



WORKSHEET · TRACKER

Job Search Tracker

A printable weekly tracker for applications, referrals, follow-ups, and networking — with the metrics that actually predict a successful search.

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DOCUMENT

PDF Tracker Worksheet

AUDIENCE

Active job search

USE

Print weekly · Fill in · Review

Worksheet • Tracker

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Why track at all

Job search is a pipeline problem. Every stage — applied, replied, screened, interviewed, offered — has a conversion rate, and every stage compounds. Without a tracker, most people apply randomly, follow up inconsistently, and cannot tell which of their inputs are actually producing outcomes.

This tracker is deliberately simple. A spreadsheet with too many columns becomes a form of procrastination. Your tracker's only two jobs are to keep you from double-applying, and to make sure you follow up on time.

Print one page per week. Fill it in as you go. Review it Friday afternoon. That is the entire workflow.

The five metrics that actually predict success

Grade yourself on these inputs weekly. Do not grade yourself on offers or interviews — those follow the inputs on a three-to-six-week lag.

Metric	Weekly target
Thoughtful applications (with tailoring)	5–8 per week
Warm outreach (former colleagues / mutuals)	10 per week
Cold outreach (hiring managers / recruiters)	5 per week
Real conversations (coffee chats / calls)	3 per week

Follow-ups on prior activity 10 per week

Weekly worksheet · Week of _____

Fill in each row as you complete the activity. At the end of the week, count the totals and score yourself against the weekly targets above.

Applications sent

Date	Company	Role	Source	Referral?	Next step

Outreach sent

Date	Name	Company	Type (warm/cold)	Reply?	Follow-up date

Real conversations

Date	Person	Company	One thing I learned	Next action

Friday review — five questions

- Did I hit each of the five input targets? Which one was low?
- Which single activity produced the best response this week?
- Who did I not follow up with that I should have?
- What did I learn from this week's real conversations?
- What is my single most important focus for next week?

Pipeline snapshot — refresh monthly

Copy your active pipeline into one view. Anything that has not moved in two weeks is either a follow-up trigger or a closed loop.

Company	Role	Stage	Last activity	Next step & date

How to read the numbers

A healthy pipeline for a mid-career search typically shows: 30–50 applications per month, a 15–25% reply rate on tailored applications with a referral, a 30–50% conversion from screen to first-round interview, and 20–40% from first round to on-site. Cold applications without a referral convert at roughly a tenth of these rates — which is why the outreach columns matter as much as the application column.

If your application-to-reply ratio is under 5% after two weeks, the issue is almost always your resume or your target — not your effort. Rewrite before applying more.

Print this tracker. Fill it in as you go. Review every Friday. It is the most reliable habit in job search — and the one people abandon first.

Made by JobsBloom for professionals in transition. Share it with someone who could use it.