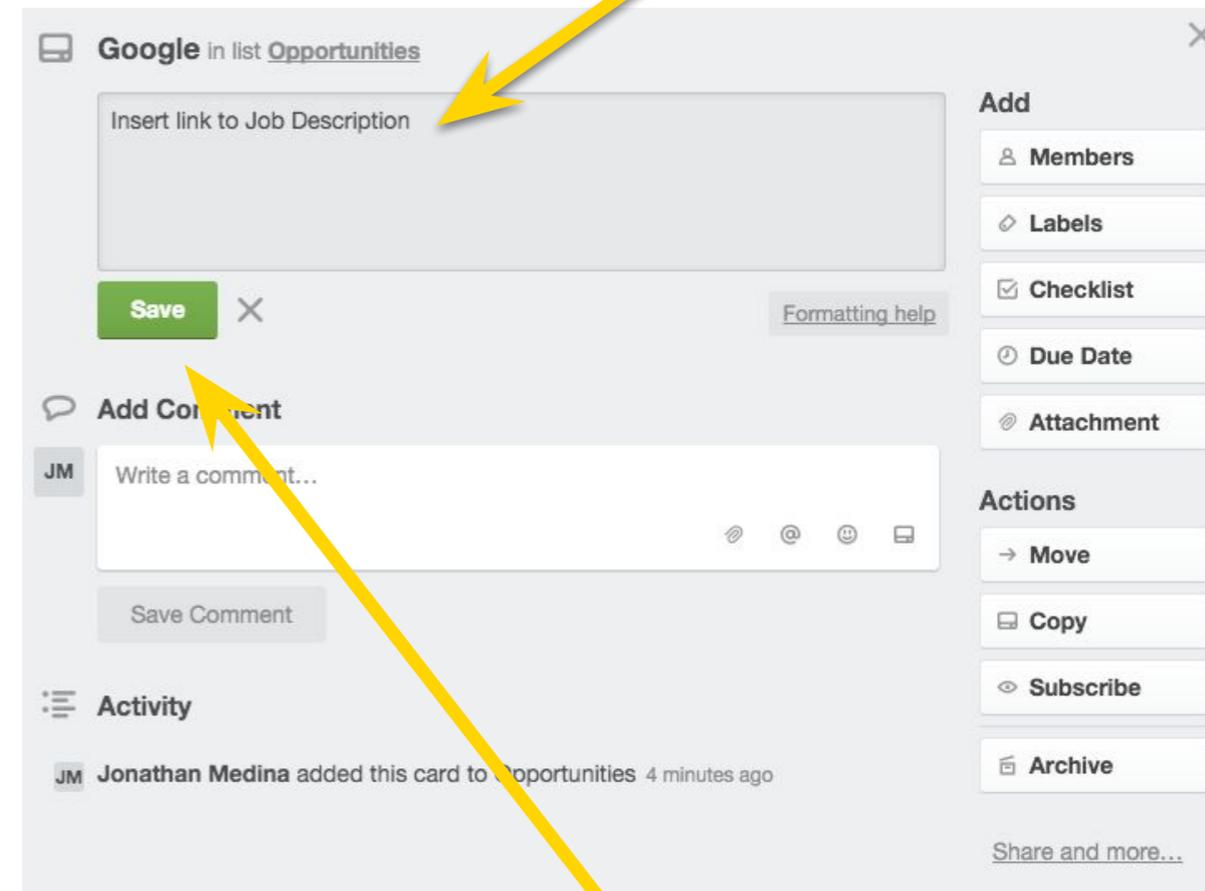
Managing Your Job Search - Job Descriptions

To add a Job Description you will click on “Edit the description”



The screenshot shows a job card titled "Google" in a list named "Opportunities". At the top left, there is a menu icon followed by the text "Edit the description...". A yellow arrow points from the text above to this link. Below the link is a comment section with a text input field and a "Save Comment" button. To the right of the card is a sidebar with sections: "Add" (Members, Labels, Checklist, Due Date, Attachment) and "Actions" (Move, Copy, Subscribe, Archive, Share and more...).

Insert the link to the specific Job Description in this section



The screenshot shows the same job card, but the description field is now open for editing. The text "Insert link to Job Description" is visible in the input area. A yellow arrow points from the text above to this input field. Below the input field is a green "Save" button and a "Formatting help" link. The comment section and sidebar are also visible, with a yellow arrow pointing from the text below to the "Save" button.

Then click “Save”

Managing Your Job Search - Due Dates

Meetups in list **Networking**

Labels

Warm Intro +

Edit the description...

Add Comment

JM Write a comment...

Save Comment

Activity

JM Jonathan Medina added this card to Networking 7 minutes ago

Add

- Members
- Labels
- Checklist
- Due Date
- Attachment

Actions

- Move
- Copy
- Subscribe
- Archive

Share and more...

You will add deadlines by clicking on the card and searching for the "Due Dates" Button

Select the Date

Change Due Date

Date: 2/9/2016 Time: 12:00 PM

Prev February 2016 Next

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

Save Remove

Enable the Calendar Power-Up!

You'll get a calendar view of your cards and an iCal feed. Woo!

Then click "Save"

- ✓ Due Dates will be used to schedule deadlines for tasks.
- ✓ Example: Resume completion, Application Follow-up.

Managing Your Job Search - Labels

These are the Labels that you will need to create:

Gold Outreach

Technical Recruiter / HR Sched...

Hiring Manager Interview Sche...

Complete

Coding Test Scheduled

Technical Recruiter / HR Compl...

Reference Checks

Hiring Manager Interview Com...

Coding Test Complete

You can begin to add Labels to your Cards to indicate the Current Status of each Card.

Currently Interviewing

Companies/opportunities you're further along in the process with. Interview Statuses assigned with labels.



Viewpost

☰ 2



EA Sports

🗨 1



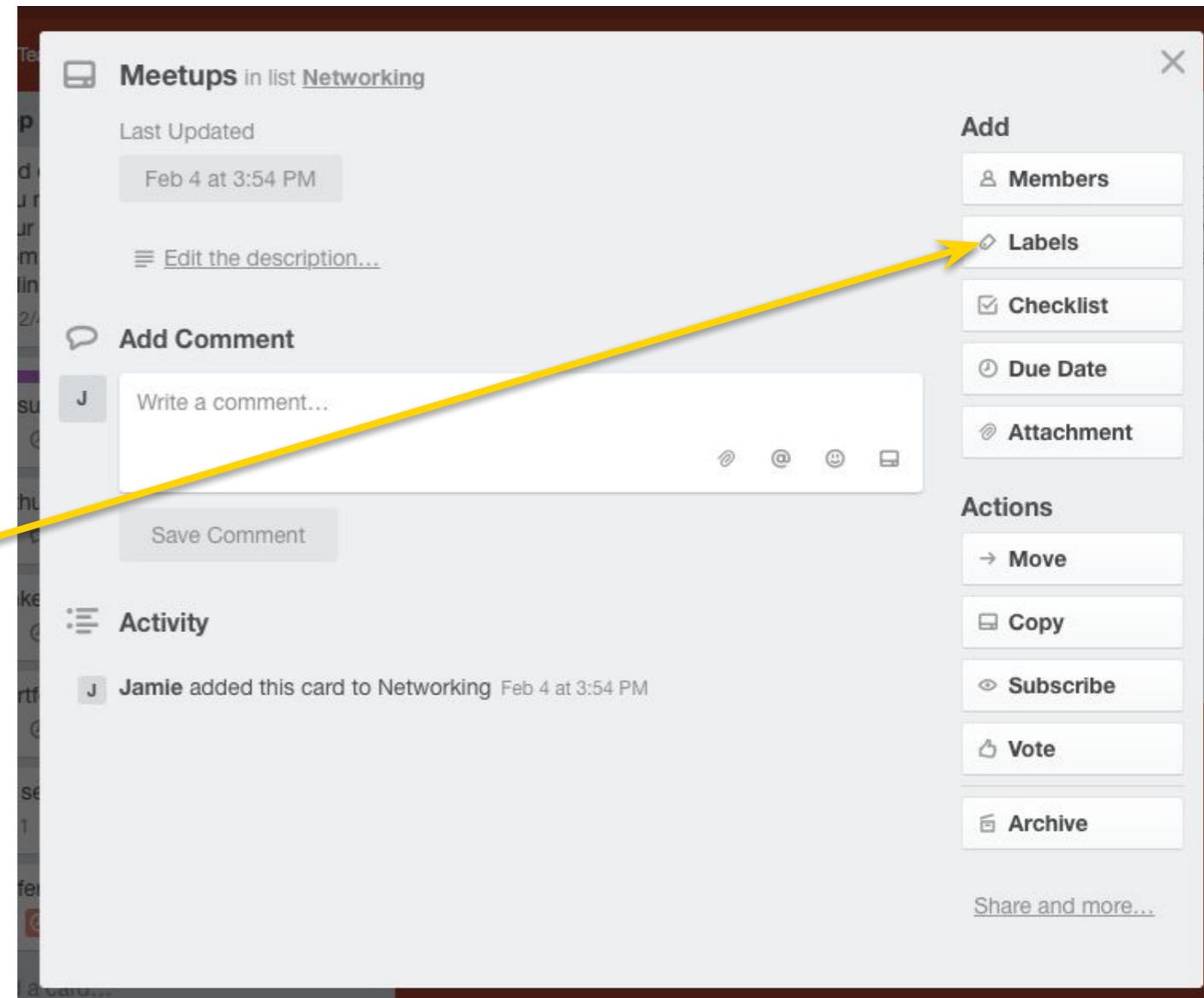
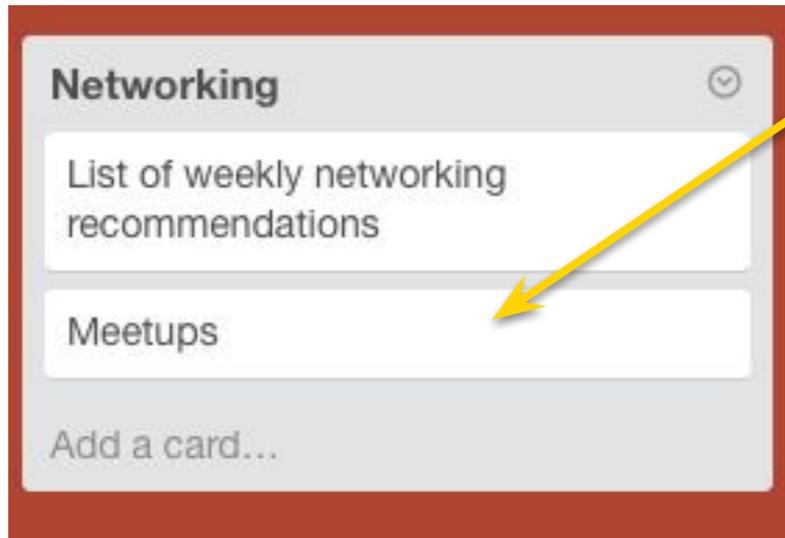
Tallan

🗨 1

Add a card...

Managing Your Job Search - Labels

To add Labels Select
a Card



Click on Labels
when this screen
appears.

Managing Your Job Search - Labels

When the Label colors appear, click on the Pencil to Name the Labels.

The screenshot shows a user interface for managing job search items. A card titled 'Meetups' is shown in a list named 'Networking'. Below the card, there is an 'Add Comment' section with a text input field and a 'Save Comment' button. An 'Activity' section shows a recent action by 'Jonathan Medina'. An 'Add' menu is open, showing options for 'Members' and 'Labels'. A 'Labels' modal is displayed, showing a search bar and a list of six colored labels (green, yellow, orange, red, purple, blue) with pencil icons next to them for editing. A yellow arrow points to the pencil icon for the green label.

Managing Your Job Search - Labels

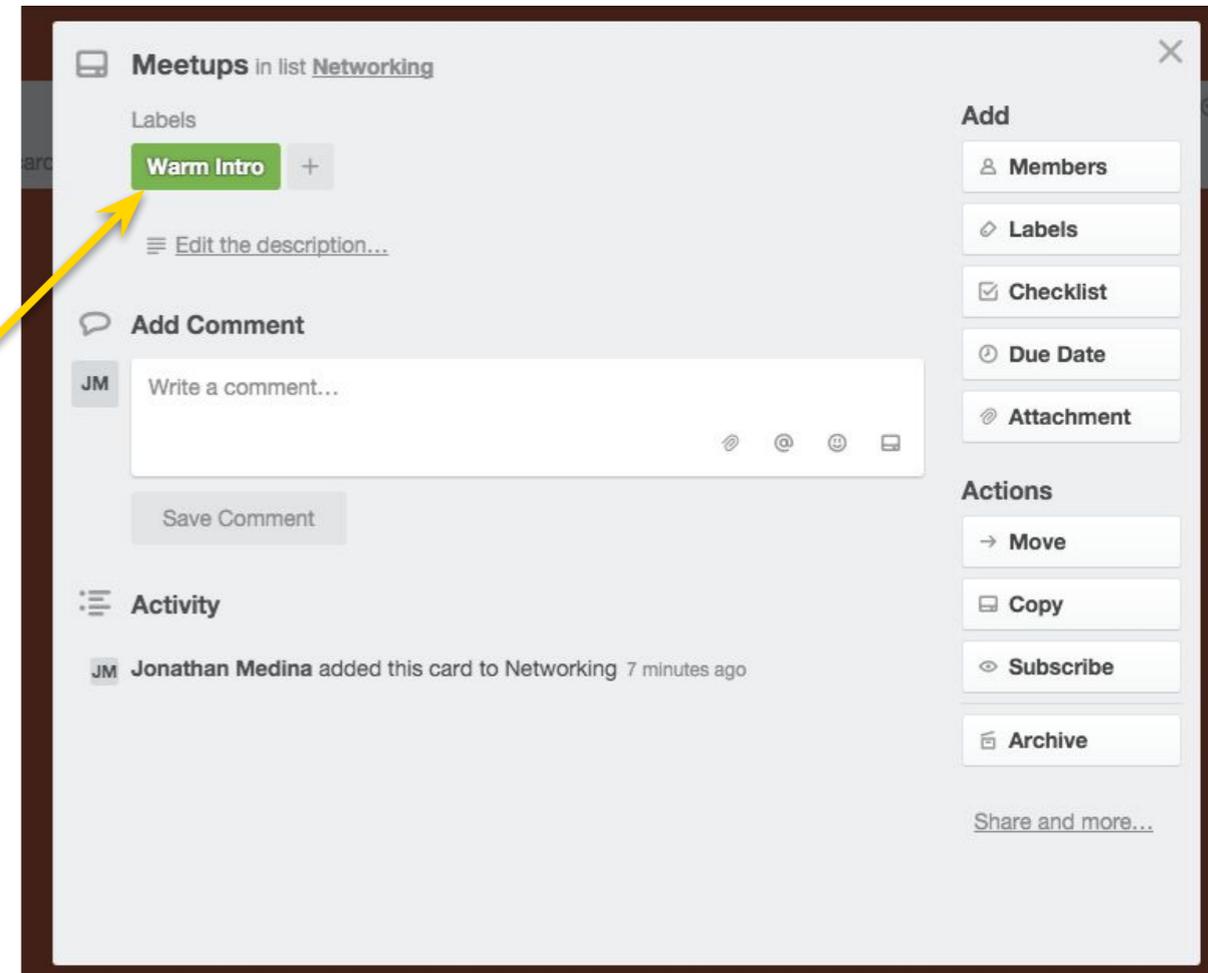
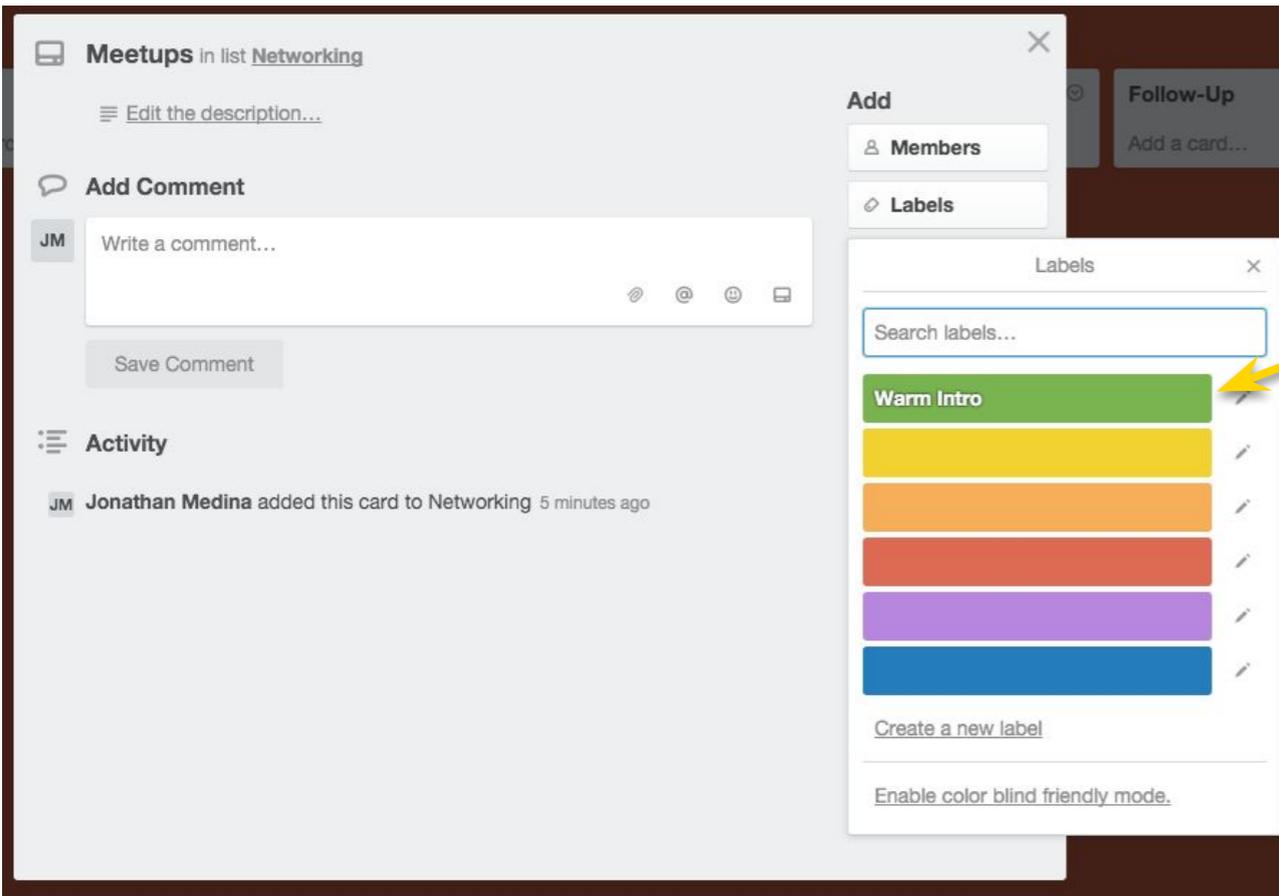
The screenshot shows a user interface for managing job search cards. A card titled 'Meetups' is shown in a list named 'Networking'. Below the card, there is a comment section with a text input field and a 'Save Comment' button. An 'Add' menu is open, showing options for 'Members' and 'Labels'. A 'Change Label' dialog box is also open, with a text input field containing 'Warm Intro'. Below the input field, there is a 'Select a color' section with a grid of color swatches. The first swatch (green) is selected with a checkmark. Below the color swatches, there is a 'No color' option with a note: 'This won't show up on the front of cards.' At the bottom of the dialog, there are 'Save' and 'Delete' buttons.

Insert the Name of the Label

Once you've typed in the name, click Save

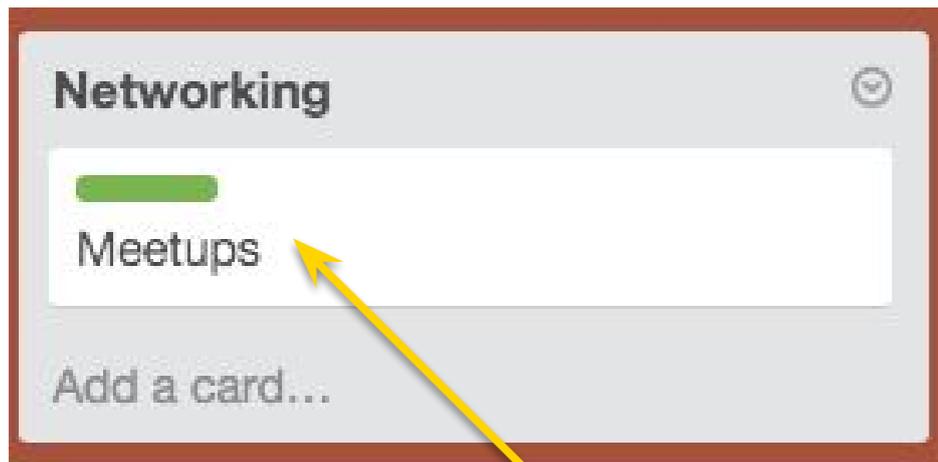
Managing Your Job Search - Labels

Once you see the title on the Label, Click on the Label to add it to the Card



Once you've added the Label, it will appear here

Managing Your Job Search - Labels



The Label color will now appear on the Card to indicate Current Status

✓ Reminder: These are Labels that need to be created:

- Cold Outreach
- Technical Recruiter / HR Sched...
- Hiring Manager Interview Sche...
- Complete
- Coding Test Scheduled
- Technical Recruiter / HR Compl...
- Reference Checks
- Hiring Manager Interview Com...
- Coding Test Complete