

### **ABOUT THIS WORKSHEET**

When completed in full, this worksheet enables any organization showcase their cost per hire calculations per the suggested visual layout of the ANSI standard, and adopt the ANSI standard. The author has designed this worksheet for widespread and public use. It is not part of the standard itself, but simply a tool that allows for easy access, adoption, and engagement with the ANSI standard.

### **DISTRIBUTE AND SHARE THIS WORKSHEET FREELY**

Users are encouraged to share this worksheet in order to advocate and adopt the standard. This document was designed for free advocacy and adoption of the ANSI Cost Per Hire standard, and to allow users to have an easy way to compare cost per hire metrics with other organizations and internally.

This worksheet has been designed by Aspen Advisors, and is copyright protected. All rights of this document are retained by Aspen Advisors. Any commercialization of this worksheet or its contents that is performed without permission of Aspen Advisors is a violation of copyright law, and all parties that are involved in such activities will be subject to legal action by Aspen Advisors.

### **USE THIS WORKSHEET FOR LIMITED DATA SEGMENTATION**

This worksheet can be used to highlight the Cost Per Hire of a specific group, business or data segment within an organization, just as easily as it can be used for an entire business or enterprise. However, this worksheet does not offer the ability to showcase different data segments simultaneously. For additional information on data segmentation regarding the ANSI Cost Per Hire standard, please refer to section 10.3 of the standard.

### **ABOUT THE AUTHOR OF THE WORKSHEET**

Andrew Gadomski is the CEO and Founder of Aspen Advisors, a strategic consulting company that helps socially and globally responsible companies align and optimize their talent acquisition organizations. Andrew was the Associate Workgroup Leader on the ANSI Cost Per Hire Standard, and designed this tool to help advocate the standard. Andrew also leads a small group of workforce members who worked on the standard that have decided to stay engaged and advocate the usage of the standard. Andrew created this worksheet in the spirit of social responsibility and sustainability. The worksheet is designed to make adoption readily available to all companies who want to engage the ANSI standard, and lift any financial barriers in doing so.

### **SUPPORT IS AVAILABLE**

Several members of the workforce team that designed the ANSI standard are available to help support the standard and its usage. Andrew can be reached at [Andrew@myaspenadvisor.com](mailto:Andrew@myaspenadvisor.com) and he will facilitate support with that group as requested. Additionally, several webinars and downloads are available through several human resource associations that offer instruction on the adoption of the ANSI standard.

**STANDARDS IMPLEMENTED** ANSI / SHRM 0006.2012 Cost Per Hire Comparable, Internal, and RCR

**DOCUMENTATION UPDATED** **COMPILER / AUTHOR:**

**GENERAL INFORMATION:** The suggested format for visually displaying a cost per hire metric was used.

$$CPHI = \left( \frac{\Sigma(\text{External Costs}) + \Sigma(\text{Internal Costs})}{\text{Total Number of Hires in Time Period}} \right)$$

COST PER HIRE, INTERNAL	
Date Range	-
Last Updated	
Total Costs	
Total Hires	
Cost Details	See below

$$CPHC = \left( \frac{\Sigma(\text{External Costs}) + \Sigma(\text{Internal Costs})}{\text{Total Number of Hires in Time Period}} \right)$$

COST PER HIRE, COMPARABLE	
Date Range	-
Last Updated	
Total Costs	
Total Hires	
Cost Details	See below

$$RCRI = \left( \frac{\Sigma(\text{External Costs}) + \Sigma(\text{Internal Costs})}{\text{Total 1st Year Compensation of Hires in Time Period}} \right)$$

RCR, INTERNAL	
Date Range	-
Last Updated	
Total Costs	
Total Hires	
Total Compensation	
Cost Details	See below

$$RCRC = \left( \frac{\Sigma(\text{External Costs}) + \Sigma(\text{Internal Costs})}{\text{Total 1st Year Compensation of Hires in Time Period}} \right)$$

RCR, COMPARABLE	
Date Range	-
Last Updated	
Total Costs	
Total Hires	
Total Compensation	
Cost Details	See below

## SUPPORTING DOCUMENTATION

REPRESENTATIVE DATA SET

DESCRIPTION OF THE NUMBER OF HIRE DATA USED  
(denominator):

DATA QUALITY STATEMENT

KNOWN ISSUES

**DESCRIPTION OF COST FACTORS USED:**

EXTERNAL COSTS	DATA SOURCE	DATE DATA QUALITY CHECKED	COST CENTER / NOTES
Advertising and Marketing Expenses			
Background Checks and Eligibility to Work Expenses			
Campus Recruiting Expenses			
Contingency Fees			
Drug Testing Expenses			
Employee Referral Awards/ Payments			
Job Fair/Recruiting Event Expenses			
Pre-screening Fees			
Relocation Fees			
Sourcing Costs			
Travel and Expenses, Candidate			
Travel and Expenses, Recruiting			
Technology Costs			
Third-party Agency Fees			

INTERNAL COSTS	DATA SOURCE	DATE DATA QUALITY CHECKED	COST CENTER / NOTES
Cost of Recruiting Staff			
Cost of Sourcing Staff			
Non-labor Office Costs			
Recruiting Learning and Development			
Internal Overhead for Government Compliance			
Secondary Management Cost of Time			

This document is designed as a counterpart to the ANSI Standard for Cost Per Hire. Download a published version of the standard. This document is updated on a regular basis. This version has been updated as of May 13, 2012. Verify this is the latest version of the worksheet by downloading the most recent version and reviewing the version # indicated in the upper right of each page of this document.

**EXTERNAL COSTS****Advertising and Marketing Expenses**

Job Board Expenses - job postings, advertisements, special placement  
 Social Media Expenses - facebook, linkedin, twitter, youtube, other  
 Search Engine Marketing - optimization, landing pages, keyword purchases  
 Marketing Material Production - brochures, displays, etc  
 Website(s) - career pages, landing pages, email messaging  
 Print Media - newspaper ads, magazine ads, specialized print  
 Employment Branding Vendor Fees - any that are not included above  
 Other (specify as needed)

**Background Checks / Eligibility to Work**

Background checks fees and services  
 Tertiary screening, assessments, or testing fees and services  
 Reference checks fees and services  
 I9 / E-Verify / Validations fees and services  
 Other (specify as needed)

**Campus Recruiting Expenses**

Travel and Expenses (not included in summation / tracking only)  
 Expense (specify as needed)  
 Expense (specify as needed)

**Consulting Services\***

Recruitment process / efficiency  
 EEO consulting / fees  
 Legal fees associated with recruiting  
 Other (specify as needed)

**Contingency Fees: Contingent to Regular\*****Drug Testing Expenses****Employee Referral Awards / Payments****Immigration Expenses\***

Legal fees  
 Fees for consulting services  
 Fees for federal applications  
 Other (specify as needed)

**Job Fair / Recruiting Event Expenses**

Event fees or tickets  
 Booth and rental costs  
 Labor, shipping, construction, assembly  
 Other (specify as needed)

**Pre-hire Health Screens\***

Health screens fees / costs  
 Indirect costs (for healthcare providers only)  
 Other (specify as needed)

**Pre-screening Fees\***

Testing Services  
 Validated Assessments  
 Other (specify as needed)

**Recruitment Process Outsourcing (RPO) Fees****Relocation Fees\*****Sign-on Bonuses\***

Expenses marked with an asterisk (\*) will be used during the calculation of the Cost Per Hire Internal only.

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<b>Sourcing Costs</b>			
List purchases, research lists, purchased contacts			
Database licensing access - includes LinkedIn Recruiter, Jigsaw, and others			
Membership dues for associations			
Networking services			
Other (specify as needed)			
<b>Technology Costs</b>			
Applicant Tracking Systems (CRM)			
Candidate Relationship Management Systems (CRM)			
Metrics, Reporting, and Business Intelligence Systems (BI)			
Other (specify as needed)			
<b>Travel and Expenses</b>			
Candidate T&E			
Recruiter T&E			
Other (specify as needed)			
<b>Third-party Agency Fees</b>			
<b>INTERNAL COSTS</b>			
<b>Cost of Recruiting Staff</b>			
Full Time Recruiters			
Part Time Recruiters			
Contract Recruiters			
Other (specify as needed)			
<b>Cost of Sourcing Staff</b>			
Full Time Sourcers			
Part Time Sourcers			
Contract Sourcers			
Other (specify as needed)			
<b>Internal Overhead for Government Compliance*</b>			
<b>Non-labor Office Costs</b>			
Direct Office Expenses			
Percentage of overall office costs based on headcount			
<b>Recruiting Learning and Development</b>			
<b>Secondary Management Cost of Time*</b>			
Events / Job Fairs	Interviews:	Internal Rate:	
Requisitions / Normal Business	Interviews:	Internal Rate:	
<b>NUMBER OF HIRES IN TIME PERIOD</b>			
<b>Requisitions Executed - Full Time - Internal Hires</b>			
<b>Requisitions Executed / Full Time - External Hires</b>			
<b>Requisitions Executed / Part Time - Internal Hires</b>			
<b>Requisitions Executed / Part Time - External Hires</b>			
<b>Temporary Staff Already on Payroll Converted to Full Time</b>			
<b>Other (excluded from types above, and NOT included in any CPH calculations)</b>			
Supplemental workers, agency staff, contractors not on payroll			
Employee contracts that automatically renew			
Temporary assignments, secondments, or rotation hires			
Hires that were executed in systems as part of restructure or reclassification			

Expenses marked with an asterisk (\*) will be used during the calculation of the Cost Per Hire Internal only.

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