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General Information				Pre-interview						Interview #1						Interview #2						Interview #3						Proficiency Test				Notes
Next Step	Company	Job Posting	Look for alumni/other contacts working at the organization	Date Job Was Found	Apply	Date Applied	Do Research	Send a Thank-You Email?	Date Sent	Do Interview	Date of Interview	Send a Thank-You Note	Date Sent	Send a Follow-Up Email?	Date Sent	Do Interview	Date of Interview	Send a Thank-You Note	Date Sent	Send a Follow-Up Email?	Date Sent	Do Interview	Date of Interview	Send a Thank-You Note	Date Sent	Send a Follow-Up Email?	Date Sent	Take the Test	Date Completed	Send a Follow-Up Email?	Date Sent	
Send a Thank-You Note	EXAMPLE: CU Boulder	https://jobs.colorado.edu/	6/12/2022	6/12/2022 7/12	Yes	6/12/2022 7/13	Yes	Yes	6/16/2022 7/15	Yes	6/16/2022																					Had coffee meeting with the hiring manager on 6/16. Really like the office