

THE 100

Building Blocks for
Business Leadership

D5

Interviewee Tracking Funnel

TOM SALONEK

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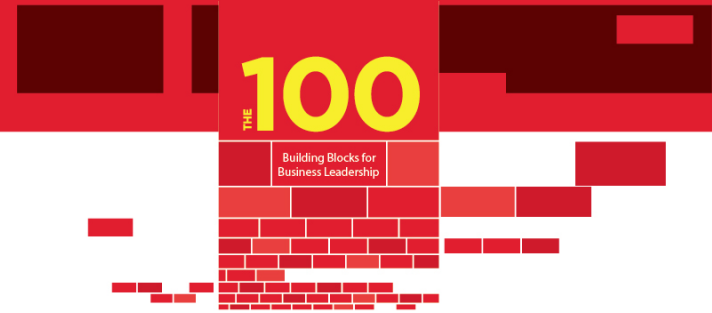
How to Use this Download

- Today we have an add-on to our CRM manage the interview process
- If you don't have a CRM or the technical muscle to build workflows in CRM, use this employee tracking spreadsheet

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Tracking Funnel Example

*(c=consultant s=sales)

Last	First	Job*	Source	Resume Rcvd	Phone Screening	Technical Assessment	Top Grading Interview	Direct Manager Interview	Psych. Profile	Team Interview	Background Check	Start Date
Smith	Bob	C	GlassDoor	9/1								
Adams	Sue	C	GlassDoor	8/27	Done	23/30	1-Sep	3-Sep	7-Sep			
Bensen	John	C	User Group	9/15	Done	27/30	17-Sep					
Jag	Ann	C	Monster	8/20								
Random	Mark	C	TheLadders	8/16	Done	24/30	30-Aug	3-Sep				
Anderson	Ben	C	Monster	9/13								
Andersen	Rick	C	Intertech.com	9/5								
Walker	Ron	S	Indeed	9/6	Done	N/A	13-Sep					
Ranger	Gary	S	Intertech.com	8/30	Done	N/A	7-Sep	10-Sep				
Betersmith	Jim	S	Indeed	9/21								

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