

## Cost Analysis - Recruitment, Selection, Induction

Task	Hours	Rate	Cost
Job Analysis - interviews, site visits etc. (including 6 interviewees time)	30	50.61	1,518.22
Drafting position description	5	50.61	253.04
Meetings/ Consultation / Approvals (including 4 participants' time)	16	50.61	809.72
Preparing Advertisement	2	50.61	101.21
Preparing Induction kit	24	50.61	1,214.57
Advertisement - seek.com.au			260.00
Advertisement - 1 Newspaper		4,000.00	4,000.00
Application processing/ shortlisting (Assumption : 150 applicants)	8	50.61	404.86
Phone interviews (Assumption : 12 shortlisted candidates)	6	50.61	303.64
Analysing phone interviews	4	50.61	202.43
Panel : Interviewer 1	6	50.61	303.64
Panel : Interviewer 2	6	50.61	303.64
Panel : Interviewer 3	6	50.61	303.64
Preparing relevant documents	16	50.61	809.72
Assessment Centre	16	50.61	809.72
Reference check + relevant forms	1	50.61	50.61
Medical (Assumption : 1 appointee)		-	300.00
Phone interviews - 10 candidates	6	50.61	303.64
Admin / Support personnel hours	30	25.00	750.00
Misc. (Stationary, Utilities, Phone calls, Internet etc.)			200.00
Two Day induction program	16	50.61	809.72
	<b>Total</b>		<b>14,012.02</b>

HR Manager		
Salary Package	100000	includes super + any other benefits
Weekly Hours	38	
Weeks in a year	52	
Yearly hours	1976	
<b>Hourly rate</b>	<b>50.61</b>	