

Recruiting Activity & Candidate Pipeline Worksheet

Questions to Determine Recruiting Activity	Amounts
1. How many pairs of feet do you need on the street?	
2. How many do you have today?	
3. What is the historical change in personnel? What do you anticipate in the next 12 months?	
4. What is the total new sales people / sales leaders needed in the next 12 months to exceed target KRAs?	

Questions to Calculate Numbers Needed	Amounts
1. How many offers do you need to make to get a new hire contracted?	
2. How many final interviews do you need to conduct prior to making an offer?	
3. How many initial interviews do you or your staff need to conduct before conducting a final interview?	
4. How many candidates do you have to have “pass” the screen interview prior to scheduling a final interview?	
5. How many suspect candidates do you need in your pool to invite for a “screen” interview?	
6. How many do you have in your candidate pipeline today?	
7. What is the variance?	
8. What does your prospecting activity need to be to eliminate the variance?	

