

# Sample Metrics Review Chart for Job Search

	Target for Day/Week	Actual for Day/Week
Hours Worked		
Computer Hours		
Meeting Hours		
Administrative Hours		
Numbers of		
Phone Calls		
Networking Meetings		
New Contacts		
Follow-up Meetings		
Letters		
Emails		
Applications		
Online		
In Person		
By Letter		
Target Company		
New Contacts		
Follow Up		
Hiring Manager		