



# STOP

***HIRING THE WRONG PEOPLE***

**LUNCH & LEARN WORKBOOK**

# The True Cost of a Bad Hire

## Step 1: How Much Is Your Time Worth?

Your estimated hourly wage (or loaded cost):  
\$\_\_\_\_\_ per hour

## Step 2: Recruiting & Hiring Time

How much time was spent before the hire?

Reviewing applicants: \_\_\_\_\_ hours

Interviewing: \_\_\_\_\_ hours

Scheduling / admin: \_\_\_\_\_ hours

Total hours x hourly cost: \$\_\_\_\_\_

Job ad / posting cost: \$\_\_\_\_\_

**Subtotal:** \_\_\_\_\_ hrs x \$\_\_\_\_\_

## Step 3: Training & Ramp-Up

Training time (you or team): \$\_\_\_\_\_ x \_\_\_\_\_ hrs

New Hires Training Time: \$\_\_\_\_\_ x \_\_\_\_\_ hrs

**Subtotal:** \$\_\_\_\_\_

## Step 4: Lost Productivity (While Employed)

Underperformance of the hire: \$\_\_\_\_\_

Any time spent fixing issues or mistakes: \$\_\_\_\_\_

**Subtotal:** \$\_\_\_\_\_

## Step 5: Vacancy of the Role

Time spent letting go / exit: \$\_\_\_\_\_

Any deadlines not met, or loss days: \$\_\_\_\_\_

Overtime for Coverage \$\_\_\_\_\_

Paid Wages to other \$\_\_\_\_\_

**Subtotal:** \$\_\_\_\_\_

**Estimated Total Cost \$\_\_\_\_\_**

### ⚠️ Costs That Are Harder to Put a Dollar Amount On (But still very real)

- Supervisor or foreman pulled off other productive work
- Team frustration or burnout due to coverage
- Good employees picking up bad habits
- Missed growth opportunities
- Client dissatisfaction or complaints

***Even if you didn't put a number on these, they still have a cost.***

*How many hires has your business had like this?*



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