

Cost of an Unfilled Position:

- Checklist -

Title of position: _____

Number of days open: _____

Check each that applies to your unfilled position. Make your best estimate associated with the daily cost associated with that aspect of the unfilled position:

- | | |
|---|-------------------|
| <input type="checkbox"/> Is another staff member doing the work? | Daily Cost: _____ |
| <input type="checkbox"/> Is the work being done on overtime pay? | Daily Cost: _____ |
| <input type="checkbox"/> Did you hire a consultant to do the work? | Daily Cost: _____ |
| <input type="checkbox"/> Are YOU doing the work? | Daily Cost: _____ |
| <input type="checkbox"/> Is the work not getting done? Yes/No if YES: | |
| <input type="checkbox"/> Are you losing new sales? | Daily Cost: _____ |
| <input type="checkbox"/> Are you losing existing business? | Daily Cost: _____ |
| <input type="checkbox"/> Is the quality of your Product/Service decreasing? | Daily Cost: _____ |
| <input type="checkbox"/> Is your customer satisfaction decreasing? | Daily Cost: _____ |
| <input type="checkbox"/> Is this open position effecting other positions? | Daily Cost: _____ |
| <input type="checkbox"/> Is your recruiting process causing you to lose the best talent? | Daily Cost: _____ |
| <input type="checkbox"/> Have any employees resigned due to the increased workload? | Daily Cost: _____ |
| <input type="checkbox"/> Do you under-utilized plant capacity or equipment? | Daily Cost: _____ |
| <input type="checkbox"/> Did you fill the position with someone that did not workout? | Daily Cost: _____ |
| <input type="checkbox"/> Did you lose training costs with the departed employee? | Daily Cost: _____ |
| <input type="checkbox"/> High turnover tells recruiters that your employees are available | Daily Cost: _____ |

Total Daily Cost of The Opening (TDCOP): _____

Multiply the number of days the position has been vacant times the estimated Total Daily Cost of the Opening (TDCOP) to approximate the total cost:

Number of days position has been vacant (_____) X TDCOP (_____) + _____