



DAY PERSONNEL, INC.

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

www.daypersonnel.com

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.