

Recruiter KPI Tracking Templates

1. Weekly KPI Tracker

Metric	Target (Weekly)	Achieved	Notes
New Jobs Qualified	1		
CVs Submitted	5		
Interviews Arranged	2		
Offers Secured	0.5 (1 every 2 weeks)		
Placements	0.25 (1/month)		
Leads Gathered	8		
Leads Actioned	6		
Client BD Calls/Meetings	1-2		
Candidate Network Calls	5		
Candidate Referrals	1		
MPC Campaigns Launched	1		
TSI Forms Completed	2		
Peer References Taken	1		
Industry News Outreach	2		

2. TSI Form Template

Category	Intel Gathered	Flip into Sales Opportunity
Company Movements		
Competitors Mentioned		
Projects / Initiatives		
Vendor Projects (yet to start)		
Team Growth / Attrition		
Decision-Makers / Influencers		
Candidate Referrals		

3. Market Mapping Tracker

Company	Department / Team	Key Contacts	Hiring Activity / Projects	Notes

4. Peer Reference Log

Candidate	Reference Contact	Feedback Summary	New Leads / Referrals