

Employee Cost		Notes
Annual Base Salary	\$	
Benefits Cost	\$	<i>Estimated at 30% of base salary</i>
Monthly Salary + Benefits	\$	
Daily Salary + Benefits	\$	<i>Based on 235 working days</i>

Loss of Productivity from Other Employees Filling in for Vacant Position		
Daily Cost of "Covering" Position	\$	<i>33% of Daily Salary + Benefits</i>
# of Days Position Vacant		
Total Cost to "Cover" Position	\$	

Cost To Hire		
HR or Hiring Manager Salary	\$	
Hourly Rate	\$	<i>Based on 235 working days</i>
Resume Screening (Hours)		
Interviews (Hours)		
Total Hours to Fill Position		
Cost to Fill Position	\$	

Training Cost		
Trainer or Manager Salary	\$	
Daily Rate	\$	<i>Based on 235 working days</i>
Total Training Days		
Total Training Cost	\$	

Days to Productivity		<i>Time required for the new hire to reach 100% Productivity</i>
Daily Employee Cost	\$	
Days to 100% Productivity		
50% Productivity Loss	\$	<i>Prior to reaching 100%, assume individual works at 50% Productivity</i>

<b>Total Cost of Turnover</b>	\$	
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