

RECRUITING WORKSHEETS

Average Days Tenure Calculation	
	Employee Names Current & Past
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
Total Days Worked:	
Current ADT = Total Days divided by Number of Employees	
Current ADT =	
Previous ADT =	
Change from Last Quarter	
ADT for the Period of _____ to _____	

Worksheet 1

Recruitment Goals Worksheet

A. What is your current employee count? _____

B. What is your current Average Days Tenure? _____

C. How many teams (and therefore employees) do you want to add to your business over the next 6 months? _____

D. How many employees will you possibly have to replace over the next 6 months? (See ADT) _____

C + D = YOUR RECRUITMENT GOAL
(Total Number of Associates Required) _____

Worksheet 2

Recruitment Strategy Action Planner

Time Period for the Campaign

From: _____ to _____

Recruitment Goal (# employees) _____

Tactic (newspaper, direct mail, mix, etc.) _____

Cost of ad/tactic \$ _____

Calls Received _____

Phone Interviews Passed _____

Personal Interviews Held _____

Job Offers Made _____

Number of Employees Hired _____

Cost per Job Offer Made \$ _____

Cost per Employee Hired \$ _____

Worksheet 3