



DISCOVERY Profiling, Inc.

COST OF EMPLOYEE TURNOVER

Position Title: _____

Turnover Costs:

Recruiting & Selection:

- 1. Advertising for the position. \$ _____
 - 2. Pre-employment Administration Functions. \$ _____
 - 3. Selection Interview. \$ _____
 - 4. Pre-employment Testing. \$ _____
 - 5. Meetings to Discuss and Evaluate Candidates. \$ _____
- TOTAL:** \$ _____

Training:

- 1. Salary & Benefits while in Classroom Training. \$ _____
 - 2. Salary & Benefits for employee getting up to speed. \$ _____
 - 3. Salary & Benefits of Classroom Trainer. \$ _____
 - 4. Salary, Benefits of Field Trainer. \$ _____
 - 5. Equipment, Manuals, Materials. \$ _____
- TOTAL:** \$ _____

Lost Productivity:

- 1. Estimate what an **above average employee performance is.** \$ _____
 - 2. Estimate what **this employee's performance** will be. \$ _____
- + OR -** \$ _____

Separation Costs:

- 1. Exit Interviews (salary and benefits of interviewer and employee). \$ _____
 - 2. Salary paid after separation. \$ _____
 - 3. Administration & Record keeping. \$ _____
- TOTALS:** \$ _____

Turnover costs of ONE NON-PRODUCTIVE EMPLOYEE:

- Recruiting & Selection** \$ _____
- Training** \$ _____
- Lost Productivity** \$ _____
- Separation Costs** \$ _____
- GRAND TOTAL:** \$ _____