



Cost of Turnover Worksheet

Complete this form separately for each type of position.

Position: _____ Hrly Rate: _____ Times Filled Per Year: _____

PER HIRE COSTS

Direct Labor Costs: _____

- Application Processing
- Interview
- Analysis & Selection

Hiring Costs: _____

- Drug Screening
- Background Check
- Agency Fees
- Other (Relocation, etc.)

Wages during Orientation: _____

- Direct Compensation
- Indirect Compensation

Support Staff Costs (Per Hire): _____

- Accounting Time
- HR/Benefits Time

Supply Costs (Per Hire): _____

- Safety Equipment
- Uniforms
- Other Supplies (Business Cards, Vehicle, etc.)

Lost Productivity (Per Hire): _____

- Identify Days to Full Productivity
- Calculate as # * hrly rate * 50% * 8 hrs/day

OTHER COSTS

Training Costs (Annual): _____

- General Orientation Time
- Specific Job Training Time
- Training Materials
- Calculate * # Groups Trained/Year

Overtime Costs (Annual): _____

- Due to short staffing

Recruiting Costs (Annual): _____

- Generic or Targeted Ads
- Other (Job Fairs, etc.)

ANNUAL COST CALCULATIONS

Per Hire Total Costs: _____

x

Number Hired Per Year: _____

=

+

Other Costs (Annual Total): _____

=

TOTAL ANNUAL COSTS _____

Note: This is Per Position in Organization.