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.