

Quick Start Guide

Five documents, one system — now Blueprint Parts 1–48, covering the whole job search from finding the opportunity through offer or rejection, not just the interview itself. This page tells you what to open, when, and why, so you never have to guess.

THE FIVE PIECES

Job Interview Blueprint.docx	<i>Read once, then use as a lookup</i>
Job Interview KPI Master Form.xlsx	<i>Your daily/weekly workspace</i>
Interview Cheat Sheet.pdf	<i>Print fresh, per interview</i>
Story Bank Worksheet.pdf	<i>Fill out once, early</i>
Framework Diagrams (6 PNGs)	<i>Glance at, don't re-read</i>

DO THIS FIRST, IN ORDER

1 Read the Blueprint once

Front to back, before you're mid-search. Note the new "The Complete Job Search Journey" map and the "Where to Start" page.

2 Open the tracker's Start Here tab

It tells you which tab to use for which moment. Don't skip it.

3 Fill in the Story Bank

Before your first interview, not during one. This is the one thing worth front-loading.

4 Start logging applications same-day

Every one, even the ones you're not excited about. Missing entries break every number downstream.

5 Have a real connection at a company you apply to?

Make them aware of your application — Part 46, logged in Networking & Referrals. Don't wait for the ATS to find you.

The Full Job Search Journey

The Blueprint used to start at “interview booked.” It now starts at “found a posting.” Here is the front half of the journey — everything before an interview exists — and where to work it.

1. DISCOVER

Blueprint Part 41

Find the opportunity — boards, company pages, referrals, direct outreach.

2. RESEARCH

Blueprint Part 42

Company, role, team, hiring manager — before you apply, not just before you interview.

3. IDENTIFY CONNECTIONS

Blueprint Part 43 · Tracker tab 2

Who do you legitimately know there? Log them in Networking & Referrals.

4. PRE-APPLICATION STRATEGY

Blueprint Part 44

Is it actually a fit? Confirm before you spend the effort tailoring.

5. APPLY

Blueprint Part 45 · Tracker tab 1

Tailor it, submit it, log it the same day.

6. PRE-INTERVIEW VISIBILITY

Blueprint Part 46 · Tracker tab 2

If you have a real connection, let them know you applied. Professional, one message, never a substitute for a real application.

7. WAIT / MONITOR

Blueprint Part 47

Respect the timeline, keep applying and networking. Silence isn't rejection — and it isn't licence to spam either.

AFTER THE INTERVIEW ITSELF

Same system as before — Parts 21–31 — plus Part 48 for what happens after you accept, or after you're rejected.

HOW IT ALL RUNS, ONCE SET UP

The Weekly Rhythm

Once the setup above is done, this is the loop. The Excel file is where you act; the Word doc is where you learn.

Found a role	Log it in Application Log even before you apply, so it doesn't get lost (Part 41).
Applying	Log it in Application Log. Tailor the resume. Mark Resume Tailored Y/N.
Networking outreach or pre-interview visibility	Log it the same day, in Networking & Referrals — advice, referrals, and letting a real connection know you applied (Part 46), successes and misses both.
Interview scheduled	Fill Interview Prep Checklist. Print a fresh Interview Cheat Sheet.
Right after the interview	Log it in Follow-Up Tracker. Send the thank-you within 24 hours (Part 22).
Weekly	Check the Dashboard. Glance at The Complete Job Search Journey page if you feel lost.
Offer arrives	Fill Offer Negotiation. Use Part 40 for your range, Part 29 for the ask.

CHECK THE DASHBOARD WEEKLY, NOT DAILY

Response and offer rates are noisy day to day. Weekly is enough to catch something structurally wrong before it costs you twenty applications.

THE SIX DIAGRAMS, AT A GLANCE

- **Job Search Journey:** Pin it somewhere visible. The one-glance answer to 'what do I do right now.'
- **STAR / VALUE:** 30 seconds before you walk into an interview — faster than re-reading the text.
- **Follow-Up Formula:** Check whenever you're unsure if it's too soon to follow up.
- **ATS Screening:** Read once when writing or tailoring a resume.
- **Master Interview Stack:** Useful the first week to see how everything connects. Rarely needed after.