



LEAD ACTIONS FORM

Log on to our website and click on the [LEAD Partners](#) tab to view our partner employers. The employer website link is included by the logo.

For each employer, please go to the website and create a job agent and/or job profile to be alerted of new job postings with partner employers. Exceptions include: TCU (must apply for specific position), Omni American, and the Star-Telegram.

(Note: You can customize the job alerts to your area of expertise to focus your email alerts.)

Please remember to tailor your resume to match the job description keywords and the listed requirements.

You will not have an effective job search with 1 version of your resume being sent for every job. The HR department of the organization will quickly overlook your skills and qualifications if you do not specify key skills/experience - do not assume!

(Note: Most employers now use software to scan resumes for skills and experience they are seeking. Scanning devices do not detect your passion, desire, or sense of urgency in landing your next position.)

Act quickly. When you receive notice of an opening in your field, remember hundreds of other qualified applicants are receiving the same job alert and will submit their resume for consideration. Try to submit for jobs as soon as they are posted for the best chance of review.

Some employers allow you the opportunity to indicate you are a LEAD Referral in their application process.

It is North Texas LEAD's obligation to indicate to partner companies that you are an endorsed candidate when we contact them directly. Discussions to start our organization started at the CEO and HR Executive levels and sometimes, members of the HR recruiting staff will be unaware of their partnership with North Texas LEAD.

Email LEAD staff to inform of your application by visiting our online form at www.northtexaslead.org/did-you-apply/. Please include the job title/description (copy and paste into form) and attach the resume you submitted. We must have this information in order to move forward with reviewing and sending your endorsement to our HR contacts.

Once we determine that you are a match for the applied position, North Texas LEAD will contact the respective HR department to inform that a LEAD candidate has applied. **You will be contacted directly by the employer if they are interested in moving forward. Please let us know if you are selected to interview.** *Note: an application submittal does not guarantee you an interview, but does allow additional consideration. Unfortunately, our small staff does not allow for follow up of each application submitted.*

****If you are offered a position with a partner or non-partner employer, please let our staff know! Email should address all staff members listed below due to our small staff size.**

Happy job hunting!

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