

To Hire or Not to Hire

Use the following worksheet to evaluate your re-hiring decisions.

Estimated Savings	
Salary	_____
Benefits	_____
Administrative & overhead costs	_____
Hiring costs	_____
Total Estimated Savings	=====

Estimated Costs			
<u>Category</u>	<u>Worst Case Cost</u>	<u>Probability</u>	<u>Estimated Cost</u>
Potential revenue losses	_____	_____	_____
Rework/error costs	_____	_____	_____
Personnel losses	_____	_____	_____
Opportunity costs	_____	_____	_____
Customer losses	_____	_____	_____
Decrease in sales volume	_____	_____	_____
Total Estimated Costs			=====