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Recruitment Budget Worksheet

Before you begin your candidate search and incur real recruitment costs, you need to develop a recruitment budget. The budget worksheet that follows gives you an idea of all the different types of costs involved in the recruitment process over and above the compensation package.

Recruitment Budget Worksheet

Date	/ /
Provider Specialty Sought	
Length of the Budget Period	
Recruitment Period:	/ / through / /
Estimated Total Recruitment Budget for Period	**$**

Promotion/Publicity Expenses

Promotional Materials

Talent fee (i.e. graphic artist, photographer, writer, video)	$
Printing (display ads, brochure, flyer, duplication)	$
Materials (stationary, envelopes)	$
Other	$
Total Promotional Materials	**$** 0

Advertising (list each internet site, journal or other media used)

	$
	$
	$
Total Advertising	**$** 0

Professional Recruitment Assistance (recruitment firms, candidate sourcing services, etc.)

	$
	$
Total Professional Recruitment Assistance	**$** 0

Direct Marketing

Mailing lists	$
Postage	$
Other	$
Other	$
Total Direct Marketing	**$** 0

Person-to-person Recruitment

Residency program visits (include travel)	$
Conference recruitment displays (include travel)	$
Other	$
Other	$
Total Person-to-Person Recruitment	**$** 0

Other Promotion/Publicity

Toll-free number	$
Give-aways for conferences or interviews (pens, calendars, etc.)	$
Other	$
Total Other Promotion	**$** 0
Total Promotion & Publicity Expenses	**$** 0

Candidate Screening Expenses

Phone Interviews (30-45 minutes per call or about two hours per candidate)	$
Out-of-state candidates	$
Out-of-state spouses	$
In-state candidates	$
In-state spouses	$
Other	$
Total Phone Interviews	**$** 0

Credentials Checks

Background Check	$
Credential Verification (5-10 minutes/call)	$
National Practitioner Data Bank IF your facility is allowed to query it. Otherwise, ask provider to do a self-query	$
Other	$
Total Credentials Checks	**$** 0

Reference Checks

Phone references (15 minutes per call)	$
Total Reference Checks	**$** 0
Total Candidate Screening Expenses	**$** 0

Site Visit and Personal Interview Expenses

Out-of-state candidates and spouses

Airfare	$
Ground transportation	$
Lodging	$
Meals	$
Other	$
Total Out-of-State Candidates/Spouses	**$** 0

In-state candidates and spouses

Mileage reimbursement	$
Lodging	$
Meals	$
Other	$
Total In-State Candidates/Spouses	**$** 0

Site visit social gathering

Caterer/sponsored meal	$
Other	$
Total Social Costs	$ 0
Total Site Visit and Personal Interview Expenses	**$** 0

Personnel Expenses

Current Personnel	$
Time away from primary duties	$
Bonus pay for extra duties	$
Other	$
Total Current Personnel	**$** 0
Temporary Personnel	
Hired local recruitment recruiter	$
Locum tenens coverage until new provider is recruited	$
Other	$
Total Temporary Personnel	**$** 0
Total Personnel Expenses	**$** 0

Other Expenses

	$
	$
	$
Total Other Expenses	**$** 0

Total Recruitment Budget	**$** 0