



Navigating the Hiring Process

Job Search Weekly Activity Tracker

Date: _____

5 Top Job Posting Applies	Applied Company/Date	Contact Name, Email, Phone	Job Title/City	Follow up email 3 days later	Follow up call 4-5 days later

5 Job Post Applies Done

Target Company Contacts	Contact/Date	Contact Name, Email, Phone	Job Title/City	Follow-up Email Less Than 3 Days	Follow-Up Call 2-3 Days Later

Target Employers Complete

Follow-up After the Interview

Interview Follow-ups	Interviewed Date	Contact Name, Email, Phone	Job Title/City	Follow-up Email Less Than 3 Days	Follow-Up Call 2-3 Days Later

Interview Follow-up Complete

9 Growth Activities	Monday	Tuesday	Wednesday	Thursday	Friday
3 Gratitudes	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
1 Random Kindness	<input type="checkbox"/>				
2 Fresh air		<input type="checkbox"/>		<input type="checkbox"/>	
2 Network - Reach out		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
1 Get new knowledge					<input type="checkbox"/>

Finished Growth Activities