Job Application Tracker — Quick Guide

What this is

One workbook to track every application, interview, contact and offer, with a live dashboard. Open it in a desktop spreadsheet app that supports .xlsx files.

Step 1 — Settings

Open the Settings tab. Set your weekly application goal and the follow-up window (days). Edit the dropdown lists if you like.

Step 2 — Clear sample rows

The Applications, Interviews and Contacts tabs contain FICTIONAL sample rows marked '(sample)'. Select those rows and press Delete (do not delete the header row).

Step 3 — Log applications

One row per application. Grey columns are formulas. Don't type in grey cells.

Step 4 — Log interviews & contacts

Use Interviews for each round, Contacts for people you meet (recruiters, referrals).

Step 5 — Compare offers

Offer Compare lets you list offers side by side with your own weights. Personal organiser only — not career, legal, tax or financial advice.

Step 6 — Dashboard

Dashboard updates automatically: totals by status, rates, and follow-ups due today.

CSV import tip

If you prefer CSV, import the files in the google-sheets-csv folder (one sheet per CSV) into your spreadsheet app.

Privacy

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