SA	Date	Company	Client Name	Position	Status	Candidate Name	CP	FF1	FF2	Comments	Action Items

SA: Means Search Assignment, whatever type of designation you want to give it.
> For example, if it's 2006, in May and it's the twelfth assignment, you can give it this designation:
> 20060512
> It's for however you 'code' your searches. Some firms keep a running number of searches, it really doesn't matter.
> It's just for internal purposes.

DATE: This is the date you received the search

Company: The company which has engaged you in the search.

Client Name: The name of the person you are dealing with, such as Bubba Farkenparker or John Smith

Position: The title of the position on which you are recruiting, such as CEO, Senior Project Manager, or Lead Janitor

Status: You can prioritize your searches here. You can either have it categorized as Active or Passive or Inactive,
> or you can assign an alphabetized priority, such as A, B, or C; For candidates I am marketing, I
> put them on this sheet as well in a separate place, all at the bottom, and put M in the status.

Candidates: Name of Candidate when you presented them, emailing resume, faxing, or a strong verbal which leads to an interview

CP: The date you presented the candidate's information

FF1: The date the first face to face meeting is scheduled. You can also add another column, TI for Telephone Interview, the date
> you have the telephone interview scheduled if you present candidates who are relocating.

FF2: Date of second interview

Comments: Opinions or other comments about progress, etc.

Action items: What are the next action items you need to take? Check references, test offer, extend offer, get acceptance, etc.