Recruitment Tracker

Build this as two tabs in Excel or Google Sheets: a Requisitions tab (one row per open job) and a Candidates tab (one row per candidate per requisition). Each field below is one column. Use data validation drop-downs for every choice field so stages and sources stay consistent. Freeze the header row and the Candidate name column.

TAB 1: REQUISITIONS (ONE ROW PER OPEN JOB)

Requisition ID

Job title

Department / cost center

Location or site

Hiring manager

Recruiter (owner)

Number of openings

Openings filled to date

Employment type

☐ Full-time ☐ Part-time ☐ Temporary ☐ Contract ☐ Seasonal

Approved pay range

Priority

☐ High ☐ Medium ☐ Low

Date approved / opened

Target fill date

Requisition status

☐ Open ☐ On hold ☐ Filled ☐ Cancelled

Date closed

Days open (formula: Date closed or TODAY() minus Date opened)

Notes

TAB 2: CANDIDATES (ONE ROW PER CANDIDATE PER REQUISITION)

Candidate ID

Candidate name

Email

Phone

Requisition ID (must match Tab 1)

Source

☐ Job board ☐ Career site ☐ Employee referral ☐ Agency ☐ Sourced / outreach
☐ Job fair ☐ Internal applicant ☐ Rehire ☐ Other

Source detail (board name, referrer, agency)

Date applied

Current stage

☐ Applied ☐ Screened ☐ Assessment ☐ Interview ☐ Final interview ☐ Offer extended
☐ Offer accepted ☐ Hired / started ☐ Rejected ☐ Withdrew

Date entered current stage

Date screened

Date of first interview

Date offer extended

Date offer accepted

Start date

Screen or interview score (1 to 5)

Next action

Next action due date

Disposition reason (if rejected or withdrew)

- ☐ Did not meet minimum qualifications
- ☐ Assessment below threshold
- ☐ Interview below bar
- ☐ Better-qualified candidate selected
- ☐ Pay expectations
- ☐ Schedule or shift mismatch
- ☐ Candidate withdrew
- ☐ No response from candidate
- ☐ Failed contingency
- ☐ Position cancelled

Offered pay

Days in stage (formula: TODAY() minus Date entered current stage)

Time to hire in days (formula: Date offer accepted minus Date applied)

Recruiter notes

TAB 3: WEEKLY SUMMARY (FORMULAS)

- ☐ Open requisitions: COUNTIF of Requisition status = Open
- ☐ Openings still to fill: SUM of Number of openings minus SUM of Openings filled, for open requisitions
- ☐ Candidates in each stage: COUNTIFS by Current stage and Requisition ID
- ☐ Applicant-to-hire ratio by source: COUNTIFS Source and Hired / started, divided by COUNTIF Source
- ☐ Stale candidates: COUNTIF of Days in stage greater than 5 for active stages
- ☐ Average time to hire: AVERAGE of Time to hire for rows with an accepted offer this month
- ☐ Offer acceptance rate: Offers accepted divided by Offers extended, for the month
- ☐ Requisitions past target fill date: COUNTIFS of Status = Open and Target fill date earlier than TODAY()