

# Your Recruitment Costs

**How much time, in hours, are you spending per month on recruitment?  
(15 minutes = .25, 30 minutes = .5 hours, 60 minutes = 1 hour, etc.)**

Finding coverage for open positions	
Writing job postings	
Posting jobs internally and externally	
Reviewing online contact forms	
Vetting applications and forwarding to appropriate person	
Reviewing applications for hire	
Contacting applicants and scheduling interviews	
Conducting interviews	
Giving tours	
Following up after interviews	
Checking references	
Creating job offer	
Conducting background checks (drug, registry, physical, etc).	
Following up between offers and start dates	
Setting up payroll and processing other HR documents	
Preparing and hosting orientations	
Training/onboarding new employees	
Answering questions for new employees	

**How much time is your team spending on recruitment? Find out by using this worksheet with your team!**

**Total \_\_\_\_\_**



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# Your Recruitment Costs

How much money are you spending per month to replace staff?

Time on hiring activities from page 1 (total time x your hourly rate)	
Monthly overtime costs	
Monthly agency costs	
Monthly referral incentives	
Monthly sign on bonuses	
Monthly ads	
Website updates for job postings per month	
Cost of background check x new hires per month	
Cost of drug screening x new hires per month	
Cost of physical and TB test x new hires per month	

**Total** \_\_\_\_\_

Consider these other hidden costs!

- Job offers made but not accepted
- Lower productivity of new employees
- Lower productivity of mentor employees
- Increased call outs of burned out employees covering open positions



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