

30 Day Job Search Tracker

Track applications, conversations, interviews, and follow-ups with factual weekly reviews.

Set a sustainable month

Day 1: choose role families, locations and constraints. Days 2-7: confirm your evidence and create a focused opportunity list. Days 8-14: review suitable openings and contact relevant people thoughtfully. Days 15-21: prepare for conversations and record what you learn. Days 22-30: follow up where appropriate and review the pattern. Adjust the schedule to your circumstances.

Use the working tabs

Applications: record date, employer, role, source, status and next action. Networking: record date, contact, purpose, status and follow-up date. Interviews: record date, employer, role, stage and next action. Follow-ups: record due date, subject, status and completed date. Keep sensitive details in your own secure files. Blank working rows are separate from fictional examples.

Weekly review

Set each week's start date. Totals count dated records in that seven-day window; a count is activity, not success. Review relevant conversations, unresolved questions, and workload. Record one adjustment for next week. Do not infer an interview probability from a small sample. Duplicate records inflate counts; use one row per actual activity.

Fictional sample

On a fictional Monday, Alex recorded one application to Operations Coordinator at Cedar Works and one conversation about project operations. A follow-up was scheduled for the next week. These examples are on a separate sample tab and are excluded from working totals.

Use the resource: <https://mytopmatch.com/free-career-tools/job-search-tracker>

Additional guidance: Ivy League Coaching