Job Application Tracker — Quick Guide

What this is
One workbook to track every application, interview, contact and offer, with a live dashboard. Works in Excel 2016+/Microsoft 365, Google Sheets (File > Import) and LibreOffice.

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: Days Since Applied, Follow-up Due, Stage #. 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. It is a personal organiser only — not career, legal, tax or financial advice.

Step 6 — Dashboard
Dashboard updates automatically: totals by status, response and interview rates, applications by source, and follow-ups due today.

Google Sheets tip
Upload the .xlsx to Google Drive > Open with Google Sheets, or import the CSVs in the google-sheets-csv folder (one tab per CSV).

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