

Job Application Tracking Spreadsheet

A comprehensive tool to organize and monitor your job search progress

How to Use This Tracker:

1. Create a copy of this spreadsheet to track all your job applications
2. Fill in all relevant information for each application
3. Update the status as you progress through the application process
4. Use the notes section to record important details about interactions
5. Schedule follow-up tasks with specific dates to stay organized
6. Analyze your application-to-interview ratio to refine your strategy

Application Status Key

☐ Not Started ☐ In Progress ☐ Applied ☐ Interview ☐ Offer Received ☐ Rejected ☐ Offer Accepted ☐ Offer Declined

Job Application Tracker

Use this spreadsheet to track all job applications and their current status.

#	Company	Position	Location	Source	Date Applied	Application Status	Key Requirements	Contact Name	Contact Info	Next Follow-up	Notes
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1	ABC Com	Marketing C	Remote	Linke	mm/dd/yyyy	Selec ▼	List key qualificati ons	Jane S	jsmith(mm/dd/yyyy	Notes about the appli cation
2					mm/dd/yyyy	Selec ▼				mm/dd/yyyy	
3					mm/dd/yyyy	Selec ▼				mm/dd/yyyy	
4					mm/dd/yyyy	Selec ▼				mm/dd/yyyy	
5					mm/dd/yyyy	Selec ▼				mm/dd/yyyy	
6					mm/dd/yyyy	Selec ▼				mm/dd/yyyy	
7					mm/dd/yyyy	Selec ▼				mm/dd/yyyy	

8	<div></div>	<div></div>	<div></div>	<div></div>	<div>mm / dd / yyyy</div>	<div>Selec ▼</div>	<div></div>	<div></div>	<div></div>	<div>mm / dd / yyyy</div>	<div></div>
9	<div></div>	<div></div>	<div></div>	<div></div>	<div>mm / dd / yyyy</div>	<div>Selec ▼</div>	<div></div>	<div></div>	<div></div>	<div>mm / dd / yyyy</div>	<div></div>
10	<div></div>	<div></div>	<div></div>	<div></div>	<div>mm / dd / yyyy</div>	<div>Selec ▼</div>	<div></div>	<div></div>	<div></div>	<div>mm / dd / yyyy</div>	<div></div>

Interview Tracker

Track interview details, preparation, and follow-up actions.

#	Company	Position	Interview Date	Interview Type	Interviewer(s)	Preparation Notes	Thank You Sent	Next Steps	Follow-up Date
1	<div>ABC Company</div>	<div>Marketing Coc</div>	<div>mm / dd / yyyy</div>	<div>Selec ▼</div>	<div>Jane Smith, HF</div>	<div>Research completed, questions prepared</div>	<div>Select ▼</div>	<div>Second</div>	<div>mm / dd / yyyy</div>
2	<div></div>	<div></div>	<div>mm / dd / yyyy</div>	<div>Selec ▼</div>	<div></div>	<div></div>	<div>Select ▼</div>	<div></div>	<div>mm / dd / yyyy</div>

3	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<div>Selec ▼</div>	<input type="text"/>	<div></div>	<div>Select ▼</div>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>
4	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<div>Selec ▼</div>	<input type="text"/>	<div></div>	<div>Select ▼</div>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>
5	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<div>Selec ▼</div>	<input type="text"/>	<div></div>	<div>Select ▼</div>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>

Application Follow-Up Log

Record all follow-up communications and networking activities related to your job applications.




#	Company	Position	Contact Name	Contact Method	Date	Summary of Communication	Response/Outcome	Next Steps
1	<input type="text" value="ABC Company"/>	<input type="text" value="Marketing Coor"/>	<input type="text" value="Jane Smith"/>	<div>Select m ▼</div>	<input type="text" value="mm/dd/yyyy"/>	<div>Thank you email after phone screen</div>	<div>Received reply confirming next steps</div>	<div>Wait for interview</div>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div>Select m ▼</div>	<input type="text" value="mm/dd/yyyy"/>	<div></div>	<div></div>	<div></div>

3	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select m	<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select m	<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select m	<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Application Metrics Summary

Track key metrics to analyze your job search effectiveness and adjust your strategy accordingly.

Metric	Count/Percentage	Notes/Observations
Total Applications Submitted	<input type="text" value="0"/>	<div>Notes on application volume and pace</div>
Application-to-Response Rate	<input type="text" value="0%"/>	<div>Analysis of which applications</div>
Interview Rate	<input type="text" value="0%"/>	<div>Patterns in which applications led to</div>
Offer Rate	<input type="text" value="0%"/>	<div>Analysis of interviews that</div>

Average Response Time	<input type="text" value="0 days"/>	Typical time between application and 
Most Effective Job Source	<input type="text" value="LinkedIn"/>	Which sources provided the most 
Most Common Rejection Reason	<input type="text" value="Experience level"/>	Patterns in feedback from rejections 

Job Application Tracking Tips:

- **Update regularly:** Set aside time each week to update your tracking spreadsheet.
- **Schedule follow-ups:** Use the "Next Follow-up" column to plan when to check on applications.
- **Document everything:** Record all interactions, including phone calls and networking conversations.
- **Analyze patterns:** Review your metrics regularly to identify which strategies are most effective.
- **Customize for each application:** Use the notes section to track specific customizations for each position.
- **Track keywords:** Note which keywords you've included in each application to avoid repetition.
- **Maintain contact info:** Keep detailed records of all hiring contacts for future networking.
- **Review regularly:** Set aside time weekly to review your job search progress.

Application-to-Interview Ratio Analysis

Your application-to-interview ratio is a crucial metric for assessing your job search effectiveness:

- **Strong ratio:** 1 interview per 10 applications or better
- **Average ratio:** 1 interview per 20 applications
- **Weak ratio:** 1 interview per 30+ applications

If your ratio is weak, consider:

- Revising your resume to better highlight relevant qualifications
- Customizing applications more thoroughly for each position
- Focusing on positions that better match your qualifications

- Increasing networking efforts to access unadvertised opportunities
- Working with a career counselor to identify improvement areas