



EVALUATE YOUR RECRUITMENT COSTS

This tool is designed to help you measure all the costs inherent to recruitment. Beyond job postings costs, you will be able to evaluate your operational costs, opportunity costs and error costs.

JOB POSTING COSTS ¹

Indicate your job posting costs and the number of postings you plan to make.

	Unit cost per job posting	Number of posting planned	Total Cost
Website 1			
Website 2			
Website 3			
Website 4			
Website 5			

¹ Job posting costs vary from site to site and range from \$175 to \$595 per month. If the position is not filled after one month, you will have to pay again to re-post your offer. It usually takes two to three job postings to fill a position.



OPERATIONAL COSTS ²

Operational costs refer to the salary and hours that will need to be spent on recruitment.

We have indicated an average duration for each task, but you can modify the duration according to your practices.

Tasks	Hourly wage	Duration per unit (hours)	Unit(s) ³	Total Cost
Writing the job description				
Making the job postins				
Resume reading and pre-selection				
Interview or phone contact				
In-person interview #1				
In-person interview #2				
Taking references				
Writing the contract				
Other costs :				

²Fill out the form for the recruitment of a single position.

³Number of times the task will need to be performed.



FEES FOR ADDITIONAL SERVICES

	Cost per unit	Unit(s)	Total Cost
Criminal background checks			
Medical tests			
Psychometric tests			

COST OF A VACANT POSITION

Depending on the position held, an employee will generate revenue for the company typically ranging from one to three times their salary.

Considering that there are 220 working days in a year, you can calculate the cost of a vacancy by dividing the annual salary of the vacancy by the number of working days.

You then multiply the result by the number of days the position is available. You can then multiply this amount by 1, 2 or 3, depending on how much revenue this employee would bring in for your company.

1. Annual salary for the position	
2. Working days	
3. Revenue rate (1, 2 or 3)	
4. Days to fill the position	
Cost of a vacant position	



GRAND TOTAL OF RECRUITMENT COSTS

ERROR COSTS

The National Business Research Institute (NBRI) estimates that a selection error can cost an average of 1.5 to 2 times an employee's annual salary. In the worst cases, it can cost up to five times the employee's salary.

Enter the employee's annual salary here to calculate the associated error cost:

Annual salary :

Average error cost :

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