

Drop-off reasons tracker card

Candidate/client name: _____

Stage of process:

- ☐ Intake call
- ☐ Screening
- ☐ Interview scheduling
- ☐ Interview
- ☐ Offer
- ☐ Other: _____

Drop-off reason:

- ☐ Timing conflicts (schedule delays)
- ☐ Role or skills mismatch
- ☐ Culture fit concerns
- ☐ Candidate unprepared
- ☐ Client changing requirements
- ☐ Lack of engagement
- ☐ Other: _____

Details/notes:

Action taken / next steps:

Follow-up date: _____

Outcome:

- ☐ Re-engaged successfully
- ☐ Withdrawn permanently
- ☐ Pending
- ☐ Other: _____

How to use:

- Fill this card every time a candidate or client drops off.
- Keep notes brief but clear.
- Use the info to spot recurring issues and improve your process.
- Track follow-up to try re-engagement or close the case.