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**INTRODUCTION**

This cost and benefit analysis is intended to present various assumptions and estimates relating to the human resource (HR) management of [NAME OF COMPANY]. It shall scrutinize the impact of the benefits and losses the said management contributes to the overall operations of the company. To do this, the following assumptions and estimates are listed below:

* **General Assumptions:** 
  + Base Year: Includes the different cost and benefit estimates before applying the measures to improve HR management
  + Evaluation Year: Includes the tracked costs and benefits after applying the measures
* **Cost Assumptions*:***

Includes the different cost assumptions that HR management perceives to utilize in the process improvement implementation

* + Recruiting
  + Hiring
  + Employee Orientation Training
  + Development
  + Separation/Termination
* **Benefit Assumptions:**

Includes the different benefit assumptions that HR management perceives to acquire by implementing the process improvements

* + Recruiting
  + Hiring
  + Employee Orientation Training
  + Development
  + Separation/Termination

The presented assumptions and estimates are thereafter analyzed in accordance to their monetary value in the tabular form.

**Assumptions and Estimates**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| BASE YEAR \_\_\_\_ | | | | |
| **Acquired Costs** | | | | |
| **Recruiting** | **Hiring** | **Employee Orientation and Training** | **Development** | **Separation and Termination** |
| (USD) 0.00 | (USD) 0.00 | (USD) 0.00 | (USD) 0.00 | (USD) 0.00 |
| **Benefits Generated** | | | | |
| **Assumed Benefits** | | **Percentage** | | |
| Increase in Company Profit: | | % | | |
| Increase in Productivity: | | % | | |
| Employee Complaints to Management: | | % | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EVALUATION YEAR \_\_\_\_ | | | | |
| **Acquired Costs** | | | | |
| **Recruiting** | **Hiring** | **Employee Orientation and Training** | **Development** | **Separation and**  **Termination** |
| (USD) 0.00 | (USD) 0.00 | (USD) 0.00 | (USD) 0.00 | (USD) 0.00 |
| **Benefits Generated** | | | | |
| **Assumed Benefits** | | **Percentage** | | |
| Increase in Company Profit: | | % | | |
| Increase in Productivity: | | % | | |
| Employee Complaints to Management: | | % | | |

**ANALYSIS**

|  |  |  |  |
| --- | --- | --- | --- |
| **COSTS** | **Base Year** | **Evaluation Year** | **Percentage Difference** |
| **Operating Costs** | (USD) | (USD) | % |
| **Recruiting** |  |  |  |
| * Online Job Postings |  |  |  |
| * Offline Job Postings |  |  |  |
| **Hiring** |  |  |  |
| Agency Fees |  |  |  |
| Recruiter Commission |  |  |  |
| **Employee Orientation Training** |  |  |  |
| Training Materials |  |  |  |
| Onboarding Plan Performance |  |  |  |
| Deferred Productivity |  |  |  |
| **Development** |  |  |  |
| Increase of Salary |  |  |  |
| Employee Benefits |  |  |  |
| Salary Bonus |  |  |  |
| Employee Team Building |  |  |  |
| **Separation/Termination** |  |  |  |
| Severance Pay |  |  |  |
| Unreturned Company Equipment |  |  |  |
| Temporary Employee Replacement Fee |  |  |  |
| **TOTAL** |  |  |  |
| **BENEFITS** | **Base Year** | **Evaluation Year** | **Percentage difference** |
| Increased Production | (USD) | (USD) | % |
| Labor Savings |  |  |  |
| Increased Company Profit |  |  |  |
| **TOTAL** | (USD) 0.00 | (USD) 0.00 | % |
| **Annual Costs:** | $0.00 | | |
| **Annual Benefits:** |  | | |
| **Net Income:** |  | | |
| **Benefit-Cost Ratio:** | = Total Benefits/Total Costs | | |
| **Net Present Value:** |  | | |