

Recruitment Tracker

Track job applications and candidates through your hiring pipeline.

HOW TO USE

1. Enter your business name at the top of the Recruitment Tracker sheet.
2. Add one row per candidate. Blue cells are your inputs.
3. Use the Stage dropdown to track where each candidate is in the process.
4. Use the Channel dropdown to record where you found or received each application.
5. Enter the salary offered and offer date when an offer is made.
6. Use the Decision dropdown to record the final outcome for each candidate.
7. The colour band counts total applications, interviews, offers made, and hires automatically.

CLEARING THE SAMPLE DATA

The blue cells contain example data. Select them and press Delete to start your own records. The white calculated cells update automatically.

REMOVING THE FOOTER CREDIT

A small OpenSheets credit prints in the page footer. You are welcome to keep it or remove it from Page Layout, Page Setup, Header/Footer.

NOTES

Blue cells are your inputs. White cells are calculated. Sheet protection is on. To unprotect, use Review, Unprotect Sheet (no password).

Free template from

[OpenSheets.co.uk](https://www.opensheets.co.uk)

Professional spreadsheet templates for UK small businesses.

Going digital for Making Tax Digital?

aligned.tax

MTD for Income Tax bridging and compliance for sole traders and landlords.

Recruitment Tracker

Business Name: Example Recruitment Ltd

Add your logo here

TOTAL APPLICATIONS	INTERVIEWS	OFFERS MADE	HIRED
20	6	5	4

Job Title	Department	Candidate Name	Channel	Application Date	Stage	Interview Date	Salary Offered	Offer Date	Decision	Notes
Marketing Manager	Marketing	Sarah Whitfield	LinkedIn	15/01/2025	Hired	05/02/2025	£42,000.00	18/02/2025	Hired	Strong presentation skills
Customer Service Adv	Customer Service	James Patel	Job board	20/01/2025	Rejected	10/02/2025			Rejected	Lacked telephony experience
Software Developer	IT	Emma Thornton	LinkedIn	22/01/2025	2nd interview	14/02/2025			On hold	Awaiting second panel interview
Warehouse Operative	Operations	Daniel Okafor	Job board	28/01/2025	Hired	07/02/2025	£26,500.00	14/02/2025	Hired	Available immediately
HR Assistant	Human Resources	Priya Kapoor	Direct application	02/02/2025	1st interview	20/02/2025				CV shortlisted, interview booked
Finance Analyst	Finance	Tom Gallagher	Agency	05/02/2025	Offer	19/02/2025	£38,000.00	28/02/2025	Offer declined	Accepted counter-offer elsewhere
Accounts Assistant	Finance	Nadia Osei	Job board	06/02/2025	CV review					Under review
IT Support Technician	IT	Connor Hughes	Referral	10/02/2025	Phone screen					Referred by Daniel Okafor
Sales Executive	Sales	Laura Brennan	LinkedIn	12/02/2025	2nd interview	04/03/2025			On hold	Pending budget approval
Office Administrator	Administration	Michael Yates	Direct application	14/02/2025	Hired	26/02/2025	£24,000.00	07/03/2025	Hired	Starts 01 April 2025
Project Manager	Operations	Helen Forsythe	Agency	17/02/2025	Assessment	10/03/2025				Assessment centre scheduled
Receptionist	Administration	Aisha Okonkwo	Job board	19/02/2025	Rejected	28/02/2025			Rejected	Role filled internally
Delivery Driver	Logistics	Robert Stanfield	Job board	21/02/2025	Hired	05/03/2025	£27,500.00	12/03/2025	Hired	Full UK driving licence confirmed
Data Analyst	IT	Fatima Al-Rashid	LinkedIn	24/02/2025	1st interview	17/03/2025				Technical test passed
Operations Coordinator	Operations	Samuel Wright	Referral	26/02/2025	Phone screen					Telephone screen 10 March
Graphic Designer	Marketing	Charlotte Pearce	Direct application	03/03/2025	CV review					Portfolio under review
Supply Chain Analyst	Logistics	Raj Mehta	Agency	05/03/2025	Withdrawn				Withdrawn	Candidate withdrew application
Customer Service Manager	Customer Service	Diane Fletcher	LinkedIn	10/03/2025	2nd interview	02/04/2025			On hold	Final decision due 09 April
Payroll Administrator	Finance	Karl Johansson	Job board	12/03/2025	1st interview	25/03/2025				Good knowledge of HMRC payroll
Stock Controller	Logistics	Blessing Adeyemi	Direct application	18/03/2025	CV review					Application received, not yet interviewed

Total: 20 candidates										
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Total: 20 applications logged, 4 hired