**[Week Ending Date] - Weekly Recruitment Submission Report**

I. Executive Summary

**Total Submissions in Sales:** [Total number of submissions made during the week]

**Total Submissions in Recruitment :** [Total number of submissions made during the week]

**Recquirements/Positions**: [List of recquirements and positions for which submissions were made]

**Recruitment Status**: [Brief summary of the overall recruitment status]

II. Recruitment Overview

**Total Open Positions**: [Total number of open positions]

**New Positions Added:** [Number of new positions added during the week]

**Positions Closed**: [Number of positions that were closed/filled during the week]

iii. Interviews Status

**Interviews Scheduled this Week :** [Total number of interviews]

**Interview Status** : [Total number of interviews selected /rejected ]

**Interviews in Pipeline :** [Number of Interviews can be scheduled next week ]

IV. Submissions Done this week - Resource Wise

A screenshot of a computer

Description automatically generated