

Recruitment budget template

Help your company narrow down exact figures for the most effective recruitment strategy. Say goodbye to wasting money on empty recruitment methods.

Customize this template to your organization's needs: while the template provides a useful framework and base, it's important to tailor it to your specific company's requirements.

Incorporate your company's details and data into anything with squared brackets. You can find examples in italics to help guide you while writing this recruitment budget template.

[Company Name]'s Recruitment budget template

[Current Month, Current Year]

[Company logo here]

Created by: [your name], [your job title].

This document is used to:

- ✓ Highlight the number of hires required per month and per quarter
- ✓ Outline and list the sourcing platforms we will be using (and the budget for each)
- ✓ Describe the costs of recruitment software and technology
- ✓ Incorporate employer branding assets and their investment amount
- ✓ Detail various recruitment events and their cost
- ✓ Outline training and other professional development costs
- ✓ Calculate the total budget per month, per quarter, and per year
- ✓ Calculate the cost per hire per month, per quarter, and per year

Number of hires required (at a glance)

	Number of hires
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
Total (Per Year):	

	Number of hires
Quarter 1	
Quarter 2	
Quarter 3	
Quarter 4	

How does this compare with last year?

- ☐ Increased number of hires required
- ☐ Roughly the same
- ☐ Decreased number of hires required

By what percentage?



Number of hires per department/team

This section looks at the above figures in more depth, breaking it down according to different departments.

Quarter 1: Hires required

	January	February	March	Total Department
[Department 1] eg: Sales				
[Department 2] eg: Marketing				
[Department 3] eg: Admin				
[Department 4] eg: HR				

Quarter 2: Hires required

	April	May	June	Total Department
[Department 1] eg: Sales				
[Department 2] eg: Marketing				
[Department 3] eg: Admin				
[Department 4] eg: HR				

Quarter 3: Hires required

	July	August	September	Total Department
[Department 1] eg: Sales				
[Department 2] eg: Marketing				
[Department 3] eg: Admin				
[Department 4] eg: HR				

Quarter 4: Hires required

	October	November	December	Total Department
[Department 1] eg: Sales				
[Department 2] eg: Marketing				
[Department 3] eg: Admin				
[Department 4] eg: HR				

Total number of hires required per department (annual)

	Total hires required (per department)
[Department 1] eg: Sales	
[Department 2] eg: Marketing	
[Department 3] eg: Admin	
[Department 4] eg: HR	

Sourcing costs

The following is a list of the recruitment sourcing platforms we intend on using alongside budgets for each.

Quarter 1	Cost per Hire	Total number of hires	Budget
[Sourcing platform 1] eg: Indeed.com			
[Sourcing platform 2] eg: Monster			
[Sourcing platform 3] eg: LinkedIn			

Quarter 2	Cost per Hire	Total number of hires	Budget
[Sourcing platform 1] eg: Indeed.com			
[Sourcing platform 2] eg: Monster			
[Sourcing platform 3] eg: LinkedIn			

Quarter 3	Cost per Hire	Total number of hires	Budget
[Sourcing platform 1] eg: Indeed.com			
[Sourcing platform 2] eg: Monster			
[Sourcing platform 3] eg: LinkedIn			

Quarter 4	Cost per Hire	Total number of hires	Budget
[Sourcing platform 1] eg: Indeed.com			
[Sourcing platform 2] eg: Monster			
[Sourcing platform 3] eg: LinkedIn			

Recruitment software and technology costs

To receive applications from high-talented candidates, we plan on using the following methods:

- ☐ [Technology asset 1] eg: Tellent Recruitee (ATS)
- ☐ [Technology asset 2] eg: Background checks platform
- ☐ [Technology asset 3] eg: Zoom Pro
- ☐ [Technology asset 4] eg: Assessment software

For each technological asset, there's a clear budget in mind per month. The table below demonstrates this:

	Asset 1	Asset 2	Asset 3	Asset 4	TOTAL
January					
February					
March					
QUARTER 1					
April					
May					
June					
QUARTER 2					
July					
August					
September					
QUARTER 3					
October					
November					
December					
QUARTER 4					

Employer branding costs

Our employer branding is fundamental to building a solid reputation amongst job-seekers. As such, we need to distribute funding to this area to ensure a high quality of hire metric.

-  [Employer branding method 1] eg: Career website development and optimization
-  [Employer branding method 2] eg: Social media management
-  [Employer branding method 3] eg: Email marketing campaign
-  [Employer branding method 4] eg: Branded gifts (pens, mugs, notepads etc)

Recruitment events and expenses

We plan on holding recruitment events this year to seek out fresh, strong talent. The budget for our recruitment events are as follows:

	Expense Type	Budget	Month
[Event Type] - [Date]	eg Travel		
[Event Type] - [Date]			
[Event Type] - [Date]			
[Event Type] - [Date]			
[Event Type] - [Date]			

Courses, continuous professional development, and training

[Company name] aspires to be the best company to work for in the area. We're dedicated to instilling enthusiasm into all of our employees, so it's crucial to allow new hires the chance to develop their skills and start their journey off on the right foot. This section outlines our budget for training and development.

Budget → Month	Virtual courses/training	In person training	Resources and books	Other
January				
February				
March				
QUARTER 1				
April				
May				
June				
QUARTER 2				
July				
August				
September				
QUARTER 3				
October				
November				
December				
QUARTER 4				
TOTAL PER YEAR				

Recruitment budget (summary)

Based on the information provided above, the table outlines the final figures for our recruitment budget this year.

	January - February	March - April	May - June	July - August	September - October	November - December
Number of hires						
Sourcing platforms budget						
Recruitment software & technology budget						
Employer branding development budget						
Events budget						
Training & professional development budget						
Total budget						