



## EXAMPLE - COST OF EMPLOYEE (GENERAL) TURNOVER

PLEASE ENTER DATA DO NOT INPUT DATA IN GREY SECTION

<i>Failed employee's monthly salary</i>	\$3 000,00
<i>General employee's average hourly rate</i>	\$20,00
<i>Administrative average hourly rate (includes secretarial, communications, etc.)</i>	\$25,00
<i>Management average hourly rate</i>	\$30,00

### Time Spent in Hours

Wasted management time in hours	10	\$300,00
Time other employees (general) spent distracted by the situation in hours	10	\$200,00
Administrative time spent on separation process in hours	5	\$125,00
Administrative time spent researching hiring or temp agencies in hours	2	\$50,00
Administrative time spent developing advertisements for job opening	2	\$50,00
Administrative time spent organizing recruitment process (interviews, etc.)	5	\$125,00
Management time spent interviewing	10	\$300,00
Administrative time spent on checking references	5	\$125,00
Administrative time spent on orientation and on-the-job training	10	\$250,00
General employee's time spent filling-in	70	\$1 400,00
Management time spent filling-in	10	\$300,00
Management time spent in scheduling changes/overtime	5	\$150,00
<b>Sub-total</b>		<b>\$3 375,00</b>

### Hard Costs

Cost of hiring search firm or temp agency	\$2 000,00
Cost of marketing (advertisement, etc.)	\$2 000,00
Cost of overtime and additional shifts to cover vacancy	\$2 000,00
Cost of management's productivity loss during training	\$2 000,00
Cost of administrative productivity loss during training	\$2 000,00
Cost of the time required for other employees to handle failed employee mistakes	\$0,00
Cost of drug testing/psychological testing of candidates	\$0,00
<b>Sub-total</b>	<b>\$10 000,00</b>

## GRAND TOTAL OF COST OF EMPLOYEE TURNOVER

**\$13 375,00**