

**Johns Hopkins University
School of Nursing**

Job Tracking Form

**Complete this form for each position
for which you've applied.**

**Remember to keep this information up-to-date. Don't bring it
on interviews. Rather, use it as a reference during telephone
conversations. Make additional copies of the job tracking
form as necessary.**

Job Tracking Form

Organization _____ Job title _____

Unit/Department _____ Date applied _____

Applied: _____ on-line _____ via mail _____ via fax

Address _____

City _____ State _____ Zip code _____

Recruiter _____

Phone _____ Fax _____

Email _____ Website _____

Hiring Manager _____

Phone _____ Fax _____

Email _____

Interview preparation:

Have you practiced your responses to expected interview questions? Do you know what you want to be sure to say in this interview? How does your experience set you apart from other applicants?

Phone interview:

Date _____ Time _____ Interviewer/Title _____

Key points:

Follow-up:

In-person interview:

Date _____ Time _____ Interviewer/Title _____

Key points:

Follow-up:

Decision will be made by (date) _____

Your references:

Names

#1 _____ #2 _____ #3 _____

Have you contacted each? Asked permission? Described the position and related your experience? Sent them a copy of your resume for reference?

Share day Will you be participating in one?

Date _____ Time _____

Contact _____ Phone/email _____

Benefits Do you know the salary and benefits for this position?

Details:

Offered position:

Date offered _____

Date by which you must respond _____

Decision:

Accepted _____ Date _____

Turned down _____ Date _____

Contact _____ Date _____

Reason for not accepting position _____

Other: