Job Search & Interview Evidence Workbook

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A standalone educational working guide for general US readers. Examples are fictional unless explicitly described as source references. Use the guide for one manageable task and keep its supporting records with it.

Print and write by hand, or use the editable Word file. The PDFs are not fillable. Use aliases and private record locations; omit passwords, access codes and full identification/account numbers. Label continuation pages with the sheet code, question and date.

Reader, physical-print, native Word and assistive-technology acceptance remain open. PDFs are untagged; no PDF/UA compliance, professional signoff, or tested classroom outcome is claimed. Try a sample page before a full print run.

Read the work before writing the claim

Choose one role description and identify the tasks the person will actually perform. Separate a requirement from a preference and from a broad statement about the organization. Then match your evidence to the work rather than copying the posting's adjectives into a résumé.

Evidence can come from employment, study, volunteering, or a personal project when the setting is described accurately. A laboratory exercise can demonstrate a skill without becoming production experience. A team result can be valuable without becoming a claim that you did all of it.

When evidence is missing, write a preparation step. A clear gap is easier to address than an inflated claim that will not survive a follow-up question.

Compare two roles without letting a score decide for you

Give each role a separate evidence map. Compare actual responsibilities, learning needs, work arrangements, and questions you need answered. Do not treat a simple count of matched keywords as proof that one role is best.

In a fictional example, Role A emphasizes helping users, documenting incidents, and communicating next steps. Role B emphasizes maintaining scripted workflows and reviewing change results. Casey has strong examples for Role A and a small personal-lab project relevant to Role B. The comparison should show both the relevance and the limits of that lab work.

A useful conclusion might be: “Role B is worth investigating, but I need to ask how much independent production responsibility is expected.” It should not become “I have already performed the entire role.”

Build an interview account around an action

Start with enough context to make the problem understandable. Name your responsibility, then describe the actions you took and how you checked the result. End with the observed outcome and a limitation or improvement you would carry forward.

Avoid supplying a metric because the answer sounds stronger with one. Use a documented figure when available. Otherwise describe the result you can support: a recurring step was documented, a test was completed, a user received a working handoff, or an unresolved issue was escalated with useful evidence.

Fictional interview example

“In a volunteer equipment project, several people used different setup notes. My responsibility was to make the instructions easier to follow. I compared the existing notes, asked the organizer which version was current, and drafted a single sequence with a check after each major step. I asked another volunteer to use it while I observed where an explanation was still needed. We revised the unclear step and retained the organizer's approved version. I did not administer a production system, and I would want to learn the organization's change process before applying the same approach at work.”

This example is deliberately modest. It explains the setting, action, validation, and boundary. It should not be copied as a personal experience unless it accurately describes something the reader actually did.

Draft follow-up message

“Thank you for discussing the _____ role with me. I appreciated learning more about _____. Our conversation reinforced my interest in the work involving _____. One relevant example from my background is _____, where my contribution was _____. Please let me know whether any additional information would help your review. Thank you for your time.”

Replace every blank with an accurate detail. Do not invent a shared interest or imply that the interviewer made a commitment they did not make. This is a writing template, not a sent message.

Keep application states accurate

Use states such as drafted, submitted, acknowledged, interview arranged, decision received, and closed. A submitted application is not an interview, and a pleasant conversation is not an offer. Record the actual event and next action without trying to predict the outcome.

At the end of a cycle, keep one useful lesson. Perhaps an example needed clearer scope, a role required a skill you had not considered, or a follow-up question helped distinguish two opportunities. The tracker is most useful when it improves the next application rather than merely counting the previous ones.

Use the sheets for one complete cycle

Begin with one bounded question or task. Read the fictional example before entering your own information. Use the first sheet to record the current situation and its evidence, then use the second to check the follow-up. If the answer is unknown, keep it unknown and name the next source or action.

Give every supporting record a stable reference. Keep an earlier observation when later information changes it; add the new date and explanation. A request, a planned action and a confirmed outcome are different states. Close the cycle only as far as the evidence allows.

Try the handoff with the fictional case first: another reader should be able to identify the question, the supporting record and the unfinished step. Record any instruction they cannot follow without explanation. This exercise improves the guide; it does not certify the broader product or process.

JOB-01 — Requirement to evidence

Short notes are enough. Use a labeled continuation for longer answers; keep supporting records in their private location.

Role, posting source and date

Actual requirement or responsibility

Accurate example from work, study, volunteering or personal project

My contribution and what others did

Observed result and supporting record; no invented metric

Limit, gap or question to ask

Application state, actual event and next follow-up

JOB-02 — Interview account and application event

Short notes are enough. Use a labeled continuation for longer answers; keep supporting records in their private location.

Setting, problem and my actual responsibility

Actions taken and how I checked the result

Observed outcome, supported metric if available

Limitation and lesson

Actual application/interview event and date

Next truthful follow-up; template is not a sent message

Sources and keeping useful records

Editorial basis: the existing DTP writing collection, expanded into standalone guide and worksheet pages. Original fictional examples remain labeled; no external source endorses them.

This guide uses original organizing and teaching material. It supplies no jurisdiction-specific deadlines, legal permission, professional finding or institutional curriculum alignment.

Keep one current master record. Preserve meaningful revisions and carry open questions forward. Related editions and updates: davidtompublishing.com/books-and-publications/.