PRACTICAL RESOURCE / JOBCOACH

JobCoach Interview Field Notes

Prepared October 13, 2026. Free editable worksheet.

Examples in the linked guides are fictional; write your own true experience here.

1. The opportunity

Role / company:

Interview stage / date:

What the team needs (confirmed):

My mandate hypothesis (not yet confirmed):

Three questions to verify it:

2. Four stories to rehearse

Repeat for: prioritizing / disagreement / recovery / learning.

Question this story answers:

Situation and constraint:

My responsibility:

Decision and alternative I rejected:

What I personally did:

Result and how I know:

What is measured, estimated, or still unknown:

What I learned:

Five factual cues for speaking aloud:

3. Executive case

Mandate:

Team, budget, scope I actually owned:

Business or customer outcome:

Mechanism connecting my actions to the result:

Other contributors / attribution limits:

What I stopped, delegated, or changed:

4. A first-90-days discussion

Days 1-30: evidence to gather / decisions to clarify:

Days 31-60: limited tests / dependencies:

Days 61-90: operating rhythm / review:

Assumptions to validate before committing:

5. Final-round conversation map

Their need | Evidence shared | Question still open:

Two questions that would change my decision:

Experience I may need to clarify:

Agreed next step and timeline:

Specific follow-up I promised:

6. Practice review

Did I answer the question?

Can someone identify my own contribution?

Did I explain a decision and its tradeoff?

Can I support every claim?

What can I shorten?

One improvement for my next attempt:

7. Seven-day job-search tool trial

Bottleneck:

Tool / free tier / renewal date if applicable:

Baseline time:

Setup time:

Task time with tool, including review:

Errors corrected:

Useful actions completed:

Keep / change / cancel, and why:

Backup or export location:

Guides: https://jobcoach.cc/journal/

Tool comparison: https://jobcoach.cc/journal/job-search-tools-compared/

Never include passwords, confidential employer data, or private customer information in your notes.