

Hiring Pipeline Tracker Template

Systems & People Operations — Sample Template

How to Use

Update each candidate's stage after every touchpoint so the pipeline reflects reality, not the last time someone remembered to check in. Stalled candidates (no movement in 5+ business days) should get flagged, not left sitting.

Pipeline Stages & SLAs

Stage	Owner	Target SLA
Sourcing	Hiring Manager	Ongoing
Screen	Recruiter	3 business days
Interview Loop	Panel	1 week
Offer	Chief of Staff	2 business days
Onboarding	People Ops	Day 1–30

Candidate Tracker

Candidate	Role	Current Stage	Next Step	Owner
J. Alvarez	Senior Engineer	Interview Loop	Panel debrief Fri	Hiring Manager