

Name: .....

Week: .....

**1. Results against agreed KPI's (i.e. cvs sent, interviews arranged, jobs pulled, client meetings)**

	Target	Actual
Candidates Met		
CV's Sent		
Interviews		
Jobs		
Client meetings		

**2. Current Hot Jobs and/or Candidates**

- .....
- .....
- .....
- .....
- .....

**3. Live Pipeline (placement pending, 2nd/final interviews)**

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**4. Agreed Key Priorities for Next week - SMART Actions**

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Review Date: .....

**5. Any Other Business**

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