

TRACKER · WORKSHEET

The Remote Job Search *Tracker*

Run your search like a pipeline. Twelve pages of sheets that turn a pile of open tabs into a process you can measure and fix.

WHAT'S INSIDE

- A one-page search plan
- Weekly targets and the numbers that matter
- Application log for 60 roles
- Follow-up and interview sheets
- Offer comparison and monthly review

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enroutejobs.com/publications

Why a tracker changes the outcome

Most remote job searches stall for the same reason: the effort is real but unstructured. Applications go out in bursts, follow-ups slip, and after six weeks the only record is a browser history. When nothing works, there is no way to tell *which part* is not working.

A search that is written down can be diagnosed. If you sent 40 applications and got two screens, the problem is the application. If you got eight screens and no second rounds, the problem is the interview. Those are different fixes, and only the numbers tell you which one you need.

Print this, keep it on the desk, and fill it in by hand. The friction is the point: writing a role down forces the question of whether it is worth applying to at all.

PAIRS WITH

Save jobs on EnRoute and they appear on your dashboard with a match score, but the decisions about what to chase live here.

The **Resume Enhancer** and **Cover Letter Generator** at enroutejobs.com/tools take the writing off your plate so the time goes into targeting.

10

TARGETED APPLICATIONS A WEEK
beats 40 untargeted

48h

FOLLOW-UP WINDOW
after any human contact

3

NUMBERS TO WATCH
apply, screen, advance

How to use the sheets

1

Fill in the search plan once.

Page 3. It is the filter every listing gets checked against before it earns a line in the log.

2

Set weekly targets on Sunday.

Page 4. Not "apply to more jobs", but a number of applications, a number of new contacts and a number of follow-ups.

3

Log every application the day you send it.

Pages 5 to 7. One line, thirty seconds. The log is what makes the monthly review possible.

4

Debrief every interview within an hour.

Page 9. What they asked, what landed, what you fumbled. Patterns show up by the third debrief.

5

Review on the first of the month.

Page 11. Compute the three conversion rates and decide what to change.

01

The search plan

One page, filled in once. Everything else is checked against it.

A remote search fails when it is too wide. "Anything remote" produces two hundred listings a day and none of them fit. Write down what you are actually looking for, then hold every listing to it.

Search start date _____ Target start date _____

ROLES I AM TARGETING (2 TO 4 TITLES, IN PRIORITY ORDER)

WHAT I NEED FROM THE LOCATION ARRANGEMENT (COUNTRIES I CAN WORK FROM, TIMEZONE I CAN COVER, WHETHER I NEED SPONSORSHIP OR RELOCATION HELP)

MUST-HAVES (A LISTING WITHOUT THESE IS A NO)

NICE-TO-HAVES (WORTH A POINT, NOT A VETO)

Minimum salary or day rate _____ Currency and pay basis _____

Employment type I will accept (employee, contractor, either) _____

USE THE GEO-FLEX SCORE AS A FIRST FILTER

Every remote listing on EnRoute carries a Geo-Flex score that measures how freely you can choose where to live: worldwide hiring scores far above "one country only", fully async above fixed core hours. Set a floor for yourself (many people use 60) and skip anything under it without reading the description.

02

Weekly plan

Set targets on Sunday. Tally on Friday. Four weeks per sheet.

Targets are inputs you control: applications sent, people contacted, follow-ups made. Outcomes (screens, interviews) are recorded but not targeted, because you cannot will them into being. What you can do is notice when a steady input stops producing outcomes, and change the input.

WEEK 1 · W/C _____

INPUT	TARGET	MON	TUE	WED	THU	FRI	TOTAL
Targeted applications sent							
New people contacted (referrals, hiring managers)							
Follow-ups sent							
Hours on skills or portfolio							
Outcomes: screens booked / interviews held / offers							

WEEK 2 · W/C _____

INPUT	TARGET	MON	TUE	WED	THU	FRI	TOTAL
Targeted applications sent							
New people contacted (referrals, hiring managers)							
Follow-ups sent							
Hours on skills or portfolio							
Outcomes: screens booked / interviews held / offers							

WEEK 3 · W/C _____

INPUT	TARGET	MON	TUE	WED	THU	FRI	TOTAL
Targeted applications sent							
New people contacted (referrals, hiring managers)							
Follow-ups sent							
Hours on skills or portfolio							
Outcomes: screens booked / interviews held / offers							

WEEK 4 · W/C _____

INPUT	TARGET	MON	TUE	WED	THU	FRI	TOTAL
Targeted applications sent							
New people contacted (referrals, hiring managers)							
Follow-ups sent							
Hours on skills or portfolio							
Outcomes: screens booked / interviews held / offers							

WHAT I WILL DO DIFFERENTLY NEXT WEEK

03

Application log

One line per role. Fill it in the day you apply, not from memory on Friday.

Status codes: **Saved** · **Applied** · **Screen** · **Interview** · **Offer** · **Closed**. "Closed" covers rejected, withdrawn and gone quiet for 30 days. Note the source (EnRoute, referral, company site) so the review can tell you which channel actually converts.

#	DATE	COMPANY	ROLE	SOURCE	WHERE THEY HIRE FROM / TZ	STATUS	NEXT STEP / DATE
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

04

Follow-up tracker

A follow-up is not nagging. It is the difference between an application and a conversation.

Follow up within 48 hours of any human contact (a screen, a referral intro, a reply). Follow up once, seven to ten days after an application with no response, if you have a specific reason to write: a relevant piece of work, a question about the role, a mutual contact. Two unanswered follow-ups is the limit; move the role to Closed and spend the energy elsewhere.

COMPANY / ROLE	CONTACT	CHANNEL	SENT	REASON FOR WRITING	REPLY?	NEXT

A FOLLOW-UP THAT GETS ANSWERED

"Hi Dana, I applied for the Support Lead role on the 4th. Since then I noticed you shipped the new onboarding flow, and it is close to a project I ran last year, where we cut first-response time by a third across three timezones. Happy to share how if it is useful. Either way, I would love to know whether the role is still open."

05

Interview debrief

Fill in within an hour, while the specifics are still there. One sheet per round.

Company _____ Role _____ Round _____

Date _____ Interviewer(s) and titles _____

QUESTIONS THEY ASKED (AS CLOSE TO VERBATIM AS YOU CAN)

ANSWERS THAT LANDED, AND WHY

ANSWERS I WOULD REDO (AND THE BETTER VERSION)

WHAT I LEARNED ABOUT THE ROLE THAT WAS NOT IN THE LISTING: TIMEZONE EXPECTATIONS, WHERE THE TEAM SITS, HOW ASYNC THE WORK REALLY IS, VISA OR CONTRACTOR DETAILS

How well did I understand the role going in? ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

How clear was my location and timezone story? ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

How interested am I, honestly? ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

How likely is a next round? ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Thank-you sent (date) _____ Promised follow-up / date _____

Company _____ Role _____ Round _____

Date _____ Interviewer(s) and titles _____

QUESTIONS THEY ASKED (AS CLOSE TO VERBATIM AS YOU CAN)

ANSWERS THAT LANDED, AND WHY

ANSWERS I WOULD REDO (AND THE BETTER VERSION)

WHAT I LEARNED ABOUT THE ROLE THAT WAS NOT IN THE LISTING

How well did I understand the role going in?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

How clear was my location and timezone story?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

How interested am I, honestly?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

How likely is a next round?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Thank-you sent (date) _____ Promised follow-up / date _____

06 Offer comparison

Two offers are rarely comparable on salary alone once location, currency and employment type are in the picture.

Fill in a column per offer. The rows that trip people up in remote and abroad roles are employment type (an employee and a contractor on the same headline number are thousands apart after tax and benefits), the currency the salary is paid in versus the one you spend, and what happens if you move.

LINE	OFFER A	OFFER B	OFFER C
Company / role			
Base pay (amount, currency, per year or per day)			
Employee or contractor? Through an employer-of-record?			
Who pays employer taxes and social contributions			
Paid leave, sick leave, public holidays			
Health cover (or stipend to buy it)			
Pension / retirement contribution			
Equipment and home-office budget			
Countries I may work from under this contract			
Required overlap hours (in my local time)			
Travel to HQ or retreats per year, who pays			
Visa or relocation support offered			
What happens to the contract if I move country			
Notice period, probation			
Net monthly in my spending currency (estimate)			
Gut score, 1 to 10			

CHECK THE COUNTRY CLAUSE BEFORE YOU SIGN

Many remote contracts name the country you must live in, and moving without telling the employer can void the contract and create a tax problem for both sides. If you plan to move, ask for the policy in writing before the offer is final, not after.

07

Monthly review

Three ratios. Ten minutes. The decision about what to change next month.

Application → screen

Screens booked ÷ applications sent

This month _____

Last month _____

Under 10%? The application is the problem: targeting, resume, or the roles are out of reach. Narrow the plan; run your resume through the Enhancer against three real listings.

Screen → interview

Interviews ÷ screens

This month _____

Last month _____

Under 40%? Your story is unclear in the first call. Practise the two-minute "why this role, why remote, where I work from" answer until it is boring.

Interview → offer

Offers ÷ final-round interviews

This month _____

Last month _____

Under 25%? Look at the debriefs. Is the same question tripping you? Run it through the Interview Simulator ten times.

Totals

MONTH	APPLIED	SCREENS	INTERVIEWS	OFFERS	BEST SOURCE	HOURS SPENT

WHAT WORKED THIS MONTH

THE ONE THING I WILL CHANGE NEXT MONTH

	J	F	M	A	M	J	J	A	S	O	N	D
Applications sent (tally)												
Screens												
Interviews												
Offers												

	J	F	M	A	M	J	J	A	S	O	N	D
Skills hours												

EnRoute Jobs

The work is out there. So is the world.

Remote roles, visa-sponsored positions, seasonal contracts and work exchange, every listing read by a person before it goes live. Free for job seekers.

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AI CAREER TOOLS

enroutejobs.com/tools

FOR EMPLOYERS

enroutejobs.com/employers

MORE FROM THE LIBRARY

- The Geo-Flex Score Field Guide
- The Remote Interview Workbook
- The Global Salary Negotiation Guide
- Remote Job Scam Red Flags Checklist
- The Skills Gap Worksheet

All at enroutejobs.com/publications

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