

HR RECRUITMENT TRACKING SPREADSHEET TEMPLATE

Track and manage recruitment activities with sections for candidate information, application status, and interview schedules.

HR Recruitment Tracker									
Candidate Information		Application Status		Interview Schedule		Offer & Onboarding		Notes	
First Name	Last Name	Phone	Email	Current Status	Next Step	Interview Date	Interview Time	Interview Location	Notes
John	Doe	555-123-4567	john.doe@email.com	Applied	Scheduled	2023-10-25	10:00 AM	Virtual	Initial phone screen
Jane	Smith	555-987-6543	jane.smith@email.com	Applied	Scheduled	2023-10-26	2:00 PM	On-site	Second round interview
Michael	Johnson	555-456-7890	michael.johnson@email.com	Applied	Scheduled	2023-10-27	9:00 AM	Virtual	Final interview
Sarah	Williams	555-321-0987	sarah.williams@email.com	Applied	Scheduled	2023-10-28	11:00 AM	On-site	Reference check
David	Brown	555-210-8765	david.brown@email.com	Applied	Scheduled	2023-10-29	3:00 PM	Virtual	Offer letter sent
Emily	Green	555-109-7654	emily.green@email.com	Applied	Scheduled	2023-10-30	10:00 AM	On-site	Onboarding scheduled
James	White	555-098-6543	james.white@email.com	Applied	Scheduled	2023-10-31	2:00 PM	Virtual	Start date confirmed
Alice	Black	555-987-5432	alice.black@email.com	Applied	Scheduled	2023-11-01	11:00 AM	On-site	Background check
Robert	Gray	555-876-4321	robert.gray@email.com	Applied	Scheduled	2023-11-02	9:00 AM	Virtual	Final decision



Recruiter Tracking Spreadsheets

Mark Steyvers

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

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