RECRUITMENT AGENCY LAUNCH PROGRAMME · KNOW YOUR NUMBERS

Placement pipeline tracker

One sheet per live role, from submission to a fee past its rebate, with the ratios that show whether the desk works.

01 The role

Client and role

Fee or margin agreed

Terms of business signed (date)

02 The pipeline

Fill the date each step actually happened. The gaps show you where the desk stalls.

Candidates submitted (number and date)

Interviews arranged

Offer made and accepted

Candidate started (date)

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Invoice raised (date)

Rebate period ends (date)

03 The ratios

The numbers that tell you whether the desk is efficient, not just busy.

Submissions it took to make this placement

Your running submission-to-placement ratio

Time-to-fill: days from taking the role to the start date

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