



APPLICANT RECAP SHEET\*

Candidate:

Best Contact Number:

Ad replied: \_\_\_\_\_

Purposed Position Rate:                      Rate Requested/Previous 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.