

Recruitment Budget/Expense Worksheet

Date: _____ / _____ / _____

Provider Specialty Sought: _____

Length of the Budget Period: _____ months

Recruitment Period: _____ / _____ / _____ through _____ / _____ / _____

Estimated Total Recruitment Budget for Period: \$ _____

A. PROMOTION/PUBLICITY

1. Promotional Materials

- a. Talent fee (i.e. graphic artist, photographer, writer, video) \$
- b. Printing (display ads, brochure, flyer, duplication) \$
- c. Materials (stationary, envelopes) \$
- d. \$

Total Materials: \$ _____

2. Advertising (list each journal or other media used)

- a. \$
- b. \$
- c. \$
- d. \$

Total Advertising: \$ _____

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

- a. \$
- b. \$
- c. \$

Total Recruitment Professional Assistance: \$ _____

- 4. Direct Marketing
 - a. Mailing lists \$
 - b. Postage \$
 - c. \$
 - d. \$

Total Direct Marketing: \$ _____

- 5. Person-to-person Recruitment
 - a. Residency program visits (include travel) \$
 - b. Conference recruitment displays (include travel) \$
 - c. \$
 - d. \$

Total person-to-person recruitment: \$ _____

- 6. Other Promotion/Publicity
 - a. Rewards \$
 - b. 800 number \$
 - c. freebies (pens, calendars, etc.)\$
 - d. \$

Total Other Promotion: \$ _____

TOTAL PROMOTION AND PUBLICITY EXPENSES: \$ _____

(add totals from #1-#5)

B. CANDIDATE SCREENING EXPENSES

- 1. Phone Interviews (20-30 minutes per call or about two hours per candidate)
 - a. Out-of-state candidates \$
 - b. Out-of-state spouses \$
 - c. In-state candidates \$
 - d. In-state spouses \$
 - e. \$

Total phone interviews: \$ _____

2. Credentials Checks

- a. National Practitioner Data Bank \$
- b. Credential Verification (5-10 minutes/call) \$
- c. \$

Total Credential Checks: \$ _____

3. Reference Checks

- a. Phone interviews (15 minutes per call) \$
- b. \$

Total Reference Checks: \$ _____

TOTAL CANDIDATE SCREENING EXPENSES \$ _____

(add totals from #1-#3)

C. SITE VISIT AND PERSONAL INTERVIEWS

1. Out-of-state candidates and spouses

- a. Airfare \$
- b. Ground transportation \$
- c. Lodging \$
- d. Meals \$
- e. \$

Total out-of-state candidates/spouses: \$ _____

2. In-state candidates and spouses

- a. Mileage reimbursement \$
- b. Lodging \$
- c. Meals \$
- d. \$

Total in-state candidates/spouses: \$ _____

- 3. Site visit social gathering
 - a. Caterer/sponsored meal \$
 - b.

Total Social Costs: \$ _____

TOTAL SITE VISIT EXPENSES \$ _____

(add totals from #1-#3)

D. PERSONNEL

- 1. Current Personnel
 - a. Time away from primary duties \$
 - b. Bonus pay for extra duties \$
 - c. \$

Total Current Personnel: \$ _____

- 2. Temporary Personnel
 - a. Hired local recruitment coordinator \$
 - b. Locum tenens coverage until new provider is recruited \$
 - c. \$

Total Temporary Personnel: \$ _____

TOTAL PERSONNEL EXPENSES \$ _____

(add totals from #1-#2)

E. OTHER COSTS

- 1. \$
- 2. \$

Total Other Costs: \$ _____

TOTAL RECRUITMENT EXPENSES \$ _____

(add totals from A-E)