

RECRUITMENT TRACKER

RECRUITMENT TRACKER

Last Name	First Name	Date Received	Position Applied	Department Applied	HQ Number	Hiring Manager	Previous/Current Employee	Previous/Current Position	Referring Source	Phone Screen Status	Phone Screen Interview	Phone Screen Interview	Interview Status	Job Offer Accepted or Rejected?	Interview Date
Name	Name	10 Jan 21	Accounting Manager	Accounting	Name	JGP Name	ABC	Accounting Manager	Referral	Yes	Yes	Yes	Yes	Yes	10 Feb 21
Name	Name	10 Jan 21	Bookkeeper	Accounting	Name	JGP Name	ABC	Bookkeeper	Referral	Yes	Yes	Yes	Yes	No	
Name	Name	20 Jan 21	Virtual Assistant	Customer Serv	Name	JGP Name	ABC	Virtual Assistant	Referral	No					
Name	Name	10 Jan 21	Virtual Assistant	Customer Serv	Name	JGP Name	ABC	Virtual Assistant	Referral	Yes	No				
Name	Name	10 Jan 21	Engineering Manager	Engineering	Name	JGP Name	ABC	Engineering Supervisor	Referral	Yes	Yes	No			
Name	Name	10 Jan 21	IT Manager	IT	Name	JGP Name	ABC	IT Manager	Referral	Yes	Yes	Yes	Yes	Yes	10 Feb 21
Name	Name	10 Jan 21	Junior Engineer	Engineering	Name	JGP Name	ABC	Junior Engineer	Referral	No					
Name	Name	10 Jan 21	Accounting Manager	Accounting	Name	JGP Name	ABC	Accounting Manager	Referral	Yes	Yes	Yes	Yes	Yes	10 Feb 21
Name	Name	10 Jan 21	Bookkeeper	Accounting	Name	JGP Name	ABC	Bookkeeper	Referral	Yes	Yes	Yes	Yes	No	
Name	Name	20 Jan 21	Virtual Assistant	Customer Serv	Name	JGP Name	ABC	Virtual Assistant	Referral	No					
Name	Name	10 Jan 21	Virtual Assistant	Customer Serv	Name	JGP Name	ABC	Virtual Assistant	Referral	Yes	No				
Name	Name	10 Jan 21	Engineering Manager	Engineering	Name	JGP Name	ABC	Engineering Supervisor	Referral	Yes	Yes	No			
Name	Name	10 Jan 21	IT Manager	IT	Name	JGP Name	ABC	IT Manager	Referral	Yes	Yes	Yes	Yes	Yes	10 Feb 21
Name	Name	10 Jan 21	Junior Engineer	Engineering	Name	JGP Name	ABC	Junior Engineer	Referral	No					
Name	Name	10 Jan 21	Accounting Manager	Accounting	Name	JGP Name	ABC	Accounting Manager	Referral	Yes	Yes	Yes	Yes	Yes	10 Feb 21
Name	Name	10 Jan 21	Bookkeeper	Accounting	Name	JGP Name	ABC	Bookkeeper	Referral	Yes	Yes	Yes	Yes	No	
Name	Name	20 Jan 21	Virtual Assistant	Customer Serv	Name	JGP Name	ABC	Virtual Assistant	Referral	No					
Name	Name	10 Jan 21	Virtual Assistant	Customer Serv	Name	JGP Name	ABC	Virtual Assistant	Referral	Yes	No				
Name	Name	10 Jan 21	Engineering Manager	Engineering	Name	JGP Name	ABC	Engineering Supervisor	Referral	Yes	Yes	No			
Name	Name	10 Jan 21	IT Manager	IT	Name	JGP Name	ABC	IT Manager	Referral	Yes	Yes	Yes	Yes	Yes	10 Feb 21



Recruiting Tracking Spreadsheet

Jessica J Manson

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

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