

Tutorial: Completing the Action Tracker

The Action Tracker is a tool to help you keep track of your progress and efforts each on action to advance your career. It is graded twice during the semester in the Goal and Actions reports. You will also share your updated Action Tracker every other week in your Action Groups.

How do I update my Action Tracker every week?

1. Update the 'Required Actions' as you accomplish each task.
 - a. In the List of Contacts & Opportunities and Area-Specific Strategies sections, just choose Yes in the drop-down box once you have completed a task.
 - b. The Apply and Network section populates automatically as you fill out the Weekly Tracker at the bottom of the sheet. You do not need to update these rows in the Required Actions section.

Apply and Network		Totalled From Tracker
Made 20 new contacts (minimum)	0%	
Applied to 3 jobs (minimum)	0	
Other Skills/Resources submitted for Grading & Feedback		
Resume Draft		
Power Statement		
VMock Feedback		
Me in 30 Seconds		
Resume Final		
Digital Profile		
Matched Skills		
Interview 1 and 2	Not Started	

	Weekly Contacts			Job Opportunities		
	Found	Contacted	Effort	Found	Applied	Effort
Week 02	10	0	High	10	0	High

- c. In the 'Other Skills/Resources submitted for Grading & Feedback' section, choose the status of each task from the drop-down menu.

2. Update the Weekly Tracker for the week you just accomplished

Weekly Tracker									
	Weekly Contacts			Job Opportunities			What I did to polish skills and resources		Supporting CoOp Group
	Found	Contacted	Effort	Found	Applied For	Effort	Skill	Effort	
Week 02	10	0	High	10	0	High	Example: chose a job to apply for and started matching skills	Low	
Week 03			High Medium Low						
Week 04									
Week 05									
Week 06							Example: scheduled 3 appointments	Medium	

- a. For each Week row in the Weekly Tracker, fill in every cell. If a cell is greyed out, that means it is not applicable to that week and there is no need to fill it in.
 - b. There is some sample text in Week 02 to help you know what to put in each column.
 - c. Be honest with your reported efforts (High, Medium, Low). Remember, this is a tool to help you track your progress and individual effort in these areas, and identify areas for improvement.
 - d. Remember to be active in and support your Action Group. Your group can be incredibly valuable support in networking and finding opportunities, in addition to support in course activities.
3. Fill in or update the Semester Goal section.
 - a. This is done before Week 05 initially but as your goal and efforts evolve, you may need to update this section.
 - b. In the Details, be sure to provide adequate detail about how you will accomplish this goal, particularly what you do each week toward accomplishing this goal.