



Employee Turnover Calculator

Use this form to calculate the cost of employee turnover in one position or salary range per year. Calculate costs for replacement employees only. Do not calculate costs for employees hired to fill new positions.

Position:		Salary level:	
------------------	--	----------------------	--

Hiring Costs

Direct costs to hire 1 new employee

Advertising	
Average fee to employment agencies, placement firm	
Sign-on bonus	
Referral bonuses to other employees	
Travel and expenses (include yours and money you reimburse to prospective candidate)	
Other direct costs	
Total Direct Costs to Hire	

Indirect costs to hire 1 new employee

Estimate the costs incurred by having **all** current employees perform the following activities related to a new hire:

Interviewing (costs of current employees at all levels of interviewing, from initial phone call through final interviews)	
Checking references	
Lost revenue (include costs of time spent away from actual jobs)	
Miscellaneous indirect costs (phone, copy, fax)	
Total Indirect Costs to Hire	

Training Costs

Direct costs to train 1 new employee

Time spent by person/people directly responsible for training new hire to do job. Cost per hour times number of hours.	
Cost per participant of general training programs, training materials, seminars for new hires	
Travel and expenses per participant for above	
Other direct costs	
Total Direct Costs to Train	

Indirect costs to train 1 new employee

Estimate the time spent by **all** current employees who are involved in training a new candidate:

General training in company technology and procedures, processes, etc.	
On-the-job training costs before employee becomes fully productive	
Total Indirect Costs to Train	

Estimated Revenue Lost by Vacant Position

TOTAL COSTS: SINGLE EMPLOYEE

Annual Cost of Employee Turnover

To calculate the annual cost of employee turnover, multiply the cost of replacing 1 employee times the number of replacements each year.