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WORK & CAREERS

The Job Search and Interview Kit



Know what you applied for and walk into the next conversation prepared.

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FREE PLANNING PACK
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JUNCTION WORK TOOLS

The Job Search and Interview Kit

Know what you applied for and walk into the next conversation prepared.

Build a manageable search list, a record of applications and a short interview preparation plan. No job listings or hiring promises are included.

START HERE

1. Choose two roles and a realistic travel area.
2. Verify an opening on the employer's own website.
3. Match your actual experience to the requirements.
4. Record the next action and prepare the interview logistics.

Time to begin: 30 minutes to set up; 10 minutes after each application or conversation.

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Included: six planning sections, four printable worksheet sets, eight editable CSV files, an offline HTML workbook, license and file manifest.

Print this PDF to write on the sheets. It has no fillable fields. Edit the CSVs in your own spreadsheet app; they contain no formulas. Keep completed copies privately.

THE PRACTICAL GUIDE

1. Choose a search you can sustain

Write the kind of work you want, your available hours and your travel limits. Separate a requirement from a preference: a shift you cannot reach is different from one you would simply prefer to avoid. Choose a small number of openings to work on carefully.

List what must be confirmed before accepting an interview: location, schedule, transport, required documents and the contact's identity. Use the Junction careers desk to explore opportunities, then check the employer's current posting. A saved listing is a lead, not proof that the role is still open.

2. Verify the opening and keep a record

Open the employer's own careers page through a route you trust. Match the title, location and posting reference. Note the date you checked it and save the official link. If information conflicts, ask through a verified contact before sending personal documents.

Use the application tracker to separate drafted, submitted, acknowledged and closed applications. Keep passwords, Social Security numbers, birth dates and identification scans out of these worksheets. Record a document's filename or a private storage reminder rather than copying its sensitive contents.

THE PRACTICAL GUIDE

3. Tailor your application with evidence

For each important requirement, write one truthful example from employment, military service, volunteering, study or a project. State what you did and what changed. Use a number only when you can support it. If you lack a requirement, identify the gap instead of inventing experience.

Keep a master resume privately and save a dated copy for each application. Check the employer's instructions, contact details and attachment format before submitting. The requirement-match sheet helps you decide what to emphasize; it does not automatically write or submit an application.

4. Prepare answers you can explain

Choose three real examples: solving a problem, helping a team and handling a setback. Give the situation, your responsibility, your action and the result. Include what you learned. Practice aloud until you can explain the example clearly without memorizing a long speech.

Prepare questions about daily responsibilities, scheduling, training and the next hiring step. Keep notes relevant to the role. If an answer needs checking, say so and follow up accurately. The interview sheet is a practice tool, not a script for claiming qualifications you do not have.

THE PRACTICAL GUIDE

5. Make the logistics part of the plan

Confirm the interview's date, time zone, address or video link, and expected length. Plan travel, fuel or fare, parking and an arrival buffer. For video, check sound and the connection in advance. Identify a backup contact route if a genuine delay occurs.

Write the actual next action with a deadline: confirm the address, charge the phone or arrange a ride. Ask the employer directly about an access need or a scheduling question. Do not assume an arrangement is approved until the employer confirms it.

6. Close the loop and review the week

After a conversation, note what was discussed, what you promised and when the employer expects to respond. Follow its stated process. A brief follow-up should identify the role and ask a clear question; repeated messages do not replace a complete application.

At the end of the week, count real applications and conversations separately. Review which roles fit, where information was missing and which preparation helped. Choose one improvement for the next week. Keep rejected or closed applications as a learning record without treating them as a judgment of your worth.

WORKSHEET 1 OF 4

Application and follow-up tracker

Read the fictional example, then use the blank table below. The matching CSV provides more room for typing. Add rows in your own copy as needed.

FICTIONAL EXAMPLE	Replace with your own checked information.
Employer / role	Example Workshop / team lead (fictional)
Official link / checked date	Employer careers page; verify before use
Application status	Drafted, not submitted
Next action / due	Tailor resume; Friday
Actual outcome	Pending

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Employer / role	Official link / checked date	Application status	Next action / due	Actual outcome

Use a minimal reference in shared copies. Keep passwords, identification numbers, payment details and sensitive personal information elsewhere.

WORKSHEET 2 OF 4

Requirements and your evidence

Read the fictional example, then use the blank table below. The matching CSV provides more room for typing. Add rows in your own copy as needed.

FICTIONAL EXAMPLE	Replace with your own checked information.
Job requirement	Coordinate a team (fictional)
Actual experience	Led a volunteer setup crew
Evidence / result	Assigned roles and finished setup on time
Gap to resolve	Confirm job's shift
Resume change	Describe actual responsibility

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Job requirement	Actual experience	Evidence / result	Gap to resolve	Resume change

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WORKSHEET 3 OF 4

Interview example practice

Read the fictional example, then use the blank table below. The matching CSV provides more room for typing. Add rows in your own copy as needed.

FICTIONAL EXAMPLE	Replace with your own checked information.
Question / skill	Handle a setback (fictional)
Situation and responsibility	A delivery was delayed
Your action	Reordered tasks and updated the team
Actual result / learning	Work resumed with a revised plan
Question to ask	How are schedule changes communicated?

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Question / skill	Situation and responsibility	Your action	Actual result / learning	Question to ask

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WORKSHEET 4 OF 4

Interview logistics and next steps

Read the fictional example, then use the blank table below. The matching CSV provides more room for typing. Add rows in your own copy as needed.

FICTIONAL EXAMPLE	Replace with your own checked information.
Item to confirm	Interview location (fictional)
Verified detail	Not yet confirmed
Responsible person	Applicant
Due / backup	Ask verified recruiter before travel
Completed	No

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Item to confirm	Verified detail	Responsible person	Due / backup	Completed

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