

**Target:** \_\_\_\_\_

**Results from Week One**

Projected	Actual	Results	Target Met?

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Results from Week Two**

Projected	Actual	Results	Target Met?

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Results from Week Three:**

Projected	Actual	Results	Target Met?

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Results from Week Four:**

Projected	Actual	Results	Target Met?

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Employment Search Progress Log Instructions

Use this worksheet to monitor your job search progress. It is important to keep a log of your activities because this increases your personal accountability for the entire process. Making yourself accountable helps you to stay focused on your search! Some clients even increase their accountability by sending their completed Progress Logs to a friend or family member at the end of each month.

Make sure you have total control over your search. Use this log in conjunction with OMPCG's Application Record, a document that is available on our website. These documents work together to help organize your search and improve your results. If you need additional help managing your search, you may be interested in OMPCG's Career Management Boot Camp. For more information, contact us at (703) 424-6573.

**Sample:** This is a sample of what a completed log might look like.

### Employment Search Progress Log

Month: August 2010

**Target:** 7 to 10 Applications Submitted Each Week

#### Results from Week One

Projected	Actual	Results	Target Met?
7-10	8	One Call Back from Sally @ The Roanoke. Salary was too low.	yes

**Notes:** Targeted news organizations and other broadcast outlets. Will review Monster.com and local jobs sites next week.

#### Results from Week Two

Projected	Actual	Results	Target Met?
7-10	5	Unexpected visit from Mom. Limited availability.	no

**Notes:** Will increase target next week.

#### Results from Week Three:

Projected	Actual	Results	Target Met?
10-15	20	Received a call back from an inquiry submitted last week. Interview set for Thursday.	yes

**Notes:** Target exceeded. Will use one day next week for interview prep.