ALLORNOTHINGHQ

Job Search Binder

Goals, a weekly plan, application and networking logs, interview prep, story worksheets, a follow-up log and an offer comparison. One place for the whole search.

Planning tool. It does not find jobs or promise results, and it is not career, legal or financial advice. Never write passwords or ID numbers in this binder.

How to use this binder

Print the pages you need and put them in a 3-ring binder. The left margin is wider for punching. Copy the weekly pages, interview prep page and story pages as often as you like. Keep the binder at home and private.

What to keep out of this binder

Never write passwords, ID numbers, or private details about other people that they have not agreed to share. A job search often involves personal information. Write only what you need to plan and follow up.

A simple weekly rhythm

- [ ] Monday: set your goals on the **Weekly plan** and choose which jobs to apply for.
- [ ] Tuesday to Thursday: apply, write each one in the **Application log**, and note follow-up dates.
- [ ] Friday: send follow-ups and thank-you notes. Log them in the **Follow-up log**.
- [ ] Weekend: fill in the **Weekly review** and plan next week.
- [ ] Before every interview: copy and fill in **Interview prep** and rehearse your **Stories**.

Important. This binder is a planning and organizing tool. It does not find jobs, apply for you or promise any result. It is not career, legal, financial or tax advice. Employment rules vary by place: check what applies to you.

Contents

How to use this binder 2
Contents 3
My search goals 4
Four-week plan 5
Weekly plan 6
Application log (1) 7
Application log (2) 8
Networking log 9
Interview prep 10
Stories (STAR) 11
Common questions to practice 12
Follow-up log 13
Offer comparison 14
Weekly review 15
Notes 16
Notes (page 2) 17

My search goals

Write what you want, then break it into a plan you can follow every week.

What I am looking for

Job titles I will accept _____

Kinds of companies or fields _____

Where I will work (place, remote, hybrid) _____

Pay range I need to consider an offer _____

Start date I want _____

What I will do each week

Applications I will send _____ Networking conversations I will have _____

Hours I will spend on the search _____ Days I will take off _____

Skills and strengths to show (list five)

1 _____

2 _____

3 _____

4 _____

5 _____

Things in the way and how I will handle them

Four-week plan

Four weeks of focus. Write the goal for each week and tick items off.

Week 1: get ready

- [ ] Update my resume and contact details
- [ ] Write a short summary of what I want
- [ ] List 20 target employers
- [ ] Tell friends and family what I am looking for
- [ ] Set up job alerts

Week 2: apply and reach out

- [ ] Apply to my first group of jobs
- [ ] Send messages to five contacts
- [ ] Prepare my stories (see Stories)
- [ ] Log every application
- [ ] Set follow-up dates

Week 3: follow up and practice

- [ ] Follow up on week 2 applications
- [ ] Practice answers out loud
- [ ] Ask two people for a conversation
- [ ] Apply to the next group
- [ ] Review what is working

Week 4: review and adjust

- [ ] Count applications, replies and interviews
- [ ] Adjust my target jobs or resume
- [ ] Thank everyone who helped
- [ ] Plan the next four weeks
- [ ] Take a real day off

Weekly plan

Copy this page for each week.
Week starting _____ Applications goal _____ Networking goal _____

Top three outcomes for the week

1 _____

2 _____

3 _____

Day	Applications	Networking	Prep or practice	Done
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Interviews this week _____ Follow-ups to send _____