Interview follow up reminder log

Record agreed next steps after interviews without over-contacting employers.

Three steps

1. Record promised dates
2. Set a reasonable reminder
3. Respect contact instructions

A worked example

Employer	Example Co
Interview date	Nov 20
Agreed response	Dec 2
Follow-up	Dec 4
Status	Waiting

Wait for the stated response date first.

Avoid repeated unsolicited follow-ups.

Interview follow up reminder log

Use one row per item or decision. Start with what you know.

Employer	Interview date	Agreed response	Follow-up	Status

My next action / when