

COST COMPARISON WORKSHEET

<u>ON YOUR OWN</u>			<u>OUR SERVICE</u>
Develop Job Specs	\$ _____	\$0	(Provided at no additional charge)
Recruiting			
Newspaper Ad	\$ _____	\$0	(Costs included in service fee)
Internet Job Posting	\$ _____	\$0	(Costs included in service fee)
Other Advertising	\$ _____	\$0	(Costs included in service fee)
Direct Recruiting			
# hrs ___ x rate ___ =	\$ _____	\$0	(Provided at no additional charge)
Resume and Application Review			
# hrs ___ x rate ___ =	\$ _____	\$0	(Provided at no additional charge)
Scheduling and Interviewing			
1. # hrs ___ x rate ___ =	\$ _____	\$0	(Provided at no additional charge)
2. # hrs ___ x rate ___ =	\$ _____	\$0	(Provided at no additional charge)
Reference Checks			
# hrs ___ x rate ___ =	\$ _____	\$0	(Provided at no additional charge)
Skills Testing	\$ _____	\$0	(Provided at no additional charge)
Background Check (criminal/drug/credit)	\$ _____	\$ _____	Use of our Background Check service
SUBTOTAL	\$ _____	\$ _____	SUBTOTAL
COST TO REPEAT PROCESS (if your hire does not work out)	\$ _____	\$0	(Guaranteed replacement at no additional charge)
TOTAL POTENTIAL COST OF HIRE	\$ _____	\$ _____	COST OF USING OUR SERVICE

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SUGGESTIONS FOR USING THIS TEMPLATE

1. The settings on this document will allow you to cut and paste the content from this form and place it on your company letterhead.
2. Because every company is different, please add or delete items in the cost breakdown to fit your organization. This form works equally well for temp, contract, and perm staffing and recruiting, as long as you take a few minutes to fine-tune it for your specific needs.
3. As you interview your clients to help them ascertain their costs for hiring on their own, you may find that they do not know the exact numbers for each cost item. For example, they may not know how many hours it will take to review incoming resumes and applications. Ask them to give their best estimate. Most often, their best guess will be very close to the actual number.
4. We recommend that you complete this form together with your prospect or client in-person or by telephone.

This worksheet is provided as a free service by:



StaffingU offers the most convenient live classroom training and coaching available to the Staffing Industry. Offerings include TeleClasses (live telephone-based classes), the StaffingU Forum (CEO roundtables by telephone), individual coaching, private on-site training, and speakers at events and meetings.

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