

# Hiring Progress Report

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Hiring Progress Report for [Position Title]

## Introduction

This report provides an update on the hiring process for the [Position Title] role.

## Current Status

As of today, we have completed the following steps:

- Job posting has been published on [Platforms]
- Received a total of [Number] applications
- Shortlisted [Number] candidates for interviews

## Interviews Conducted

We have conducted interviews with the following candidates:

- [Candidate Name 1] - [Date]
- [Candidate Name 2] - [Date]
- [Candidate Name 3] - [Date]

## Next Steps

The next steps in the hiring process include:

1. Finalizing the interview feedback by [Date]
2. Conducting reference checks for top candidates
3. Extending an offer to the selected candidate by [Date]

## Conclusion

We are progressing well with the hiring process and expect to fill the position promptly. Please let me know if you have any questions or need further information.

Best regards,

[Your Name]

[Your Position]