

Recruiting Schedule Estimate

Client: <client name>
Position/Date: <position/date>

Activity	Estimated Hours Low	Estimated Hours High	Average Hrs	Rate	Activity \$	Group Activity \$	Client Needed	Completion Deadline
Get Clear on the Position								
Create Job Description – also used for contract agreement, probation, performance review	3	8	5.5	\$150	\$825		x	
Create compelling marketing Job Posting	3	8	5.5	\$100	\$550			
Determine 3 & 6 month success factors for performance management, contract clauses, and interviewing purposes	2	4	3	\$100	\$300		x	
TOTAL: Get Clear on the Position	8	20	14			\$1,675		
Advertise the Position								
Determine position advertising venues	1	3	2	\$100	\$200		x	
Post position on website, distribute internally							x	
Post position externally to advertising venues	1	3	2	\$50	\$100			
TOTAL: Advertise the Position	2	6	4			\$300		
Track Shortlist Applicants								
Set up - manage incoming applicants Communicate with applicants	1	2	1.5	\$50	\$75			
Review Sort applications Shortlist 7-10 candidates	5	8	6.5	\$100	\$650			
TOTAL: Track Shortlist Applicants	6	10	8			\$725		

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Preliminary Telephone Interviews								
Schedule & coordinate 7-10 interviews	2	4	3	\$50	\$150			
Create telephone interview questions	2	3	2.5	\$100	\$250			
Conduct 7-10 telephone interviews Transcribe notes	4	6	5	\$100	\$500			
Identify final 3-4 candidates for in-person interviews	1	1	1	\$100	\$100			
No thank you to applicants	1	1	1	\$100	\$100			
Determine Round 1 interview panel	1	1	1	\$50	\$50		x	
TOTAL: Preliminary Telephone Interviews	11	16	13.5			\$1,150		
Round 1 In-Person Interviews								
Schedule interviews with interview panel and candidates	2	3	2.5	\$50	\$125			
Create Round 1 interview questions	2	3	2.5	\$100	\$250		x	
Conduct 3-4 in person interviews Handouts Transcribe notes	4	6	5	\$125	\$625		x	
No thank you to applicants	0.5	1	0.75	\$100	\$75			
TOTAL: Round 1 In-Person Interviews	8.5	13	10.75			\$1,075		
Round 2 In-Person Interviews								

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Schedule interviews with interview panel and candidates	1	1	1	\$50	\$50			
Create Round 2 interview questions	2	3	2.5	\$100	\$250		x	
Conduct 1-2 in person interviews Handouts Transcribe Notes	2	4	3	\$125	\$375		x	
No thank you phone call to applicants	1	1	1	\$100	\$100			
TOTAL: Round 2 In-Person Interviews	6	9	7.5			\$775		
Home Stretch								
Obtain and schedule reference checks	1	1	1	\$50	\$50			
Create individualized reference check questions	1	2	1.5	\$100	\$150			
Conduct 2-3 reference checks	1	2	1.5	\$100	\$150			
Profiling (Optional) - Outsourced	2	3	2.5	\$100	\$250			
Present Negotiate offer Logistics	1	2	1.5	\$100	\$150		x	
TOTAL: Home Stretch	6	10	8			\$750		
SUB-TOTAL						\$6,450		
Project management coordination emails communication - 7% of estimate sub-total						\$452		

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						\$6,902		
Estimated Cost of Search:	\$6,902							
Estimated Average Hours:	66							
Estimated Completion:	8 weeks							

PREVIEW