

Job	Total Applicants	Emailed applications	Time to open email and print emailed app materials (mins)	Average time to process one email application (mins)	Delivered or mailed applications	Time to process mailed or delivered applicaitons (mins)	Average time to process one "hard-copy application (mins)	Total Time Spent to process all applications per job
Job 11-57	71	34	187	5.5	37	111	3.0	298.00 Minutes 5.0 Hours
Job 11-56	24	13	71.5	5.5	11	33	3.0	104.50 Minutes 1.7 Hours
Job 11-55	22	22	121	5.5	0	0	3.0	121.00 Minutes 2.0 Hours
Job 11-54	16	9	49.5	5.5	7	21	3.0	70.50 Minutes 1.2 Hours
Job 11-52	53	21	115.5	5.5	32	96	3.0	211.50 Minutes 3.5 Hours
Job 11-51	57	39	214.5	5.5	18	54	3.0	268.50 Minutes 4.5 Hours
Job 11-50	37	22	121	5.5	15	45	3.0	166.00 Minutes 2.8 Hours

Total time spent
handling applications
for 7 jobs:
Total time spent
handling applications
per job:

20.7 Hours
3.0

Total time to process
115 jobs recruited for
each year

*115 jobs X 3 hours per job = 345 hours

*Note, 3 hours/job is conservative as jobs with higher volume of applications will
take longer to process