

About the Spreadsheet

name	TA-HR-5510-X. HR Master Applicant Spreadsheet
owner	HR
access & use	Restricted to HR
what it is	<p>A master spreadsheet for tracking all prospects, job inquiries and position applications received by the Company, and gauging the effectiveness of our efforts to attract qualified candidates.</p> <p>Used as a database to:</p> <ul style="list-style-type: none"> ◆ Capture a permanent record of applicants ◆ Track applicants and their suitability for future openings ◆ Search for suitable candidates for open positions ◆ Extract applicant information for Hiring Managers for specific open positions ◆ Report on recruiting and hiring metrics
used with	<ul style="list-style-type: none"> ◆ <i>TA-MGR-5520-M. Position Applicant Tracking Spreadsheet</i>



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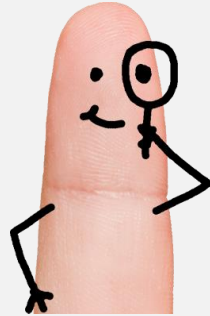
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Column	Name	What to Enter and Why
Fields Completed by HR when Application Received		
A	Application Type	<p>From the drop-down list, select:</p> <ul style="list-style-type: none"> ◆ Solicited: applicants applying for a specific open position ◆ Unsolicited: applicants applying to the company, not a specific position ◆ Unsolicited – No fit: applicants applying to the company, not a specific position. After reviewing an application – it's determined that the skills and background are not a fit. ◆ Internal: internal applicants applying for a specific open position ◆ Prospect: individuals who have not applied to work for us, but have been recommended by a trusted internal or external contact as someone who'd be an excellent fit for our Company ◆ Red Hot: prospects who've been identified as someone we should hire as soon as possible <p>Note: Conditional formatting is applied to this column. Prospects and Red Hot candidates are formatted to match column headings L through O.</p> <p>Why: Enables you to sort or filter applications by type (e.g., show all Red Hot Candidates, do not show Unsolicited-No Fit).</p>
B	Department Applied to or Recommended for	<p>From the drop-down list, select the department this person has applied or been recommended to work for.</p> <p>Enter a value in this column for all application types.</p> <p>Why: Enables you to sort or filter applications and prospects by department (e.g., show all applicants or prospects for Finance).</p>



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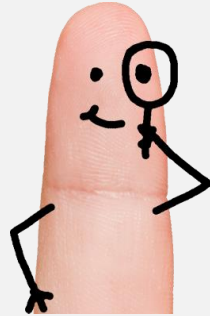
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Column	Name	What to Enter and Why
G	Current or Last Employer	Enter the name of the applicant's current or last employer . Why: Recording this information enables us to sort applicants by company name and observe trends over time. For example, companies in the same or related industries, competitors, etc. Note: Only use acronyms that you would likely search on, for example, SAP or IBM. Otherwise, use the full employer name.
H	Current or Last Title	Enter the applicant's current or last full title. Avoid acronyms, for example, enter "Accounts Payable Clerk" instead of "A/P Clerk". Why: So you don't have to open a resume to find out the applicant's current or previous title.
I	Recruiting Source	From the drop-down list, select how the individual learned of the open position. Maintain the drop-down list to keep it current. Why: Identify which recruiting sources yield the highest quantity and quality applicants for different types of positions.
J	Recruiting Source Details	Enter additional details to accompany Column M selection, but particularly if "Other" or "Referral" was selected. Why: May be used for running reports and clearly understanding recruiting sources.
K	Prospect or Red Hot Email	Enter the email address of a prospect that has been referred by an internal or external individual. Only use this field if the individual has not yet submitted a resume. Why: Record the contact information of prospects who have not yet applied for a position.
L	Prospect Red Hot Phone #	Enter the phone number of a prospect that has been referred by an internal or external individual. Only use this field if the individual has not yet submitted a resume. Why: Record the contact information of prospects who have not yet applied for a position.
M	Prospect Red Hot LinkedIn Profile Link	Enter the LinkedIn address of a prospect that has been referred by an internal or external individual. Only use this field if the individual has not yet submitted a resume. Why: Record the contact information of prospects who have not yet applied for a position.



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Column	Name	What to Enter and Why
W	Interviewing Manager Comments	Record any additional comments about the applicant from the Manager, if provided. Why: To capture relevant history or observations re the candidate

PREVIEW