FolarraStudio

Recruiter Candidate Tracker

source · screen · place

PRINTABLE · ROLES, CANDIDATES & INTERVIEWS

This Tracker Belongs To

for recruiters and hiring managers

NAME _____

WORKPLACE _____

ROLE _____

PHONE / EMAIL _____

YEAR _____

How to use this tracker

- Print the whole planner once, then print extra copies of the pages you use most, such as the Role brief and Candidate pipeline pages.
- Print at 100% / Actual size on A4 or US Letter paper. The printable pages have a white background to save ink.
- Hole-punch the pages and keep them in a binder, so you can add pages any time.
- Every page is undated, so you can start in any month of any year.
- Open a role brief for each vacancy and move candidates through the pipeline.
- Digital planner: open the hyperlinked PDF in any PDF annotation app and tap the tabs to jump between sections.

My work word for this year

Why I love my work

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Role Brief

one vacancy per page

ROLE _____ CLIENT / TEAM _____

SALARY RANGE _____ START DATE _____

Must haves

- [ ] _____
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Nice to haves

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Selling points

Interview steps

Candidate Pipeline

sourced to placed

CANDIDATE	ROLE	SCREENED	INTERVIEW	OFFER	PLACED
		☐	☐	☐	☐
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		☐	☐	☐	☐

Screening Call Notes

one candidate per page

CANDIDATE _____ ROLE _____

PHONE / EMAIL _____ DATE _____

Experience

Motivation

Salary & notice

Score

- [ ]
- [ ]
- [ ]
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- [ ]
- [ ]

Interview Scorecard

score 1 to 5

CANDIDATE _____ INTERVIEWER _____

SKILL / VALUE	SCORE	EVIDENCE

Sourcing Log

where candidates came from

DATE	SOURCE	CONTACTED	REPLIED	NOTES

Placements

roles filled

DATE	CANDIDATE	ROLE	FEE / BONUS	GUARANTEE ENDS

Weekly Plan

calls and interviews

WEEK OF _____ NOTES _____

TIME	MON	TUE	WED	THU	FRI	SAT	SUN
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							
19:00							

Notes

FolarraStudio

Thank you!

Thank you for choosing FolarraStudio. I hope this tracker makes everyday life a little calmer and more organized. If you enjoy it, tell a friend about folarrastudio.com.

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