

Cost per Hire

Enter the data below to calculate your Cost per Hire for a single position.

COST TO ADVERTISE

	<u>Time (Hours)</u>	<u>Extra Cost</u>
Time to Write and Post the Ad	_____	
Advertising Fees	_____	\$ _____
Job Board Postings	_____	\$ _____
Recruiting Fees	_____	\$ _____

COST TO SCREEN RESUMES

Time to Review Resumes	_____
Time to Qualify Resumes	_____
Time to Schedule Interviews	_____

COST TO INTERVIEW

Initial Telephone Screen time	_____
1 st Face-to-Face Interview time	_____
2 nd Face-to-Face Interview time	_____

COST TO VERIFY

Reference Checks	_____	
Background Check	_____	\$ _____
Education Verification	_____	\$ _____
Drug Test	_____	\$ _____

COST TO MAKE OFFER

Human Resources time	_____
Document and Present Offer	_____
Discuss Counter Offer	_____

TOTAL TIME FOR ONE HIRE

HR COST PER HOUR

[]	X	\$ []	=	\$ []	+	\$ []	=	\$ []
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NUMBER OF HIRES ANNUALLY

[]

X

TOTAL ANNUAL COST TO HIRE

\$ []

TOTAL COST OF BAUER ON-DEMAND

SAVINGS BY USING BAUER ON-DEMAND

\$ []

