Tempo / Working sheet

Keep the next promise visible.

Use one sheet per candidate. Review open actions before the next update is due.

Download this one-page candidate follow-up tracker

Candidate / role

Current stage / record owner

Last conversation / date

Next candidate update due

What did we promise?

Write the next action, who owns it, and a realistic due date. Record what the candidate was told and when. Update them even if a decision needs more time.

Actions and candidate updates

Next action	Owner	Due date	Update sent / date / outcome

What is still open or waiting?

Name the missing information or decision. Add its next action and owner above.

Factual notes from the latest conversation

Keep only information needed to manage this hiring process. Avoid unnecessary personal details. Share the sheet only with people who need it, and follow your record-retention practice.