

Progress Report

We recommend that you assess your progress on a regular basis to ensure that you are on the right track with your job search. You may want to do this weekly or monthly, depending upon how your job search is progressing. Review this report often to help you identify trends and progressions.

If you are applying to a lot of jobs but aren't getting any interviews, you may want to take a step back and have your resume re-critiqued. If you are getting a lot of interviews but no offers, you may need to work on your interview skills and may opt to receive a mock interview with the Career Services Office.

Date	
Number of Jobs Applied	
Number of Phone Interviews	
Number of First Interviews	
Number of Second Interviews	
Number of Offers	

Date	
Number of Jobs Applied to	
Number of Phone Interviews	
Number of First Interviews	
Number of Second Interviews	
Number of Offers	

Date	
Number of Jobs Applied to	
Number of Phone Interviews	
Number of First Interviews	
Number of Second Interviews	
Number of Offers	

Things I am doing well:

Things I can improve upon:

Action Items:
