# Recruitment Tracker

*Purpose:* This document is designed to help HR departments and hiring managers systematically track job openings, candidates under consideration for those roles, and the hiring status of each position. It serves as a centralized spreadsheet-style overview for recruitment management and planning.

## Company Details

* **Company Name:** {companyName}
* **Recruitment Period:** {recruitmentPeriod}
* **Prepared By:** {preparedBy}
* **Date:** {date}

## Open Positions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title** | **Department** | **Hiring Manager** | **Status** | **Number of Candidates** |
| {#openPositions}{jobTitle} | {department} | {hiringManager} | {status} | {candidateCount}{/openPositions} |

## Candidate Pipeline (Per Position)

{#positions}

### Position: {jobTitle}

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Candidate Name** | **Email** | **Phone** | **Stage** | **Notes** |
| {#candidates}{candidateName} | {email} | {phone} | {stage} | {notes}{/candidates} |

{/positions}

## Summary

* **Total Positions Open:** {totalOpenPositions}
* **Total Candidates in Process:** {totalCandidates}
* **Positions Filled:** {positionsFilled}
* **Positions on Hold:** {positionsOnHold}

*Note:* Use this tracker to monitor recruitment KPIs and coordinate effectively between internal stakeholders and external recruiters.