



IN THE KNOW

RECRUITING



aaimea.org

Company Name

Prepared By | Jane Doe

YTD Cost to Hire

XX,XXX

Positions	This Week	YTD
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Open Positions		
Average Number of Days Open		

Applicants	This Week	YTD
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Qualified Applicants		
Unqualified Applicants		
Phone Screenings Completed		
Interviews Held		

Offers	This Week	YTD
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Offers Made		
Offers Accepted		
Positions Filled		

Recruiting Support	This Week	YTD
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Employee Referrals		
Engagement with Outside Agency		

Comments

Company Name

Position | First Line Supervisor

Our Starting Pay _____

Prepared By | Jane Doe

Average Market Rate _____

Advertised Competition Rate _____

Estimate Cost to Hire/Replace _____

Positions

This Week

YTD

Open Positions

Average Number of Days Open

Applicants

This Week

YTD

Qualified Applicants

Unqualified Applicants

Phone Screenings Completed

Interviews Held

Offers

This Week

YTD

Offers Made

Offers Accepted

Positions Filled

Recruiting Support

This Week

YTD

Employee Referrals

Engagement with Outside Agency

Comments

Company Name

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Position **Fork Truck Driver**

Number of Open Positions **1**

Cost Factors for Terminating Department:

Hourly Rate of Terminated Employee	\$20.00
Hourly Rate of Supervisor	\$25.00
Hourly Rate for Temporary Replacement	\$30.00

Dept. Time in Hours (est. in quarter-hour intervals):

Number of Hours to Complete Termination Paperwork	0.25
Number of Hours Interviewing Replacement Candidates	3.00
Estimated # of Weeks to Fill Position	5.00
Number of Hours Worked per Week	40.00

Cost Factors for HR:

Hourly Rate for HR Staff Costs	\$33.50
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HR Time in Hours (est. in quarter-hour intervals):

Exit Interview/Paperwork	1.00
Recruitment Activities	2.00
Screening Applications/Setting Up Interviews	2.00
Interviewing and selecting candidates	3.00
Reference Checks and Job Offer	1.00
New Employee Orientation/Paperwork	8.00

Other Costs in Total Dollars:

Severance/Termination Payments	\$0.00
Cost of Advertisements/Recruiting Activities	\$200.00
Placement Agency and Referral Fees	\$0.00
Travel Expenses	\$0.00
Background Check	\$100.00
Preemployment Testing	\$50.00
Relocation Expenses	\$0.00
External Training for New Employee	\$0.00
Internal Training for New Employee	\$800.00
Legal Expenses	\$0.00
Cost of Lost Productivity (if quantifiable in lost sales or production.)	\$0.00

Results	Total Cost
Department Costs:	
Departing employee (paperwork)	\$6.25
Temporary coverage for vacant position	\$6,000.00
Other separation costs (severance/vacation payouts)	\$0.00
Manager/supervisor time for interviewing candidates	\$75.00
Training costs	\$800.00
Cost of lost productivity	\$0.00
Placement agency fees	\$0.00
Travel expenses	\$0.00
Relocation costs	\$0.00
Total Department Costs	\$6,881.25
HR Department Costs:	
Processing paperwork/exit interview	\$33.50
Recruitment activities	\$67.00
Screening applicants/setting up interviews	\$67.00
Interviewing and selecting candidates	\$100.50
Reference checks and job offer	\$33.50
New employee orientation/paperwork	\$268.00
Total HR Department Costs	\$569.50
Other Company Costs:	
Cost of advertisements	\$200.00
Background check costs	\$100.00
Preemployment testing	\$50.00
Legal expenses	\$0.00
Total Other Costs	\$350.00
Total Cost of Turnover:	\$7,800.75

