

Recruitment Department Monthly Report
(Example)

1. Number of calls made to potential candidates _____

2. Number of research calls to obtain information _____

3. Number of candidates reached _____

4. New prospects generated _____

Physician's Name
Specialty
Address

Physician's Name
Specialty
Address

5. Previously generated candidates still under
consideration _____

Physician's Name
Specialty
Address

Physician's Name
Specialty
Address

Physician's Name
Specialty
Address

6. Other recruitment activities (description of advertisements, direct mail campaigns,
internal networking, etc.)