

[illegible]

How to Use This Tracker

1. Add a new row every time you apply for a role (even if it's a quick online application make sure you add it to the tracker)
2. Set a Follow-Up Date for 5–7 working days after applying if you haven't heard anything
3. Update the Status column as things progress: Applied, Phone Screen, Interview Booked, Interview Done, Offer, Not Successful.
4. Use the Notes column to jot down who you spoke to, what was discussed, or anything you want to remember for next time.

Why Tracking Matters

- It keeps you focused on quality applications rather than spamming every listing.
- It makes following up easy - a polite follow-up shows initiative and keeps you front of mind.
- It helps you spot patterns (e.g. certain roles getting more responses) so you can refine your approach.

Suggested Status Labels

- Applied
- Acknowledged / Viewed
- Phone Screen Booked
- Interview Booked
- Interview Completed
- Reference Check
- Offer Received
- Not Successful

Using Excel

You may find that using Excel is easier than word. You can copy and paste the table into Excel if that's your preferred programme to use.