PRACTICAL RESOURCE / JOBCOACH

Jobcoach | Your Job Search Worksheets

Prepared October 3, 2026

Copy this file into a document and fill in the sections you need. Keep your completed copy private. Do not include passwords, identity documents, banking details, or confidential employer information.

1. My Search Brief

Primary role family:

Adjacent role family:

Work I want to do:

Location / remote requirements:

Schedule / travel constraints:

Nonnegotiables:

Preferences:

Available search hours each week:

Three sources I will use:

Five employers to investigate:

One action to finish today:

2. My Evidence Bank - Copy For Each Example

Project or situation:

Dates / context:

Problem:

My actual responsibility:

Actions I took:

Other contributors:

Outcome:

Metric and its source, if verified:

What I learned:

Skills this demonstrates:

Permission to share / redactions needed:

3. Role-To-Evidence Check

Employer / role / original URL:

Date checked:

Explicit requirement 1:

My evidence and source:

Explicit requirement 2:

My evidence and source:

Explicit requirement 3:

My evidence and source:

Preferences, separate from requirements:

Genuine gaps:

Questions to clarify:

Apply / investigate / skip, and why:

4. Application Checklist

[ ] Employer and opening independently verified

[ ] Location and qualification requirements checked

[ ] Relevant experience easy to find

[ ] Dates, titles, metrics, and credentials accurate

[ ] Application questions answered directly

[ ] Employer's file and word limits followed

[ ] Resume and cover letter agree

[ ] Links open without a permission request

[ ] Practice projects clearly labeled

[ ] No private client data included

[ ] AI edits reviewed line by line

[ ] Correct attachment opened and checked

[ ] Submitted version saved

5. Interview Story Bank - Copy Six Times

Question / skill being demonstrated:

Situation:

Task:

My actions and why:

Trade-off or constraint:

Result and evidence:

What I learned:

One-minute spoken version:

Likely follow-up question:

Interview Preparation

Format / date / participants:

Tool or assessment rules:

Company facts and original sources:

Three questions I want to ask:

Equipment / meeting link checked:

What I learned afterward:

Promised next step and date:

6. Portfolio Case-Study Outline

Target role / requirement supported:

Project type: commissioned / internal / volunteer / practice

Permission to share:

Context and problem:

My role:

Constraints:

Options considered:

Decision and rationale:

Artifact to show:

Outcome (or hypothesis if untested):

Collaborator contributions:

AI assistance used, if relevant:

Lessons / next test:

Link and accessibility check:

7. Application Record - Copy For Each Role

Employer:

Role:

Posting / requisition URL:

Source:

Date checked / application date:

Resume and cover-letter version:

Contact route:

Current stage:

Last communication:

Promised timeline:

Next action / date:

Notes:

Weekly Review

Suitable roles identified:

Applications sent:

Screening conversations:

Later interviews:

Offers:

Which sources produced relevant opportunities?

What did I learn?

One change for next week:

Time and energy available:

8. Offer Comparison - Complete For Each Offer

Role / employer:

Written offer received:

Response deadline:

Base pay and payment period:

Contingent compensation and conditions:

Benefits / leave details to verify:

Work arrangement / travel / expected hours:

Manager / team / support:

Main responsibilities:

Learning opportunities:

Terms that remain unclear:

Questions for employer:

Terms needing qualified professional review:

Match with my nonnegotiables:

Trade-offs I would be accepting:

9. Seven-Day Starter Plan - Adjust To Your Time

Day 1: Write the search brief and choose a role family.

Day 2: Collect five evidence examples and verify their facts.

Day 3: Compare three current job descriptions.

Day 4: Tailor one resume and application.

Day 5: Improve one relevant work sample.

Day 6: Practice two interview stories aloud and reconnect with one person.

Day 7: Review progress, choose next actions, and set time boundaries.

Ai Reminder

Ask for questions before drafts. Provide verified facts. Mark unknowns. Review every output. Follow employer rules during interviews and assessments. AI cannot guarantee interviews, certify recruiters, or predict hiring outcomes.