



DAY PERSONNEL, INC.

DBA/Dorothy Day Personnel of Michigan, Inc. since 1953

www.daypersonnel.com

EMPLOYER'S COST OF A NEW HIRE

CASH EXPENSES

| | |
|------------------------|-----------------|
| Classified advertising | \$ _____ |
| Postage | \$ _____ |
| Telephone | \$ _____ |
| Miscellaneous | \$ _____ |
| Travel | \$ _____ |
| Lunches | \$ _____ |
| TOTAL | \$ _____ |

MANAGEMENT AND STAFF TIME

| | | | |
|---|-----------|----------------------------|-----------------|
| President's Time | | @ \$ _____ per hour | \$ _____ |
| Admin.'s Time | | @ \$ _____ per hour | \$ _____ |
| Receptionist's Time | | @ \$ _____ per hour | \$ _____ |
| Dept. Manager's Time | | @ \$ _____ per hour | \$ _____ |
| Decision Maker's Time | | @ \$ _____ per hour | \$ _____ |
| Planning Meetings | _____ hrs | @ \$ _____ per hour | \$ _____ |
| Develop & Place Classified Ads | _____ hrs | @ \$ _____ per hour | \$ _____ |
| Administration of Search | _____ hrs | @ \$ _____ per hour | \$ _____ |
| Review Applications | _____ hrs | @ \$ _____ per hour | \$ _____ |
| Phone Interviews | _____ min | @ \$ _____ per hour | \$ _____ |
| Personal Interviews | _____ hrs | @ \$ _____ per hour | \$ _____ |
| Testing | _____ hrs | @ \$ _____ per hour | \$ _____ |
| 2 nd Personal Interviews | _____ hrs | @ \$ _____ per hour | \$ _____ |
| Reference Checks | _____ hrs | @ \$ _____ per hour | \$ _____ |
| Validate Credentials | _____ hrs | @ \$ _____ per hour | \$ _____ |
| Decision Making | _____ hrs | @ \$ _____ per hour | \$ _____ |
| Negotiations | _____ hrs | @ \$ _____ per hour | \$ _____ |
| Orientation | _____ hrs | @ \$ _____ per hour | \$ _____ |
| Trainer's time over _____ weeks/months/year | | @ \$ _____ per hour | \$ _____ |
| Misc. Administration | | @ \$ _____ per hour | \$ _____ |
| TOTAL | _____ hrs | @ \$ _____ per hour | \$ _____ |

GRAND TOTAL \$ _____

Note: This does not include unproductive training time on the part of the new hire.