



THE HIRE TALENT

A TALENT ASSESSMENT COMPANY

Costs of Hiring and Direct Revenue Loss Worksheet

This cost spreadsheet is an example of what you can expect to spend on a new hire. These costs include equipment investments and advertising as well, even though these are typically one-time initial costs, they should still be considered in the overall costs of a new hire.

Internal Costs

	How Many People Involved	Hours Invested Per Week (ea)	Rate of Pay	Weekly	Monthly	Yearly
Writing/Posting Ads						
Screening						
Interviewing						
Reference Checks						
Training & Job Shadowing						
		Employee's Yearly Salary	Cost of Labor (In%)			
Cost of Labor (Salary + SSI, Medicare, Unemployment, Worker's Comp)			%			
Benefits (Retirement and Health)						
Other						
Total Costs						

New Capital Investments

	One-Time Costs
Uniforms	
Background Check, Drug Testing	
Training Materials	
Software Subscriptions, Equipment/Supplies (computer, phone)	
Other	
Total Costs	

Advertising Costs

	Monthly	Yearly
LinkedIn		
Monster		
Indeed		
CareerBuilder		
Cost of Applicant Tracking System		
Other		
Total Costs		

Total Costs

	One-Time Costs	Weekly Costs	Monthly Costs	Yearly Costs
Total Costs				



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This document allows you to calculate the cost of direct revenue loss for employees who perform at various levels of efficiency. We have included a 'static' row at the top of each section, which represents an employee who performs at 100% efficiency. These fields are editable so you can compare your top performers to others in your organization who are not performing and estimate the direct revenue loss to your business from low performing employees.

Service-Providing Role

? Efficiency Percentage of Employee	Service Transactions Handled	Annual Salary	Direct Revenue Loss
%			
%			

As the efficiency of your service-providing employee decreases, the loss of revenue increases.

Sales Role

? Efficiency Percentage of Employee	? Services Sold Per Month	? Total Value of Services Sold Annually	Annual Salary	Direct Revenue Loss
%				
%				

As the efficiency of your sales employee decreases, the total services sold per month decreases, thereby decreasing the value of these services brought to your company, which results in an increase in revenue loss

Production Role

? Efficiency Percentage of Employee	? Value of Unit	? Number of Units Produced Annually	? Total Value of Production	Annual Salary	Direct Revenue Loss
%					
%					

As the efficiency of your production employee decreases, the number of units produced is lessened compared to a top performer. This inefficiency reduces the value of production brought to your company and thus results in an increase in revenue loss.

Questions about this document?

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