

# RECRUITMENT TRACKER

## RECRUITMENT TRACKER

Last Name	First Name	Date Received	Position Applied	Department Applied	HR Number	Hiring Manager	Previous/Current Employer	Previous/Current Position	Referring Source	Phone Screen Status	Phone Screen Interview	Phone Screen Interview	Candidate Status	HR Offer Accepted or Rejected?	Interview Date
Name	Name	10 Jan 21	Accounting Manager	Accounting	Name	JGP Name	ABC	Accounting Manager	Referral	Yes	Yes	Yes	Yes	Yes	10 Feb 21
Name	Name	10 Jan 21	Bookkeeper	Accounting	Name	JGP Name	ABC	Bookkeeper	Referral	Yes	Yes	Yes	Yes	No	
Name	Name	20 Jan 21	Virtual Assistant	Customer Serv	Name	JGP Name	ABC	Virtual Assistant	Referral	No					
Name	Name	10 Jan 21	Virtual Assistant	Customer Serv	Name	JGP Name	ABC	Virtual Assistant	Referral	Yes	No				
Name	Name	10 Jan 21	Engineering Manager	Engineering	Name	JGP Name	ABC	Engineering Supervisor	Referral	Yes	Yes	No			
Name	Name	10 Jan 21	IT Manager	IT	Name	JGP Name	ABC	IT Manager	Referral	Yes	Yes	Yes	Yes	Yes	10 Feb 21
Name	Name	10 Jan 21	Junior Engineer	Engineering	Name	JGP Name	ABC	Junior Engineer	Referral	No					
Name	Name	10 Jan 21	Accounting Manager	Accounting	Name	JGP Name	ABC	Accounting Manager	Referral	Yes	Yes	Yes	Yes	Yes	10 Feb 21
Name	Name	10 Jan 21	Bookkeeper	Accounting	Name	JGP Name	ABC	Bookkeeper	Referral	Yes	Yes	Yes	Yes	No	
Name	Name	20 Jan 21	Virtual Assistant	Customer Serv	Name	JGP Name	ABC	Virtual Assistant	Referral	No					
Name	Name	10 Jan 21	Virtual Assistant	Customer Serv	Name	JGP Name	ABC	Virtual Assistant	Referral	Yes	No				
Name	Name	10 Jan 21	Engineering Manager	Engineering	Name	JGP Name	ABC	Engineering Supervisor	Referral	Yes	Yes	No			
Name	Name	10 Jan 21	IT Manager	IT	Name	JGP Name	ABC	IT Manager	Referral	Yes	Yes	Yes	Yes	Yes	10 Feb 21
Name	Name	10 Jan 21	Junior Engineer	Engineering	Name	JGP Name	ABC	Junior Engineer	Referral	No					
Name	Name	10 Jan 21	Accounting Manager	Accounting	Name	JGP Name	ABC	Accounting Manager	Referral	Yes	Yes	Yes	Yes	Yes	10 Feb 21
Name	Name	10 Jan 21	Bookkeeper	Accounting	Name	JGP Name	ABC	Bookkeeper	Referral	Yes	Yes	Yes	Yes	No	
Name	Name	20 Jan 21	Virtual Assistant	Customer Serv	Name	JGP Name	ABC	Virtual Assistant	Referral	No					
Name	Name	10 Jan 21	Virtual Assistant	Customer Serv	Name	JGP Name	ABC	Virtual Assistant	Referral	Yes	No				
Name	Name	10 Jan 21	Engineering Manager	Engineering	Name	JGP Name	ABC	Engineering Supervisor	Referral	Yes	Yes	No			
Name	Name	10 Jan 21	IT Manager	IT	Name	JGP Name	ABC	IT Manager	Referral	Yes	Yes	Yes	Yes	Yes	10 Feb 21



# Tracking Recruitment Spreadsheet

**Joao Ferreira, Rene Modery**



## **Tracking Recruitment Spreadsheet:**

Successful Volunteer Retention and Recruitment in the Fire Service Candice McDonald, 2025-07-01 Fire departments nationwide are facing one of their greatest modern challenges recruiting and retaining the best talent. Successful Volunteer Retention and Recruitment in the Fire Service by Dr. Candice McDonald provides fire service leaders with the proven strategies, tools, and insights needed to build and sustain a strong, committed workforce. Drawing on years of experience, real-world case studies, and data-driven research, author Candice McDonald offers a practical roadmap to develop compelling recruitment campaigns that resonate with modern candidates, foster workplace cultures that support long-term retention, implement mentorship and career development programs that inspire growth, navigate generational differences, and improve team cohesion. Build sustainable strategies tailored to overcome unique barriers. From understanding why volunteers leave to creating a game plan that overcomes organizational barriers, this resource addresses the core issues behind staffing shortages and provides actionable solutions for both volunteer and career departments. Whether you're a fire chief, recruiter, HR professional, or community leader, this book will help you reignite passion for service, strengthen retention, and ensure your department's success for years to come. The future of the fire service starts with the people who power it; this is your guide to finding them, keeping them, and helping them thrive.

**The Global Recruiter's Guide to the U.S. IT Industry** Jay Barach, 2025-07-10 The Global Recruiter's Guide to the U.S. IT Industry is a practical, step-by-step handbook for recruiters, talent acquisition specialists, and HR professionals seeking to succeed in U.S. technology hiring. Written for a global audience, this comprehensive guide demystifies IT job roles, industry domains, sourcing strategies, and compliance essentials, empowering recruiters from India, the Philippines, Europe, Africa, and beyond to connect with top U.S. employers. You'll learn how to navigate organizational charts, apply proven sourcing and screening techniques, master U.S. compensation models and visa requirements, and communicate effectively with both candidates and hiring managers. The guide also covers key differences between recruiters and talent acquisition specialists, tips for building trust-based client partnerships, and actionable frameworks for intake calls, negotiations, and follow-ups. Packed with real-world examples, visual tools, and self-assessment checklists, The Global Recruiter's Guide is your trusted resource for career growth and client success in international IT recruitment. Whether you're new to the field or a seasoned professional, this book provides the tools and strategies you need to thrive. Who Should Read This Book: Aspiring Recruiters, Talent Acquisition Specialists, Individuals entering the U.S. recruitment industry from anywhere in the world, Global Recruiters Supporting U.S. IT Clients (Especially those working from Asia, Africa, Europe, Oceania, and the Americas), Career Changers Moving into HR or Recruitment, Professionals from BPO, tech support, sales, or admin backgrounds, Internal Talent Teams or Agency Recruiters, Those looking to better understand U.S. hiring, ATS/VMS systems, and client expectations, Recruiter Trainers, Managers, and Mentors, For onboarding and upskilling recruitment teams using structured global frameworks, Freelance or Remote Recruiters.

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**Participant Recruitment and Retention in Intervention and Evaluation Research** Audrey L. Begun PhD, Lisa K. Berger PhD, Laura L. Otto-Salaj PhD, 2018-01-02 This practical how to guide integrates a comprehensive interdisciplinary review of literature alongside a wealth of the authors combined research experience into a framework for behavioral health and other investigators concerned with successful participant recruitment and retention in intervention and evaluation research studies The content applies across disciplines provides numerous real world and hypothetical examples analyzes complex issues and ethical concerns and provides investigators with concrete practical tools for planning budgeting assessing engaging in analyzing and reporting their studies participant recruitment and retention efforts The book's focus is on application to intervention and evaluation research and the authors present a great deal of information of contemporary relevance including demonstrating an awareness of the opportunities and limitations of engaging research participants in an electronic age In these ways Participant Recruitment and Retention in Intervention and Evaluation Research stands out from the fragmented published literature concerning participant recruitment and retention and from research methodology textbooks many of which dedicate very little attention to the practical issues involved in successfully recruiting and retaining study participants in studies of these types

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**Collecting Qualitative Data** Greg Guest, Emily E. Namey, Marilyn L. Mitchell, 2013 Provides a very practical and step by step guide to collecting and managing qualitative data

[Antitrust Division Manual](#) United States. Department of Justice. Antitrust Division, 1998

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