



APPLICANT RECAP SHEET*

Candidate:

Best Contact Number:

Ad replied: _____

Purposed Positon Rate: _____ Rate Requested/Pervious Rate: _____

Dates of Contact: _____

Interview one

Scheduled date/time: _____

Follow up:

Initial Placemat Ideas:

Interview two

Scheduled date/time: _____

Interview three

Scheduled date/time: _____

Notes:

Conclusion:

Date Filed/Closed:

*This form cannot be attached to any form of Applicant information, Resume or applications. The Recap Sheet is for internal use only and cannot be stored or filed with Candidate information.