

Your Recruitment Time

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



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Your Recruitment Costs

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

| | |
|--|--|
| Monthly overtime costs | |
| Monthly agency costs | |
| Monthly referral incentives | |
| Monthly Referrals/Sign on bonuses | |
| Cost of recruitment/hiring activities (Total time of hiring activities from page 1 x your team's average hourly rate) | |
| Other | |
| | |
| | |
| | |
| Total | |

Other costs may include:

- Open rooms/apartments
- Lower productivity of new team members
- Lower productivity of mentor team members
- Increased call outs due to burned out employees covering open positions
- Job advertisements, including website updates
- Drug screening/Background checks/TB test/Physical

