

# Tracking Spreadsheet

Candidate Name	Phone #	Email	Date Resume Received	Pre-Screen Date/ Responsible Party*	In-Person Interview Date/ Responsible Party**	Next Steps/ Responsible Party	Outcome	Notes
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

\* Date should be within 48 hours of resume receipt. \*\* Date should be within 5 business days of pre-screen.

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