

CHECKLIST

Is Your Talent Acquisition Function Driving Optimal Cost Efficiency?



In the quest for operational efficiency, the talent acquisition function often holds untapped potential for cost savings. Use this checklist to evaluate whether your recruitment processes are optimized to minimize expenses while maintaining quality hires.

Managing Cost-per-Hire	Yes	Somewhat	No
Do you have a clear budget for each hire?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you continually tracking your average cost-per-hire across all channels?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you evaluated the ROI of your sourcing channels to optimize your budget?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you benchmarked your cost-per-hire against industry standards or competitors?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you evaluated your dependence on external recruitment agencies?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Uncovering Hidden Costs	Yes	Somewhat	No
Are you tracking and minimizing hidden costs such as relocation expenses, sign-on bonuses, or overtime pay?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have a clear understanding of the total cost of bad hires?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Minimizing Turnover	Yes	Somewhat	No
Are you analyzing turnover data to identify cost-saving opportunities?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you conduct exit interviews to uncover reasons for turnover?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Improving Vendor Management	Yes	Somewhat	No
Are you regularly reviewing vendor contracts to ensure you are getting the best value?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have a process to evaluate vendor performance and ensure they are contributing to cost savings?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maximizing Internal Resources	Yes	Somewhat	No
Are you promoting from within whenever possible?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have an effective employee referral program?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you training your current employees to fill skill gaps?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reviewing Your Tech Stack	Yes	Somewhat	No
Are you fully utilizing the features and functionalities of your tech stack to maximize its value?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you thoroughly reviewed your tech stack to uncover unnecessary or unused tools?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you considered alternative tools that may offer better value for your money?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Background Checks & Assessments	Yes	Somewhat	No
Are you using cost-effective providers for background checks and assessments?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you negotiated discounts with vendors to reduce per-candidate costs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you only conducting checks and assessments when necessary to avoid excess costs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Onboarding and Training Costs	Yes	Somewhat	No
Do you have a structured onboarding program that minimizes time and resources?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you considered digital tools or self-guided training to ease the burden on your team?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you tracking the productivity and retention of new hires to ensure your onboarding efforts are effective?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Leveraging a Blended Workforce	Yes	Somewhat	No
Are you balancing cost and flexibility with a mix of full-time and contingent workers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you using contingent workers for short-term roles to manage workloads without full-time overhead?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

We recognize that these steps can be overwhelming or time-consuming for companies to take on alone. If you could use some extra support, whether it's for specific tasks or the whole process, LevelUP is here to help. Our cost-effective recruitment solutions are designed to optimize your hiring process, reduce expenses, and ensure you attract top talent without compromising quality. To learn more, [contact us at this link](#).

LevelUP Human Capital Solutions
Modernizing how companies attract, hire, and retain top talent.

