Handshake Employer Tracking Template
Staff Goal: Review 2-3 Pages/Day (5 Days/Week)

Career Center Staff Member	Page Responsibility	Filter: Location	Filter: Mile Radius from Location	Filter: Employer Size	Page Responsibility	Week 1 of 8: Number of Reviewed Pages	Week 2 of 8: Number of Reviewed Pages	Week 3 of 8: Number of Reviewed Pages	Week 4 of 8: Number of Reviewed Pages	Week 5 of 8: Number of Reviewed Pages	Week 6 of 8: Number of Reviewed Pages	Week 7 of 8: Number of Reviewed Pages	Week 8 of 8: Number of Reviewed Pages	Total
Staff Member # 1	Pages 1 - 97	Chicago, IL	50	Employer Size 1 - 10	Total Pages: 97									0
Staff Member # 2	Pages 98 - 194				Total Pages: 97									0
Staff Member # 3	Pages 195-291				Total Pages: 97									0
Staff Member # 4	Pages 1 - 105	Chicago, IL	50	Employer Size 10 - 50	Total Pages: 105									0
Staff Member # 5	Pages 106 - 210				Total Pages: 105									0
Staff Member # 6	Pages 1 - 112	Chicago, IL	50	Employer Size 50 + (This includes 50 - 100; 100 - 250; 250 - 1,000; 1,000 - 5,000; 5,000 - 10,000; 10,000 - 25,000; 25,000+)	Total Pages: 112									0
Staff Member # 7	Pages 113 - 224				Total Pages: 112									0