



# **HR Resource: Recruiting Data Resource**

## **Supplemental Materials**

- **Recruiting Weekly Overview**
- **Recruiting Weekly Reporting**
- **Cost of Turnover and Hire Calculator**



## Recruiting Data Resource

The AAIM Recruiting Data Resource is a strategic resource developed to help organizations monitor, evaluate, and optimize their talent acquisition efforts. By capturing key recruiting metrics—including cost to hire, market pay comparisons, and turnover impact—this toolkit empowers HR professionals to make data-backed decisions that improve hiring outcomes and reduce unnecessary spend.

Leveraging compensation intelligence from national and regional sources, as well as AAIM’s internal benchmarking data, the toolkit supports:

- Cost transparency across roles and departments
- Competitive pay positioning using market comparisons
- Identification of hiring inefficiencies and recruitment gaps
- Clear reporting that guides conversations with leadership and hiring managers

Designed to complement your internal systems, this resource turns your recruiting data into a roadmap for smarter, faster, and more cost-effective hiring.

### **Missouri**

12851 Manchester Road  
Suite 150  
St. Louis, MO 63131

### **Florida**

43 Skyline Drive  
Suite 1001  
Lake Mary, FL 32746

### **Illinois**

300 Hamilton Boulevard  
Suite L110  
Peoria, IL 61602

### **Indiana**

450 E 96<sup>th</sup> Street  
Suite 500  
Indianapolis, IN 46240

# Weekly Recruiting Overview Report

## Company Name

Prepared By | Jane Doe



YTD Cost to Hire

XX,XXX

### 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

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# Weekly Recruiting Report

## 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
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Open Positions

Average Number of Days Open		
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Applicants	This Week	YTD
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Qualified Applicants

Unqualified Applicants		
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Phone Screenings Completed

Interviews Held		
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Offers	This Week	YTD
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Offers Made

Offers Accepted		
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Positions Filled

Recruiting Support	This Week	YTD
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Employee Referrals

Engagement with Outside Agency		
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### Comments

# Company Name

Prepared By | Jane Doe



**Position** Fork Truck Driver

**Number of Open Positions** 2

**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
<b>Department Costs:</b>	
Departing employee (paperwork)	\$12.50
Temporary coverage for vacant position	\$12,000.00
Other separation costs (severance/vacation payouts)	\$0.00
Manager/supervisor time for interviewing candidates	\$150.00
Training costs	\$1,600.00
Cost of lost productivity	\$0.00
Placement agency fees	\$0.00
Travel expenses	\$0.00
Relocation costs	\$0.00
<b>Total Department Costs</b>	<b>\$13,762.50</b>
<b>HR Department Costs:</b>	
Processing paperwork/exit interview	\$67.00
Recruitment activities	\$134.00
Screening applicants/setting up interviews	\$134.00
Interviewing and selecting candidates	\$201.00
Reference checks and job offer	\$67.00
New employee orientation/paperwork	\$536.00
<b>Total HR Department Costs</b>	<b>\$1,139.00</b>
<b>Other Company Costs:</b>	
Cost of advertisements	\$200.00
Background check costs	\$200.00
Preemployment testing	\$100.00
Legal expenses	\$0.00
<b>Total Other Costs</b>	<b>\$500.00</b>
<b>Total Cost of Turnover:</b>	<b>\$15,401.50</b>

