

The best recruitment plan includes a mix of strategies. However, you want to make sure that the strategies you use are cost-effective for you. Use this worksheet to track the strategies you use, the associated costs, and effectiveness of each.

Recruitment strategies can include:

- Recruitment/talent agencies
- Universities/colleges/high schools
- Internship and co-op programs
- Apprenticeship programs
- Job fairs
- Corporate website
- Social media (Facebook, LinkedIn, etc.)
- Networking/word of mouth
- Local newspapers
- Unsolicited resumes

To calculate your cost per hire, divide your costs by the number of hires (Costs/Hires).

Recruitment Method	Costs (fees, advertisers, salaries, travel, etc.)	# of Responses	# of Hires