



Free Resource Wednesday - Week 15



UX with
Prithiv

My UX Job Search Operating System

A practical workbook for building a more intentional UX job search.



A Free Resource Wednesday workbook by UX Crumbs.

This workbook will help you:

- Define your career direction.
- Identify relevant opportunities.
- Improve your portfolio.
- Organise applications.
- Build professional connections.
- Prepare for interviews.
- Track progress and plan your next steps.

Name: _____

Start date: _____

My target role: _____

My goal for the next 30 days: _____

Define Your Direction

Before You Apply, Get Clear.

Applying becomes easier when you understand what you're looking for.

Exercise 1: My target roles

Which roles am I targeting?

- ☐ UX Designer
- ☐ Product Designer
- ☐ UI/UX Designer
- ☐ UX Researcher
- ☐ Interaction Designer
- ☐ Other: _____

My top three target roles:

- 1.
- 2.
- 3.

Exercise 2: My preferred work environment

What matters most to you?

- ☐ Startup
- ☐ Established company
- ☐ Product-led organisation
- ☐ Agency or consultancy
- ☐ Remote role
- ☐ Hybrid role
- ☐ On-site role
- ☐ Other: _____

Exercise 3: My career positioning

Complete these sentences.

My current experience level is:

The UX skills I can demonstrate are:

The type of problems I enjoy solving is:

The roles I am best prepared to apply for today are:

The skills I want to strengthen are:

My focus for the next 30 days

I will focus on:

I will not spend unnecessary time on:

Outcome: A clear direction for your job search, without trying to pursue every possible role at once.

Build Your Target Company List

Create Your Opportunity Pipeline.

Instead of searching randomly every day, create a list of organisations and roles worth exploring.

My target company tracker

Company	Why I'm Interested	Target Role	Careers Page Checked?

My job-search sources

Where will I look for opportunities?

- ☐ Company career pages
- ☐ LinkedIn Jobs
- ☐ Professional design communities
- ☐ Recruiter conversations
- ☐ Referrals and professional networks
- ☐ Other: _____

My search filters

Target locations:

Preferred work arrangement:

Target seniority:

Industries of interest:

Roles I will prioritise:

My weekly discovery target

I will research _____ relevant opportunities this week.

Choose a manageable number based on your schedule.

The Job Description Decoder

Understand the Role Before You Apply.

A job description is more than a list of requirements. It gives you clues about the problems the team needs someone to solve.

Choose one role and complete this page.

Company: _____

Role: _____

Job link: _____

Date reviewed: _____

Step 1: Identify the responsibilities

What are the three most important responsibilities?

- 1.
- 2.
- 3.

Step 2: Identify the skills

Skill or Requirement

Evidence I Have

Gap to Address

Step 3: Assess your fit

What makes me a suitable candidate?

Which requirements can I demonstrate through my portfolio?

Which requirements need further development?

What questions would I want to ask the hiring team?

My decision

- ☐ Apply now
- ☐ Improve one relevant portfolio section first
- ☐ Research the role further
- ☐ Not the right opportunity

My next action: -----

Remember: you don't need to meet every listed requirement to apply. Use this exercise to make an informed decision, not to disqualify yourself automatically.

The Application Tracker

Every Application Has a Next Step.

Use one row per application.

Company	Role	Date Applied	Application Version	Status	Next Action	Follow-up Date

After each application, record:

Why did I apply for this role? _____

Which experience or case study did I highlight? _____

Did I tailor my résumé or application? _____

What is my next action? _____

Application follow-up rule

Follow up when appropriate, based on the company's communication and hiring timeline. Record your follow-up date, keep your message professional, and avoid repeatedly contacting the same person without a reason.

The objective is to stay organised, not to chase every application constantly.

The Portfolio Improvement Sprint

Make One Meaningful Improvement.

Choose one case study.

Project name: _____

Target role: _____

Portfolio link: _____

Step 1: Audit the case study

Rate each area.

Use:

1 = Needs significant improvement

2 = Needs some improvement

3 = Clear and effective

Area

Rate

Problem statement

My role and responsibilities

User research or supporting evidence

Design process

Design decisions and reasoning

Constraints and trade-offs

Final solution

Outcomes or learnings

Visual clarity and storytelling

Step 2: Identify the biggest gap

The weakest area is:

Why does this matter to the reader?

Step 3: Define one improvement

What will I change?

What evidence or information do I need?

How will I know the case study is clearer?

Deadline: -----

Step 4: Review the result

After making the change, ask:

- Is the problem easier to understand?
- Is my contribution clearer?
- Can the reader follow my reasoning?
- Have I explained relevant trade-offs?
- Have I represented the outcome honestly?

My next portfolio improvement: -----

The Networking System

Build Relationships, Not Just Connections.

Networking is more effective when it has a clear purpose and remains genuine.

My networking list

[illegible]

Exercise: Write a personalised message

Who am I contacting?

What did I find interesting about their work?

What do I genuinely want to learn or discuss?

Message template

Hi [Name],

I came across your work on [specific project or topic] and found [specific observation] interesting. I'm currently working towards [brief career context] and would love to connect and follow your work.

Thanks,

[Your name]

Personalise this message rather than sending it unchanged to everyone.

My networking commitment

This week, I will:

Identify _____ relevant professionals.

Engage meaningfully with _____ posts or projects.

Send _____ personalised connection messages.

Follow up on _____ existing conversations, where appropriate.

Quality matters more than the number of connection requests.

The Interview Preparation Worksheet

Build Your Interview Story Bank.

Choose one project and prepare a clear story.

Project: _____

Role you are preparing for: _____

Context

What was the project about?

Problem

What user or business problem were you trying to solve?

Your contribution

What were you personally responsible for?

Your approach

What did you do, and why?

Decisions and trade-offs

What alternatives did you consider? What constraints influenced your choices?

Outcome

What changed? What evidence supports your conclusions?

If you don't have measurable results, explain the outcome you can support and what you would measure next time.

Learning

What would you do differently today?

Practice checklist

- ☐ I can explain the project in two minutes.
- ☐ I can explain my contribution clearly.
- ☐ I can justify my design decisions.
- ☐ I can discuss a challenge or trade-off.
- ☐ I can explain the outcome honestly.
- ☐ I can answer follow-up questions without relying entirely on memorised sentences.

Interview questions to practise

Choose one question each session.

- Tell me about yourself.
- Walk me through your portfolio.
- Tell me about a difficult design decision.
- How do you approach user research?
- How do you handle conflicting stakeholder feedback?
- How do you work with developers?
- Tell me about a project that didn't go as planned.
- How do you measure the success of a design?
- What would you improve about your previous project?
- Why are you interested in this role?

My next interview practice session:

My Weekly Operating Dashboard

Track Progress Without Overwhelming Yourself.

Week beginning: _____

My weekly activity

Activity	Planned	Completed
Relevant opportunities researched	_____	_____
Applications submitted	_____	_____
Portfolio improvements	_____	_____
Networking conversations	_____	_____
Interview practice sessions	_____	_____
UX learning sessions	_____	_____
Relevant follow-ups	_____	_____

My most productive time is:

- ☐ Morning
- ☐ Afternoon
- ☐ Evening
- ☐ Flexible

My biggest constraint

What could prevent me from following this plan?

How can I make the plan easier to complete?

Reminder: Your dashboard is a planning tool, not a measure of your worth or potential.

The Weekly Retrospective

Learn From This Week.

At the end of the week, take 15 minutes to reflect.

1. What did I accomplish?

2. What went better than expected?

3. What felt difficult?

4. What did I learn from an application, interview, or conversation? -----

5. Which activity created the most useful progress?

6. What should I change next week?

7. What will I stop doing?

8. What will I continue doing?

9. What is my most important next step?

My commitment for next week:

“I will focus on -----”

My 30-Day UX Job Search Plan

Turn the System Into a Routine.

Use this page to plan the next four weeks.

Week 1 — Establish the Foundation

Focus:

- Define target roles.
- Audit your résumé and portfolio.
- Create your application tracker.
- Identify relevant opportunities.

My Week 1 goal: _____

Week 2 — Strengthen Your Positioning

Focus:

- Improve one case study.
- Tailor your résumé to suitable roles.
- Apply to relevant opportunities.
- Practise one interview story.

My Week 2 goal: _____

Week 3 — Build Connections and Confidence

Focus:

Connect with relevant professionals.

Share one useful design insight.

Practise interview questions.

Continue applying to suitable roles.

My Week 3 goal: _____

Week 4 — Review and Optimise

Focus:

Review application responses.

Identify portfolio or interview gaps.

Improve your approach based on evidence.

Set priorities for the next month.

My Week 4 goal: _____

My 30-day reflection

At the end of the month:

What improved? _____

What did I learn about the roles I'm targeting? _____

What should I prioritise next month? _____

My next 30-day focus: _____

The One-Page UX Job Search Dashboard

This is the simplest version of the resource. It can be offered as a separate downloadable page for people who don't want to fill in the entire workbook.

MY UX JOB SEARCH DASHBOARD

My target role: _____

My target companies: _____

My goal this month: _____