



Candidate Activity Tracker

Candidates and Case Managers may use this to help track job search activities.

Candidate Information

Name _____ Date _____
 Telephone _____ Email _____
 Department _____
 Job Title _____ Salary Grade _____
 Case Manager _____ Email _____
 Union Rep. _____ Email _____
 Layoff Notification Date _____ Work Security Start Date _____

Job Application Toolbox

Which tools are in full working order?

- Updated Resume Cover Letter Template Thank You Letter Template

Job Target

Please describe details about the target for your next job.

Grade(s): _____

Job Families and Titles: _____

Skills you expect to use the most: _____

Case Management

How will you be in contact with your Case Manager?

- Meeting Telephone Email **Frequency:** _____

How will you coordinate with your Case Manager regarding specific job applications so that advocacy calls can be made? _____

Skill-Building Opportunities

Date	Description	Organization	How will this help you secure another position?

Informational Interviews/ Networking Opportunities

Date	Name	Organization	Notes/ Results