

**Worksheet for Estimating the Cost of Hiring a New Employee**

**Time period for calculation:** \_\_\_\_\_

**Job Classification:** \_\_\_\_\_

**Number of People Hired:** \_\_\_\_\_

**Number of Leavers:** \_\_\_\_\_

*Define a period of time such as six months or one year. Calculate your costs associated with hiring new employees (estimate or use actual costs depending on your accounting and record keeping process). Estimate salaries based on the amount of time personnel will be engaged in that activity (hourly rate X number of hours spent including cost of benefits). Estimate materials and equipment costs based on depreciation schedules or other estimates depending on your accounting practices. Here is a list of suggested items that may be associated with hiring a new employee. Your list may be different depending on your employment practices.*

<b>Recruitment costs:</b>	<b>Amt.</b>	<b>Selection costs:</b>	<b>Amt.</b>	<b>Orientation &amp; Training costs:</b>	<b>Amt.</b>
Help wanted ads (newspaper, radio, TV, Internet, etc.)		Background clearances and reference checks (postage, long distance phone charges, etc.)		Salaries of new employee	
<i>Marketing material</i>		Driver license checks		Salaries of supervisory employees	
• Video		Applicant testing time and materials		<i>Salaries of HR employees</i>	
• Brochures		Application packet materials and screening materials		• Review of benefits and salary	
• Recruitment cards		<i>Salaries of HR employees</i>		• Review of policies and procedures	
• Other		• Application reviews		• Review of and training in job duties	
• Salaries of employees involved in development of materials		• Interviews		• Time associated with necessary record keeping	
<i>Community outreach</i>		• Reference checking		Other costs associated with meeting licensing documentation and other record keeping requirements.	
• Salaries of employees who go out to groups to talk about you as an		• Verifying credentials			