PRACTICAL RESOURCE / JOBCOACH

JobCoach Practical Worksheets

Use these worksheets alongside the articles. Copy a section into a document and fill it in with your own information. Blank cells are intentional writing spaces. Keep private details out of shared copies.

1. Application diagnostic

Review a small group of applications, keeping pending outcomes separate.

Company and role	Date applied	Eligibility confirmed	Relevant evidence visible	Current status	Next action

What is observed:

What is only a possible explanation:

One change to test:

Review date:

2. Mock interview feedback

Role:

Question:

My answer in brief:

Criterion	Evidence from my answer	Improvement
Answered the question		
Used a real example		
Explained my contribution		
Communicated clearly		

My next attempt:

Follow-up question to practice:

3. Role discovery

Task I have done	Ability demonstrated	Role title to investigate	Gap or unanswered question

Non-negotiable work conditions:

Three titles to research:

What current job descriptions confirmed:

What changed my mind:

4. Requirement to evidence map

Target role:

Official posting:

Requirement	Essential or preferred	My evidence	Demonstrated, transferable, missing, or unclear	Application change

Apply, investigate, or set aside:

Reason:

5. Search-source tracker

Source	Relevant role family	Verified opportunity or research lead	Last checked	Next check

Source to keep:

Source to reduce:

New source to try:

6. Introduction builder

The role I am discussing:

The most relevant thread in my background:

One supported example:

A second example if needed:

My real reason for interest:

30-second version:

90-second version:

Words I would not naturally say:

Facts I need to verify:

7. Six-story interview bank

Theme	Event and context	My action or decision	Supported result	Learning
Problem solving				
Conflict				
Prioritization				
Initiative				
Mistake				
Adaptation				

Story to practice first:

Likely follow-up:

Detail that belongs to the team rather than me:

8. Accomplishment builder

Original responsibility:

What I personally did:

Who used or benefited from the work:

Scope I can verify:

Completed deliverable or result:

Evidence behind any number:

What I should not claim:

Revised bullet:

Can I explain and defend every phrase?

9. Company research brief

Company and role:

Interview date and participants if known:

Topic	Verified fact	Source and date	Question
Customers or users			
Offering			
Role responsibilities			
Recent development			
Team priorities			

Two relevant examples from my background:

Four questions to ask:

Assumptions I must not present as facts:

10. Opportunity verification

Independently found employer website:

Official role link or job reference:

Recruiter identity and organization:

Independent contact route:

Expected interview process:

Any money or sensitive-information requests:

Unresolved questions:

Decision to proceed, clarify, or stop:

This is a record for independent verification, not a score that proves legitimacy.

11. Work-sample brief

Target responsibility:

Intended user:

Problem:

Information I can appropriately use:

Fictional or real context:

Scope and constraints:

Deliverable:

My contribution:

Tools or AI assistance:

Checks performed:

Observed results:

Proposed outcomes that have not been achieved:

Limitations:

Next improvement:

12. Weekly search plan

Available hours:

Current priority:

Minimum-effort task for a difficult day:

Day or work block	Task	Definition of done	Time available

Completed actions:

Observed results:

What I learned:

One change next week:

One activity to stop or reduce:

13. Offer comparison

Non-negotiable requirements:

Decision deadline:

Factor	Offer A	Offer B	Confirmed fact or estimate	Question to resolve
Base compensation				
Variable compensation				
Schedule and location				
Benefits and eligibility				
Direct work-related costs				
Responsibilities				
Manager and support				
Growth I actually want				

Three unknowns most likely to change the decision:

Trade-offs I am comfortable making:

Terms I need clarified in writing: