

Sales Champions - helping you generate more fees



Reducing Staff Turnover Costs for your Clients

Welcome to the **Information Collection Form** for the Sales Champions **Staff Turnover Costs and Savings Report**.

Using the Form

To use, simply print a copy of the following 2 pages, and collect the information you need.

The Staff Turnover Cost and Savings Report

The information collected from you about your staff turnover will be used to generate the Staff Turnover Cost and Savings Report, enabling your expenditure in this area to be quantified. We will send the Client Report directly to you. Sample Reports are available at the website.

Taking action = Cost Savings = Extra \$\$\$ for you!

And, of course, if you agree with the actions recommended in the Staff Turnover Costs and Savings Report and achieves savings by reducing staff turnover, that will generate additional savings for you.

Benchmarking the Costs

Because you can generate a new Report at any time, you will be able to measure your staff turnover expenditure over time through your normal audit process, whether that be quarterly, six-monthly or annually.

We suggest that you use the **% turnover (t/o)** figure contained in the Staff Turnover Cost and Savings Report as your benchmark, as there are \$ costs calculated per % point. This way, at audit time, a reduction in the **% t/o** will quantify your savings.

Privacy and Confidentiality

You can be assured your information is treated as confidential and will never be sold, rented or otherwise distributed for any purpose other than to generate the Cost and Savings Report.

Entering the Information at the Sales Champions Website

When you have collected the information required, go to:

www.saleschampions.com.au/complex-staff-turnover-costs-calculator.html

to fill in the online **Staff Turnover Costs Calculator** webform.

We will generate your Staff Turnover Cost and Savings Report and send it to you.

The Report has all the information you will need to demonstrate that this is an area of significant cost – and one that you need to address.

We are available for meetings with you related to:

- The **Staff Turnover Cost and Savings Report** itself
- Discussing the Report's recommended actions to reduce staff turnover costs

For any further information, please call Dennis on 07 3255 0739 / 0438 782 161.

Thank you

Dennis McMahon

Staff Turnover Costs Analysis – Information Collection Form

If you need to gather information to complete this form, simply go to the link below and fill in the webform there.

www.saleschampions.com.au/complex-staff-turnover-costs-calculator.html

Note – this can be for the entire business, or simply a section or department.			
Information Required			Information
First Name:		Last Name	
Company:*		Phone	()
Clerical Positions Turnover			
Clerical positions are defined as administrative positions, without management or supervisory functions.			
Insert the Minimum Clerical Annual Salary for the Business, Department or Section under Review:* Default = \$25000			\$
Insert the Maximum Clerical Annual Salary for the Business, Department or Section under Review:* Default = \$45000			\$
Clerical numbers as at 12 Months Ago:*			
Clerical numbers as at current date:			
Total Clerical Turnover Last 12 Months:*			
Natural Clerical Turnover Last 12 Months - pregnancies, retirements, promotions, etc.:*			
Average Time to Fill Clerical Vacancies:* Default = 4 weeks			weeks
Technical Positions Turnover			
Technical positions are defined as specialist technical or trade positions, without management or supervisory functions.			
Insert the Minimum Technical Annual Salary for the Business, Department or Section under Review:* Default = \$45000			\$
Insert the Maximum Technical Annual Salary for the Business, Department or Section under Review:* Default = \$85000			\$
Technical numbers as at 12 Months Ago:*			
Technical numbers as at current date:			
Total Technical Turnover Last 12 Months:*			
Natural Technical Turnover Last 12 Months -pregnancies, retirements, promotions, etc.:*			
Average Time to Fill Technical Vacancies:* Default = 4 weeks			weeks

Operational Positions Turnover	
Operational positions are defined as positions that fulfil operational functions, without management or supervisory functions.	
Insert the Minimum Operational Annual Salary for the Business, Department or Section under Review:* Default = \$35000	\$
Insert the Maximum Operational Annual Salary for the Business, Department or Section under Review:* Default = \$55000	\$
Operational numbers as at 12 Months Ago:*	
Operational numbers as at current date:	
Total Operational Turnover Last 12 Months:*	
Natural Operational Turnover Last 12 Months - pregnancies, retirements, promotions, etc.:*	
Average Time to Fill Operational Vacancies:* Default = 4 weeks	weeks
Sales Positions Turnover	
Sales positions are defined as internal or external sales roles, including call centre positions, without management or supervisory functions.	
Insert the Minimum Sales Annual Salary for the Business, Department or Section under Review:* Default = \$35000	\$
Insert the Maximum Sales Annual Salary for the Business, Department or Section under Review:* Default = \$75000	\$
Sales numbers as at 12 Months Ago:*	
Sales numbers as at current date:	
Total Sales Turnover Last 12 Months:*	
Natural Sales Turnover Last 12 Months - pregnancies, retirements, promotions, etc.:*	
Average Time to Fill Sales Vacancies:* Default = 4 weeks	weeks
Management Positions Turnover	
Management positions are defined as positions with management / supervisory functions.	
Insert the Minimum Management Annual Salary for the Business, Department or Section under Review:* Default = \$45000	\$
Insert the Maximum Management Annual Salary for the Business, Department or Section under Review:* Default = \$95000	\$
Management numbers as at 12 Mnth's Ago:*	
Management numbers as at current date:	
Total Management Turnover Last 12 Mths:*	
Natural Management Turnover Last 12 Months - pregnancies, retirements, promotions, etc.:*	
Average Time to Fill Management Vacancies:* Default = 4 weeks	weeks