

# jobsDB Hong Kong **Hiring, Compensation & Benefits Report 2018**



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# Introduction

To assist HR professionals devise their human resources plans for next year, jobsDB conducted a Hiring, Compensation & Benefits Survey at the end of 2017. The most updated information from 191 corporations of different business sectors in Hong Kong is obtained. It provides an up-to-date overview on the industry practices including hiring intention, prevailing pay rates, bonus payout quantum and key work-life balance benefits.



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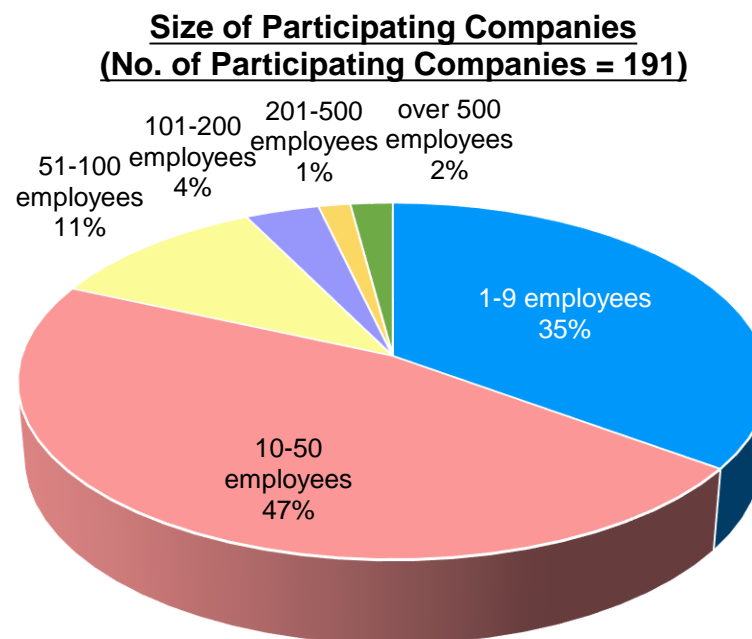
# Scope and Methodology

## 1. Objective

The aim of this survey is to collect information about the hiring plan of companies in Hong Kong. The pay trend of full-time employees working in different business sectors between 2017 and 2018 were also collected for analysis. These findings will help companies make informed hiring decisions and provide useful data on pay/benefits adjustment.

## 2. Survey coverage

The survey covered 191 companies from 17 business sectors. Only full-time salaried employees working in Hong Kong were surveyed. Expatriates, part-time and temporary employees were excluded. Among the surveyed companies, 82% of the companies employ less than or equal to 50 staff, 11% employ 51-100 staff, 4% employ 101-200 staff, and 3% employ more than 200 staff.



# Scope and Methodology (con't)

## **3. Datum Point**

Basic monthly salary (excluding any bonuses, but including commission) of surveyed companies as at 1 September 2017 was recorded and predicted adjustment of basic monthly salary in 2018 was captured. The compensation and benefits in 2017 and 2018 were also surveyed.

## **4. Data Collection Method**

The survey was conducted through an online questionnaire. Companies were invited to fill in the questionnaire through email from 6 to 29 September 2017.

## **5. Data Analysis**

Surveyed companies were requested to provide data of basic monthly salary of each job position in 2017, predicted salary adjustment of each job position in 2018 and compensation and/or benefits provided.

The data was analyzed to determine the “average”, “median”, “25<sup>th</sup> percentile”, “75<sup>th</sup> percentile”, or “percentage” for basic monthly salary. For predicted salary adjustment, annual leave and performance bonus, “average” was to be determined. For other compensation or benefits, “percentage” was to be determined.

Separate analyses were carried out by grouping the surveyed companies according to their business sector or size, or grouping job positions according to job functions.

# Definitions

**Basic monthly salary (HK\$):** the present monthly salary excluding any bonuses (both guaranteed and non-guaranteed bonuses) but including commission in a particular job position. The present salary was recorded as at 1 September 2017.

**Predicted adjustment (%):** the predicted adjustment of a basic monthly salary in a particular job position in 2018.

**Employees:** it refers to those full-time salaried employees working in Hong Kong only. Expatriates, part-time and temporary employees are excluded.

**Employee level:** employees are grouped into four categories based on their field's experience:

- 1.Top / Senior Management
- 2.Middle Management / Non-managerial Professionals
- 3.Supervisory / Officers
- 4.Clerical / Frontline

# Definitions (con't)

**Average:** a mathematical average of a set of data values (basic monthly salaries, percentage adjustments, number of annual leave, and performance bonus).

**Median\*:** a middle number of a set of data values (basic monthly salaries and percentage adjustments) which divides the whole set into halves.

**25th percentile (1st quartile)\*:** it is the number of a set data values (basic monthly salaries) which cuts off the lowest 25% of data.

**75th percentile (3rd quartile)\*:** it is the number of a set data values (basic monthly salaries) which cuts off the highest 25% of data.

**Inter-quartile Range (Q-range)\*:** the difference between the data values at the 25th and 75th percentiles and is a measure of statistical dispersion.

\*For basic monthly salary, any positions with less than 3 companies or 5 employees are excluded from the calculation of average, median and Q-range.

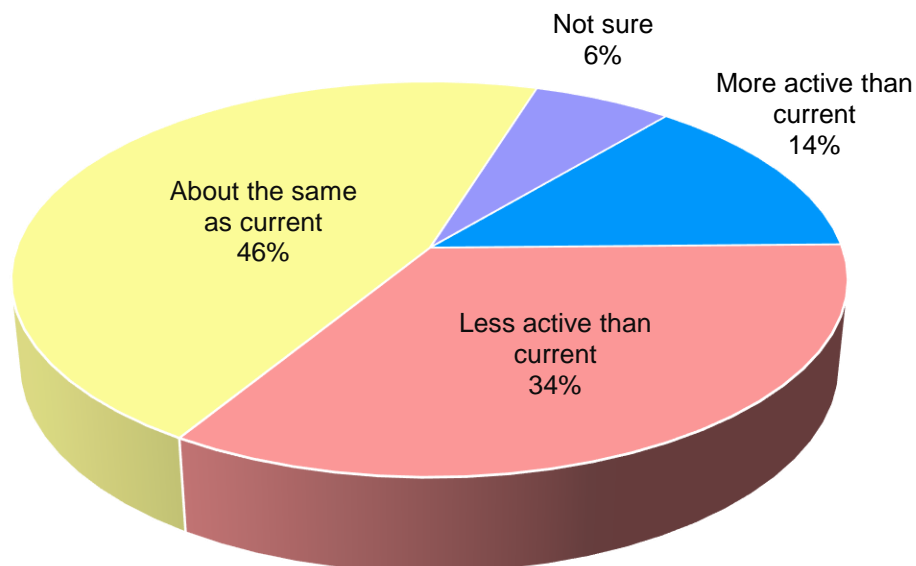
\*For annual leaves and bonus, industries with less than 3 companies will not be shown.

# 1. Hiring Plan and Market Expectation

## 1.1 Expectation on employment market (Q4 2017)

34% of the surveyed companies expected that the employment market in Q4 2017 will be less active than the same period last year, while 46% of them expected the market will be about the same as current.

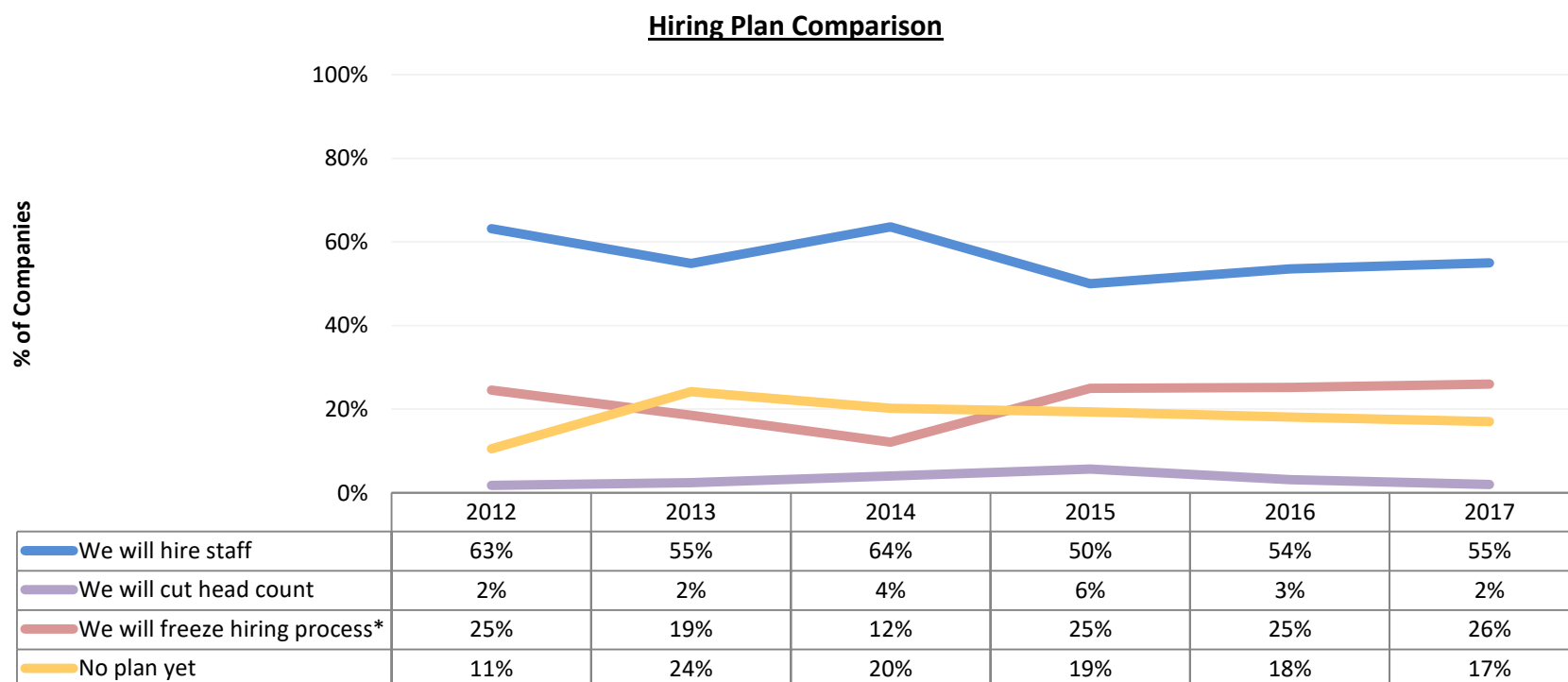
**Expectation on Employment Market (Q4 2017)**



# 1. Hiring Plan and Market Expectation

## 1.2 Hiring plan (Q4 2017)

Among the respondents, 55% said they would hire staff in Q4 2017, representing a slight increase of 1% when compared with the same period last year (54%). 26% of respondents said they would freeze their hiring process, a slight increase of 1% when compared with the same period last year (25%). Furthermore, 2% of respondents plan to cut head count.



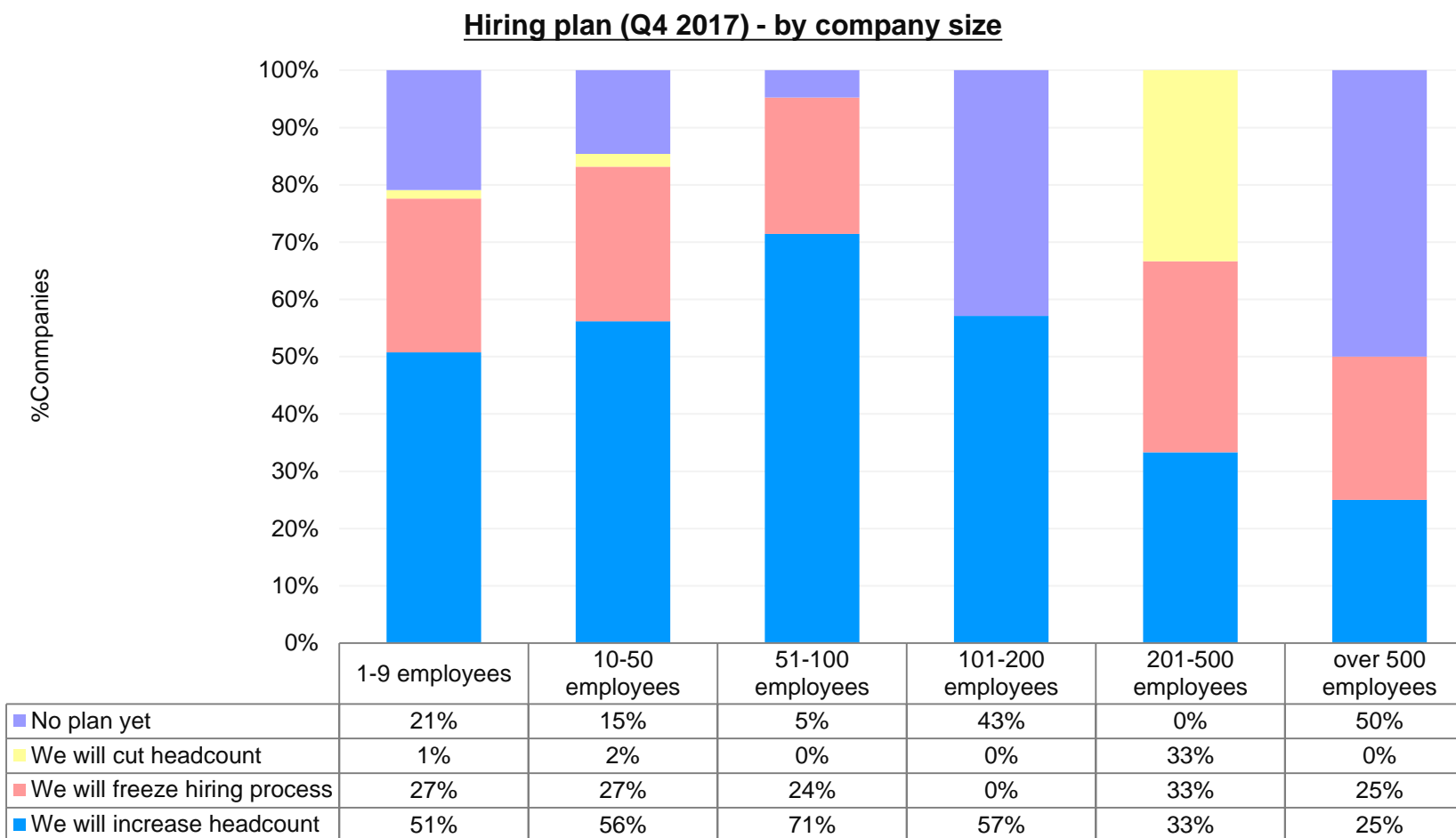
\* Questionnaire wordings changed from “freeze head count” to “freeze hiring process” from 2014

Remarks: Sum of percentages may not equal 100% due to rounding



# 1. Hiring Plan and Market Expectation

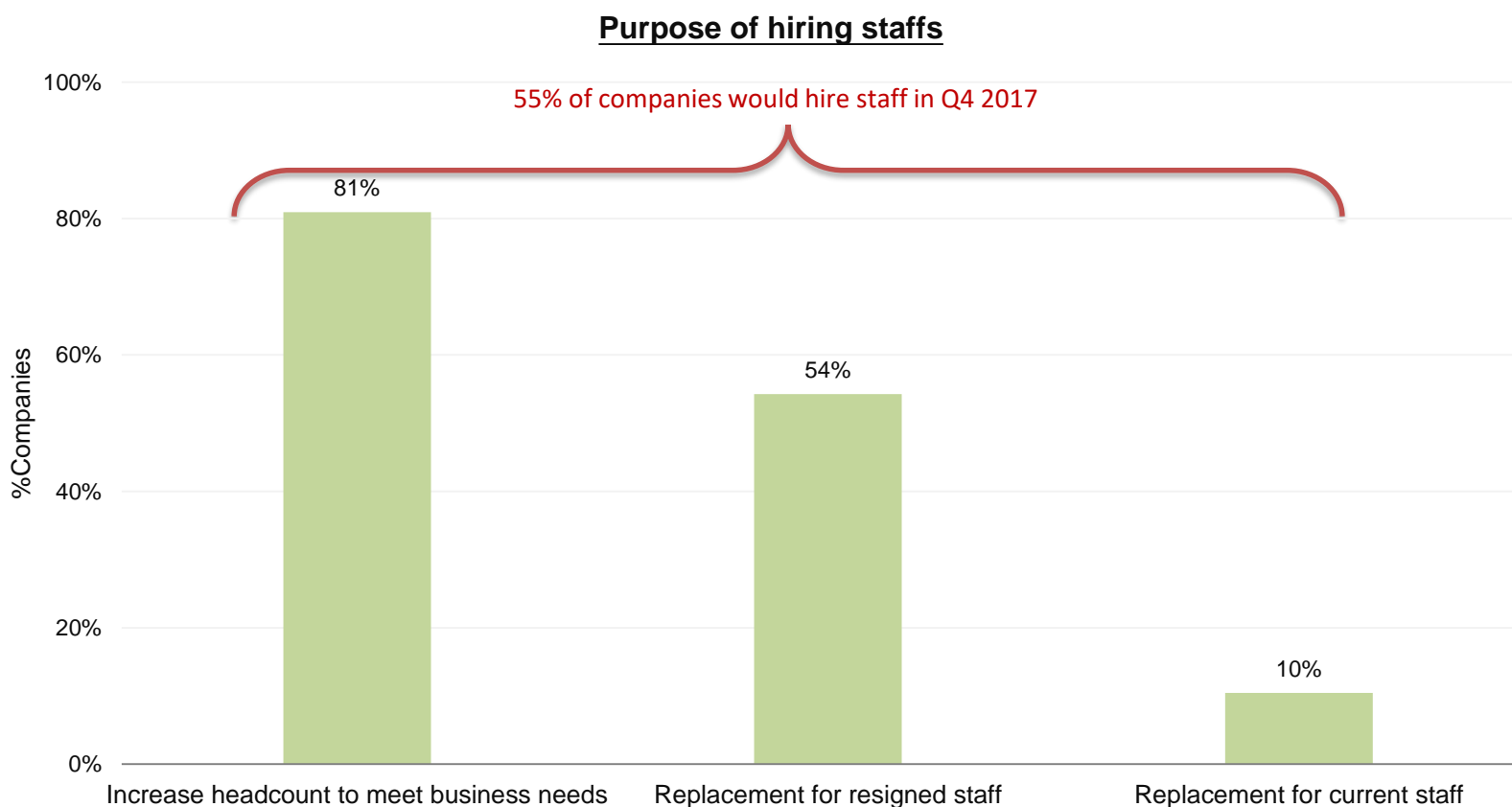
## 1.3 Hiring plan (Q4 2017) - by company size



# 1. Hiring Plan and Market Expectation

## 1.4 Purpose of Hiring Staff (Q4 2017)

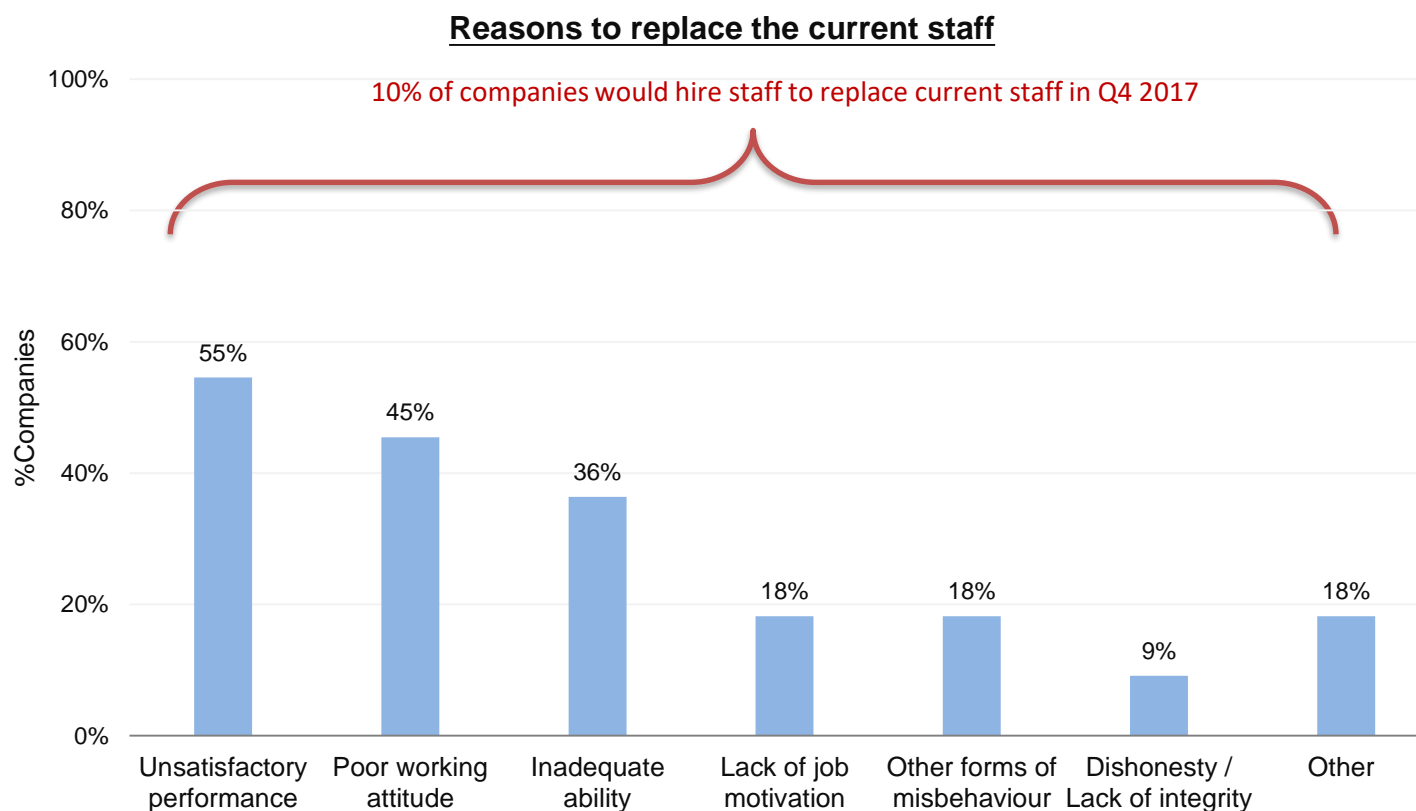
The majority of the surveyed companies said that the purpose of hiring staff is to increase headcount to meet business needs (81%) and replace resigned staff (54%). A small portion (10%) said they would hire to replace current staff.



# 1. Hiring Plan and Market Expectation

## 1.5 Reasons to replace the current staff (Q4 2017)

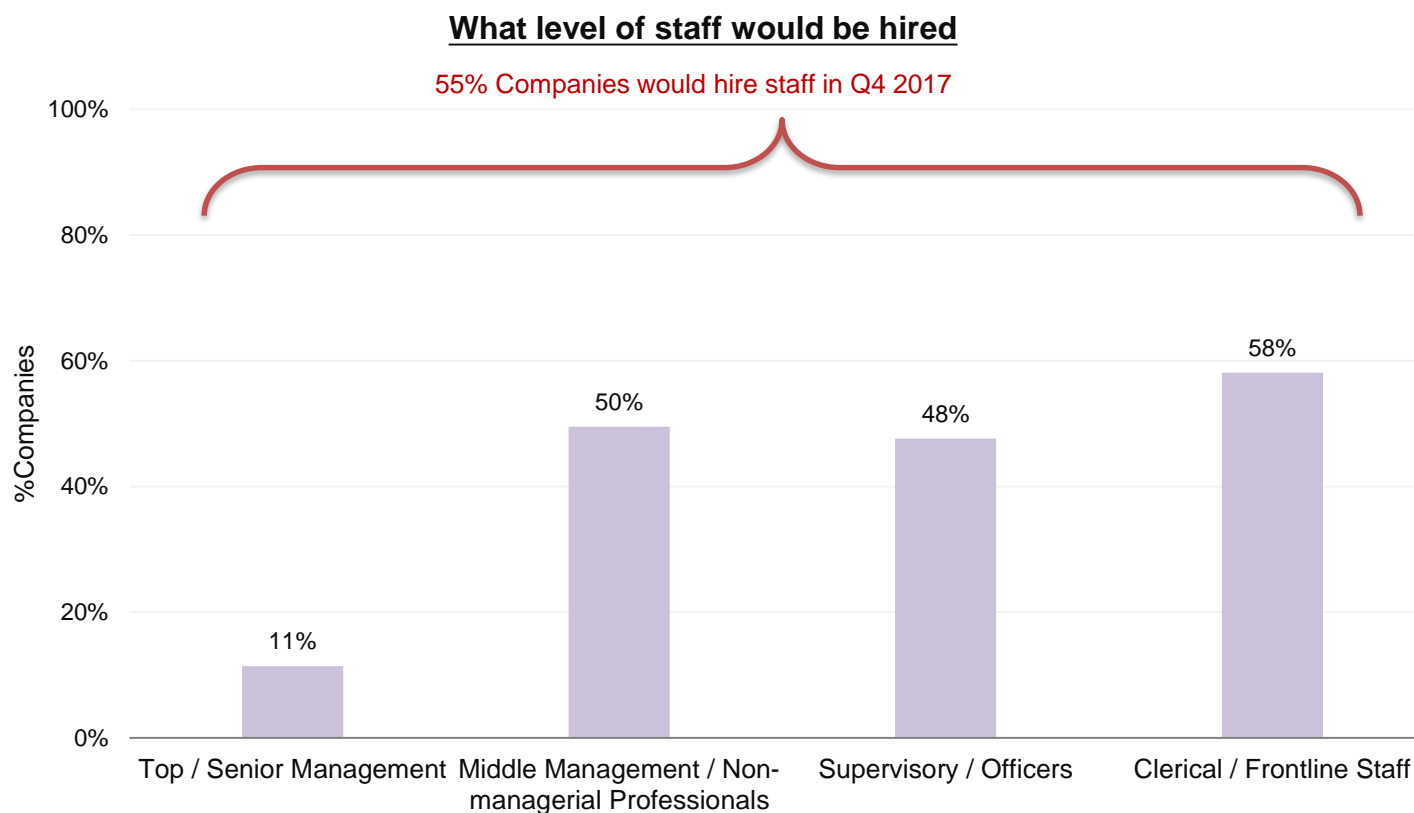
For the companies that would hire staff to replace current staff, most of them said the reasons are for the current staff's unsatisfactory performance (55%) and poor working attitude (45%).



# 1. Hiring Plan and Market Expectation

## 1.6 What level of staff would be hired (Q4 2017)

For the companies that would hire new staff, most of them were going to hire “Clerical / Frontline Staff” (58%) and “Middle Management / Non-managerial Professionals” (50%). Employers who were going to hire “Top / Senior Management” have increased from 2016’s 7% to 2017’s 11%.

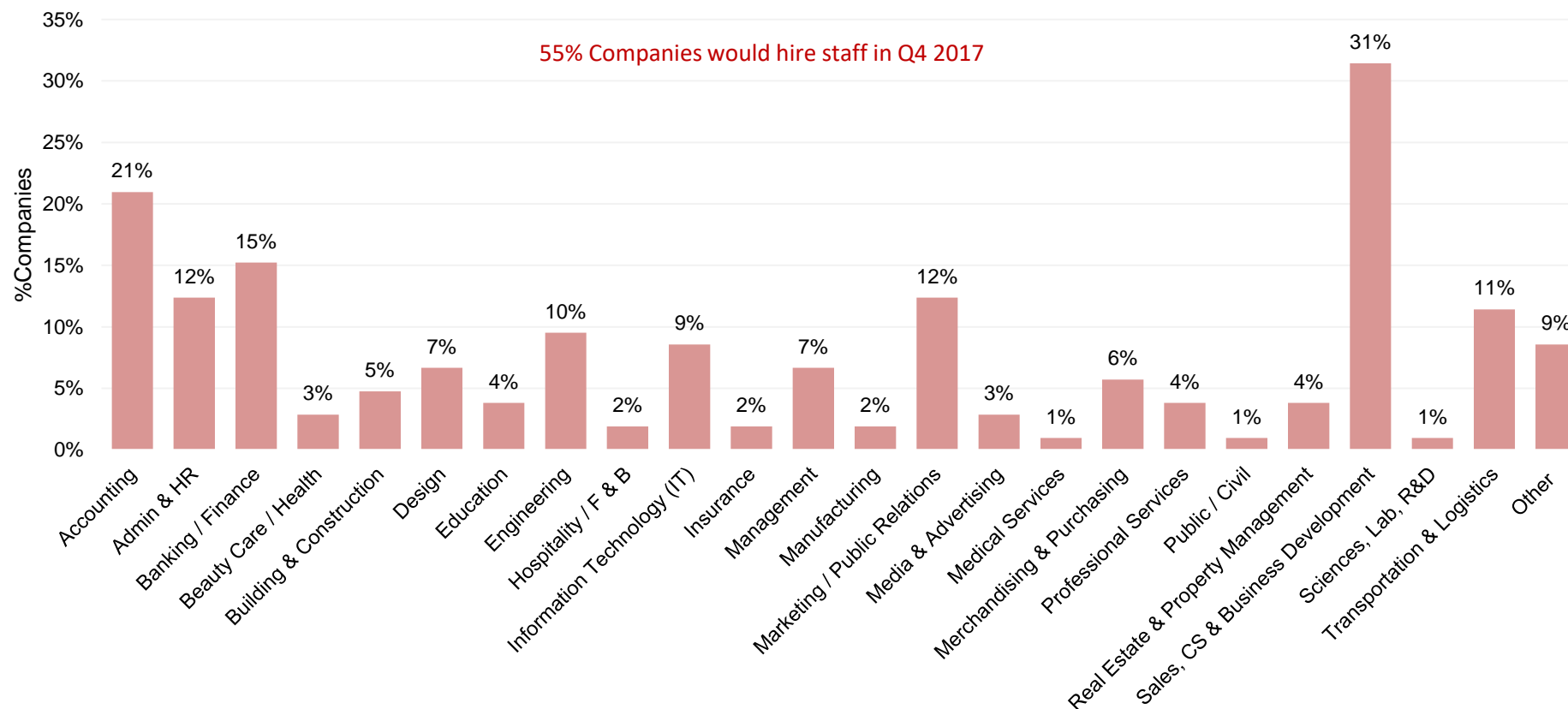


# 1. Hiring Plan and Market Expectation

## 1.7 What job function of staff would be hired (Q4 2017)

For the companies that would hire new staff, the three most sought after job functions are “Sales, CS & Business Development” (31%), “Accounting” (21%) and “Banking / Finance” (15%).

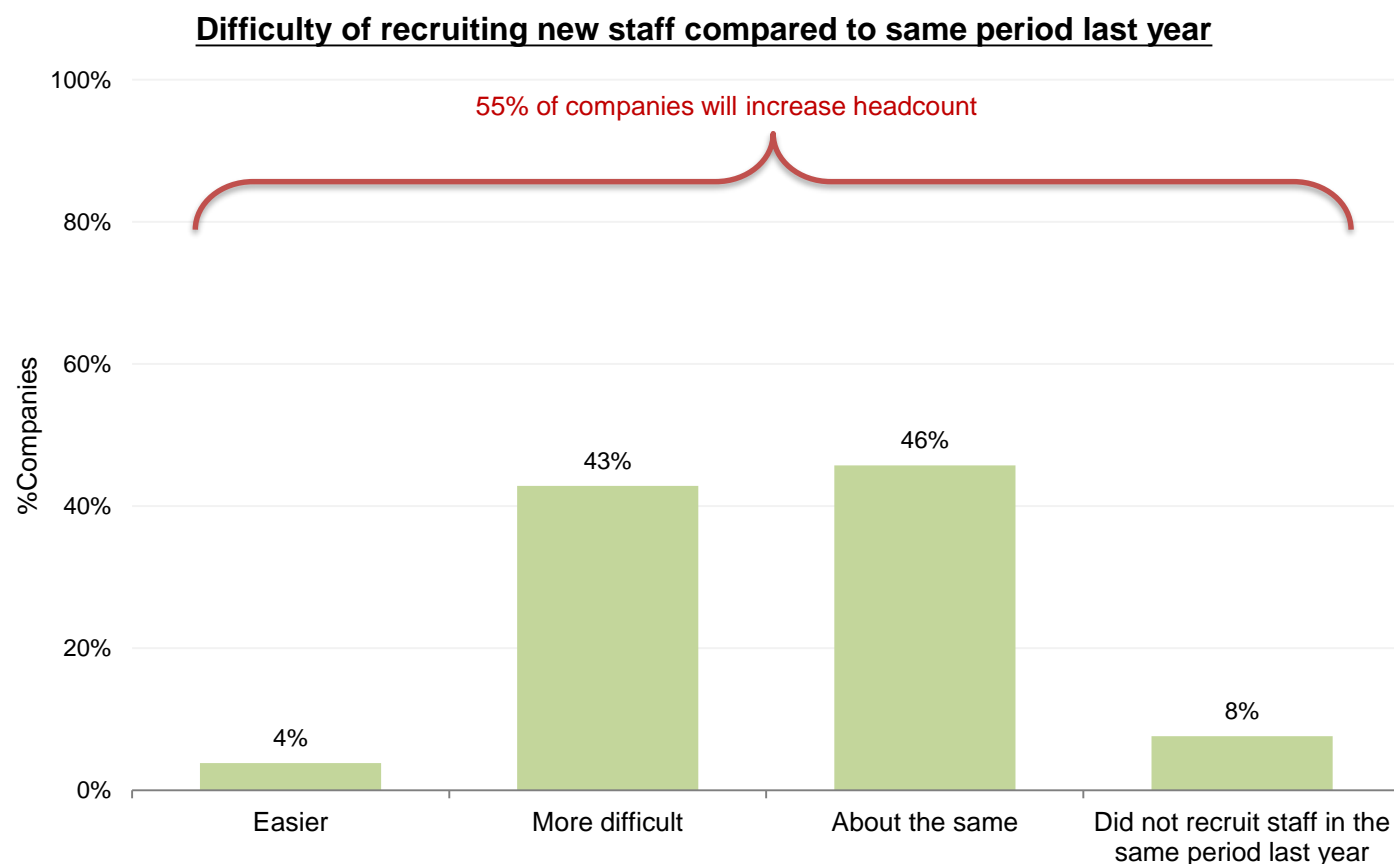
### What job function of staff would be hired



# 1. Hiring Plan and Market Expectation

## 1.8 Difficulty to recruit new staff VS same period last year (Q4 2017)

For the companies that would hire new staff in Q4 2017, nearly half (46%) predicted the hiring difficulty would be about the same compared to the same period last year, while 43% thought it would become more difficult.

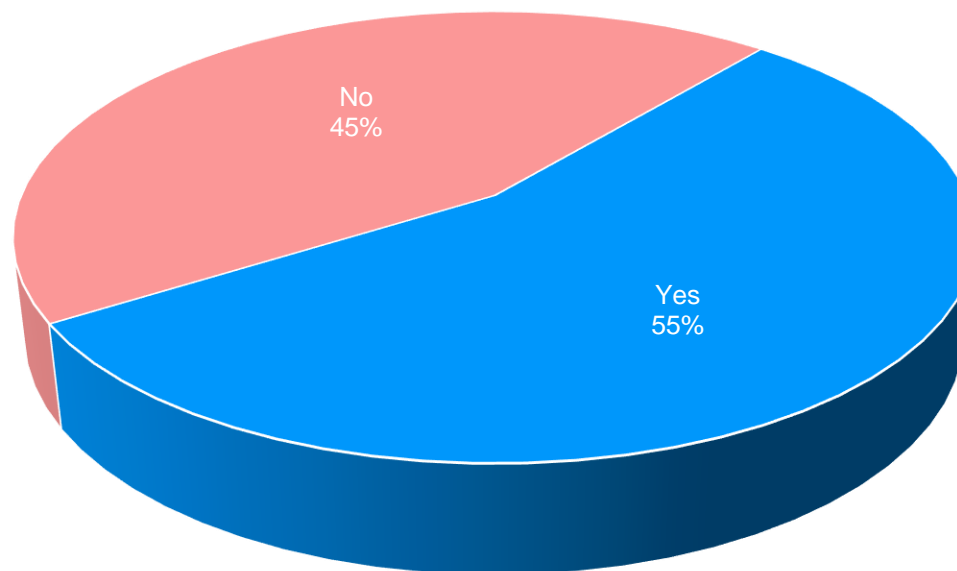


# 1. Hiring Plan and Market Expectation

## 1.9 Job offers given out in the past 12 months being turned down

In the past 12 months, more than half (55%) of surveyed employers have given out job offers that were later turned down. There was a 10% drop compared to the same period last year.

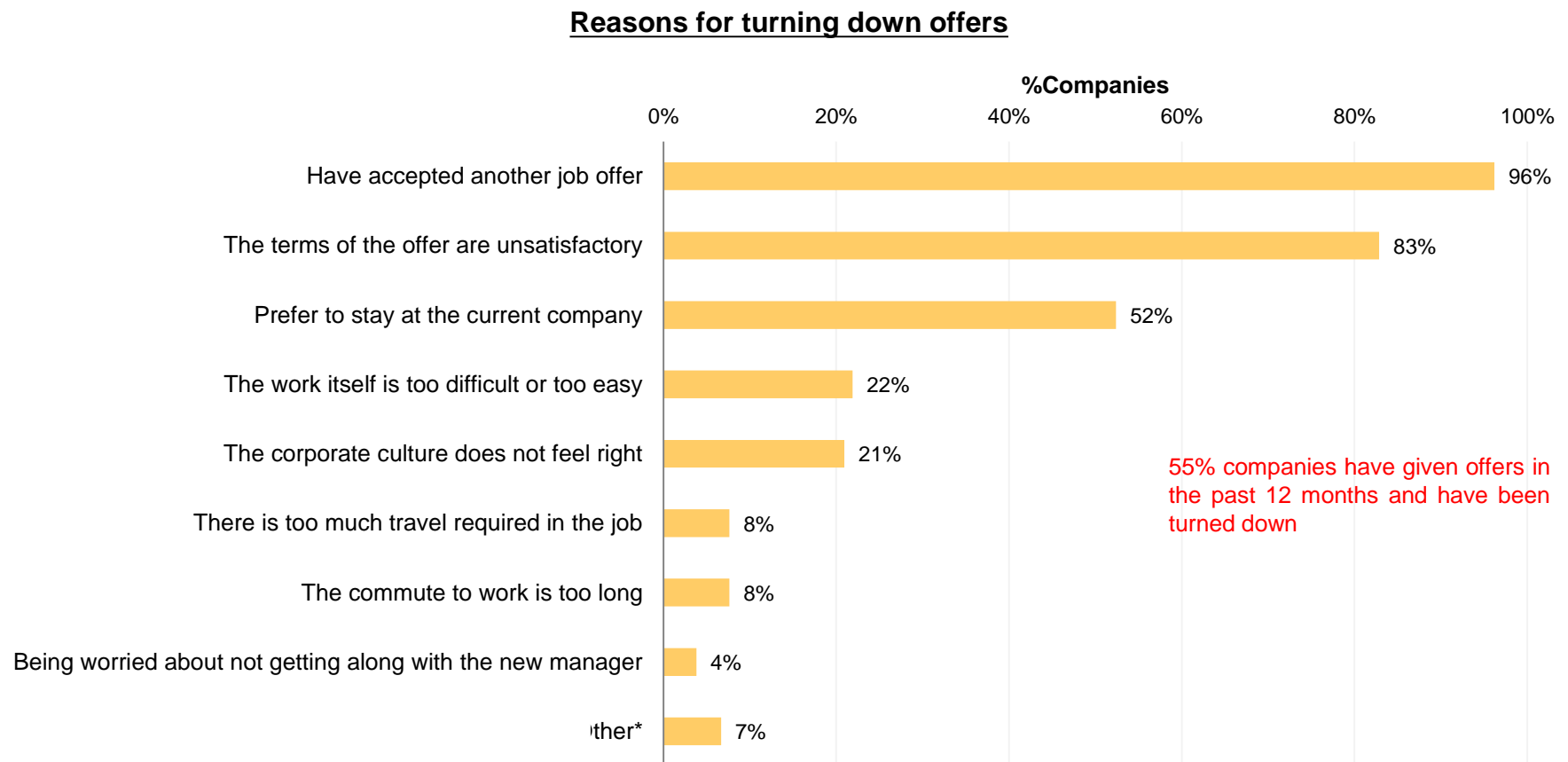
### Job offers given out in the past 12 months being turned down



# 1. Hiring Plan and Market Expectation

## 1.10 Reasons for turning down offers

A great majority (96%) of the candidates who had turned down offers said they had accepted another job offer. Other reasons include “the terms of the offer are unsatisfactory” (83%) and “preferring to stay at the current company” (52%).





# 1. Hiring Plan and Market Expectation

## 1.11 Most important criteria when considering to give out offers

The two most important criteria for employers to consider giving out offers are “candidate’s relevant work experience” (74%) and “candidate’s qualification” (58%), which are the traditional concerns in the market.

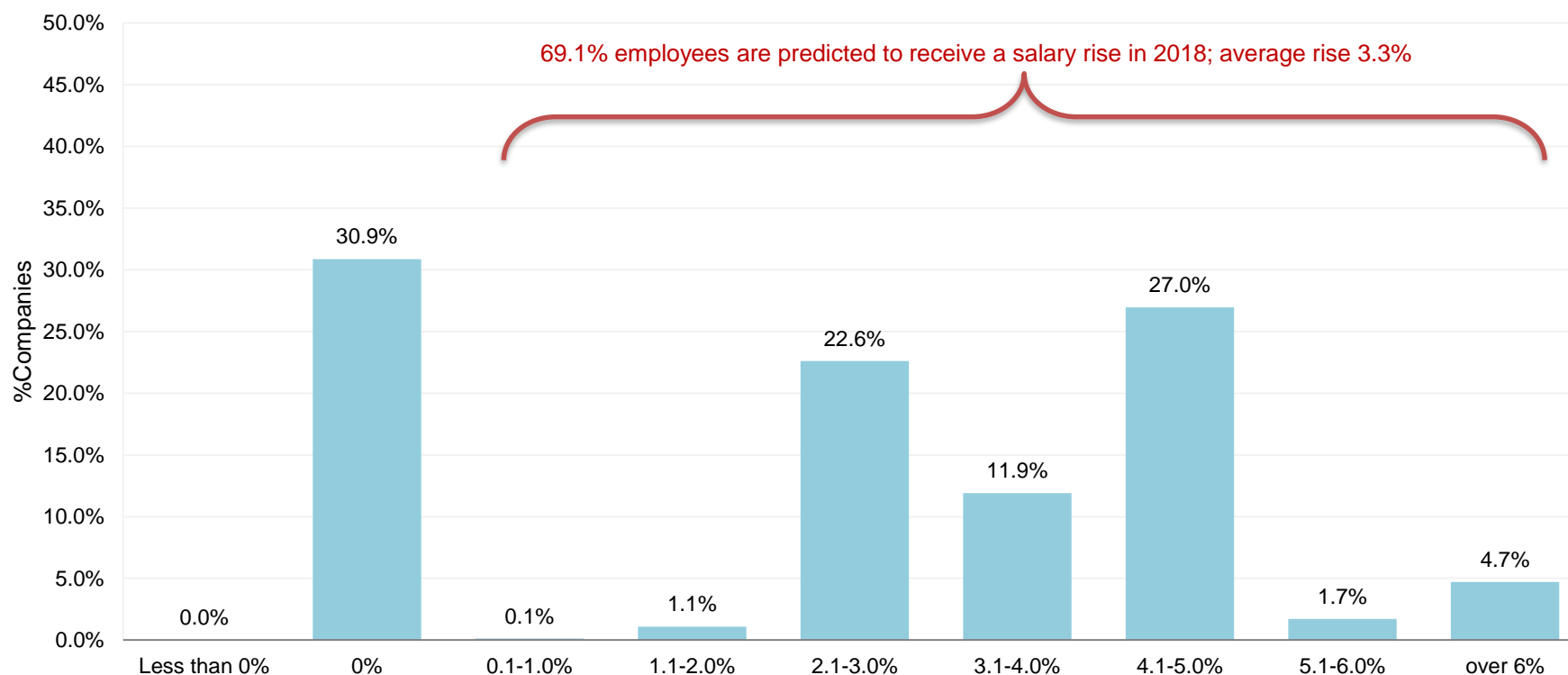


## 2. Pay Adjustment Prediction in 2018

### 2.1 Distribution of pay adjustment prediction in 2018

The predicted overall salary rise in 2018 will be 3.0%. 69.1% of the employees are predicted to receive a pay rise in 2018, which is less than last year's 74.3%. Among these 69.1% of employees, the average salary rise will be 3.3%; almost half of them (48.3%) will receive more than 4% salary rise.

#### Distribution of Predicted Monthly Salary Adjustment in 2018

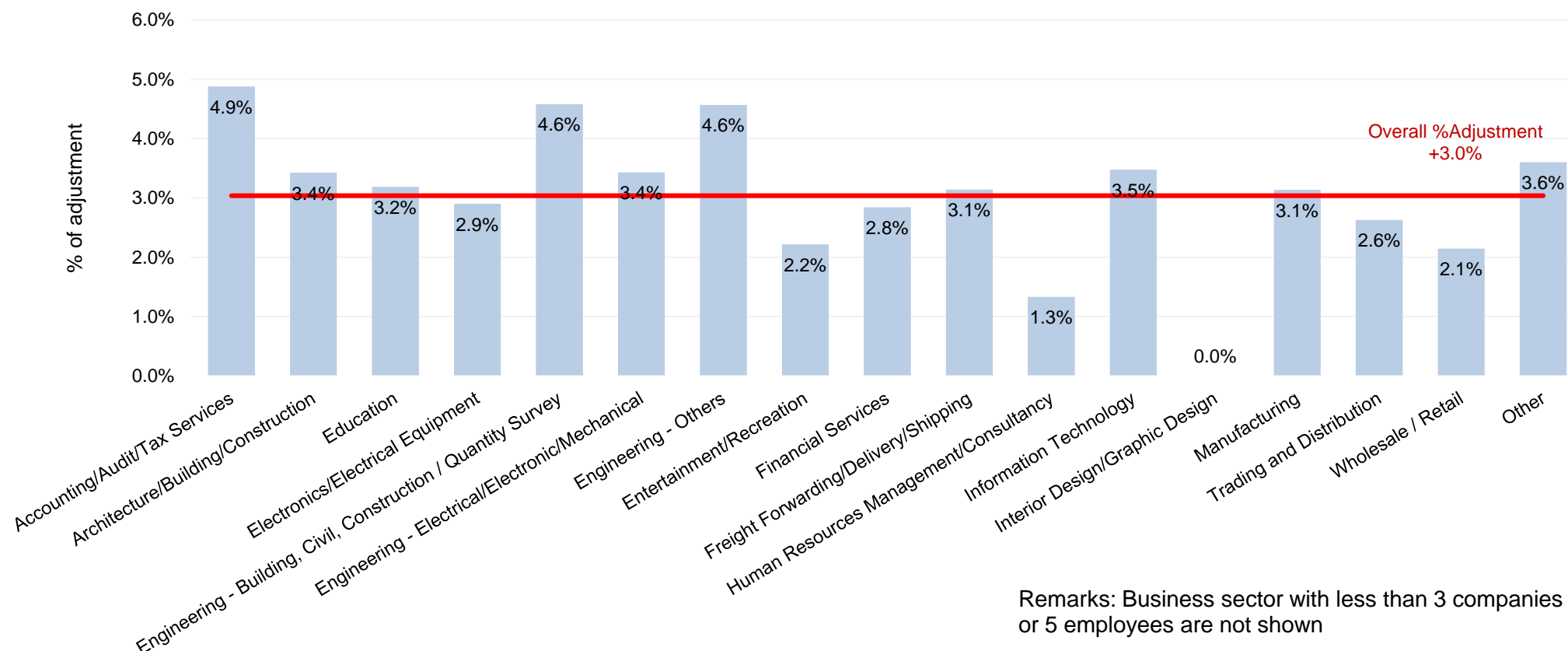


## 2. Pay Adjustment Prediction in 2018

### 2.2 Pay adjustment – by business sector

In terms of business sectors, “Accounting/Audit/Tax Services” is going to have the highest average increase of monthly salary in 2018 (4.9%), followed by “Engineering - Building, Civil, Construction / Quantity Survey” (4.6%) and “Engineering - Others” (4.6%).

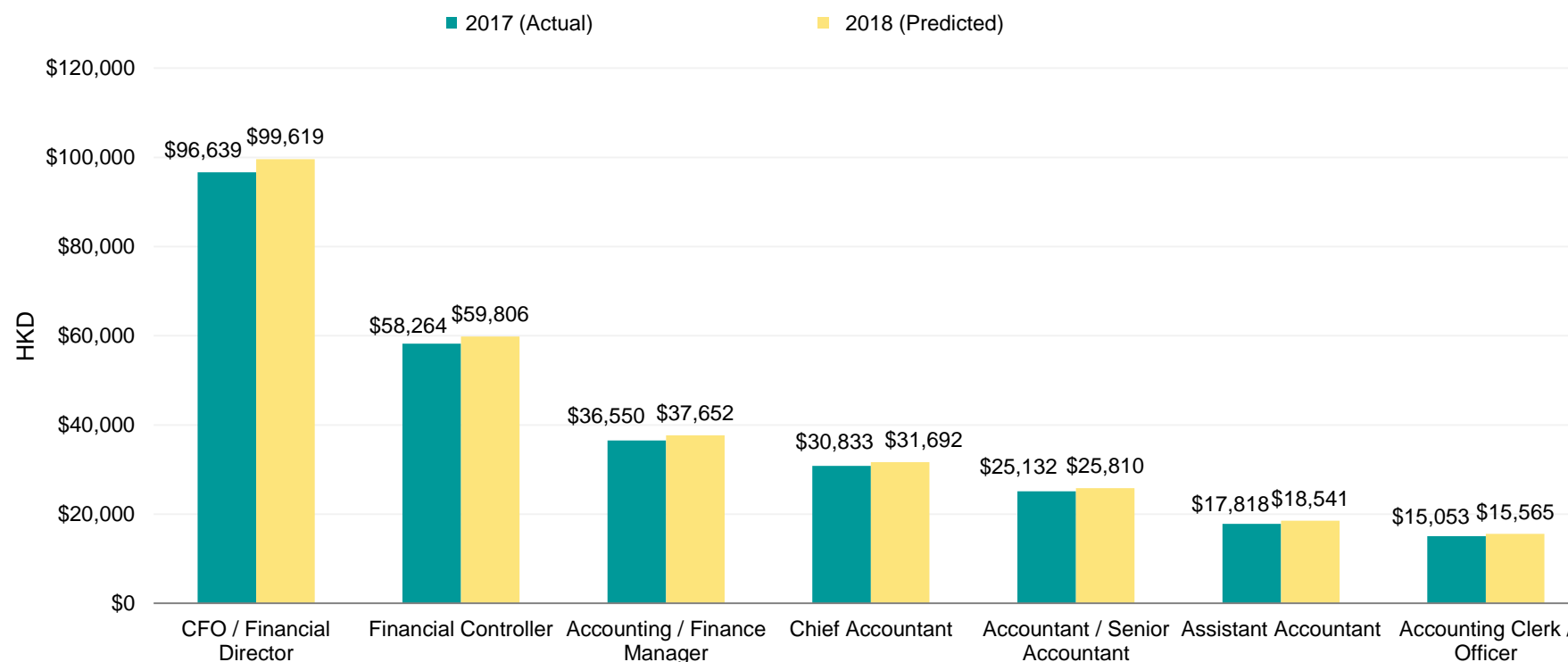
**Percentage of Monthly Salary Adjustment in 2018 - by Business Sector**



## 2. Pay Adjustment Prediction in 2018

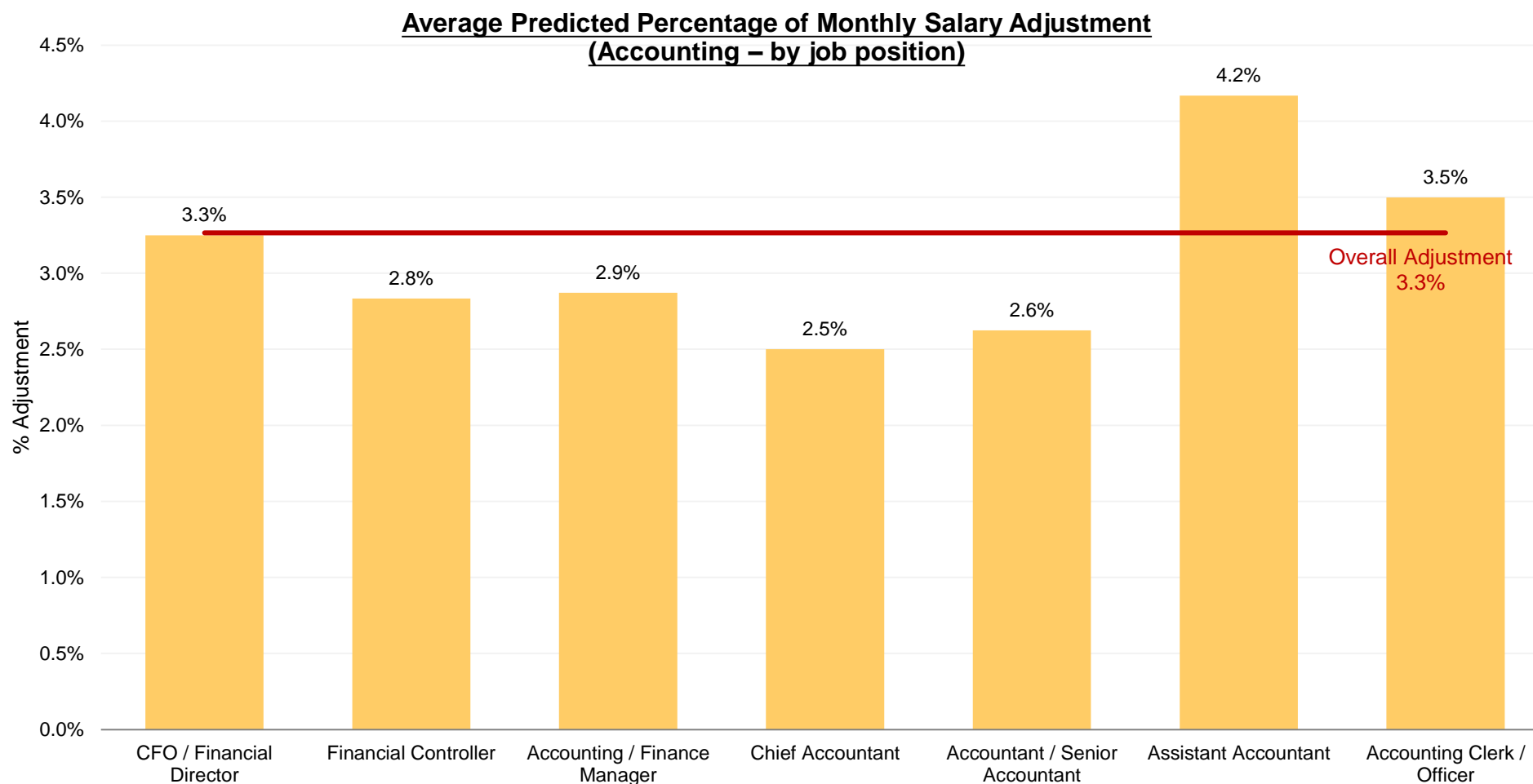
### 2.3 Pay adjustment – by job position

**Average Monthly Salary - 2017 (Actual) vs 2018 (Predicted)**  
**(Accounting – by job position)**



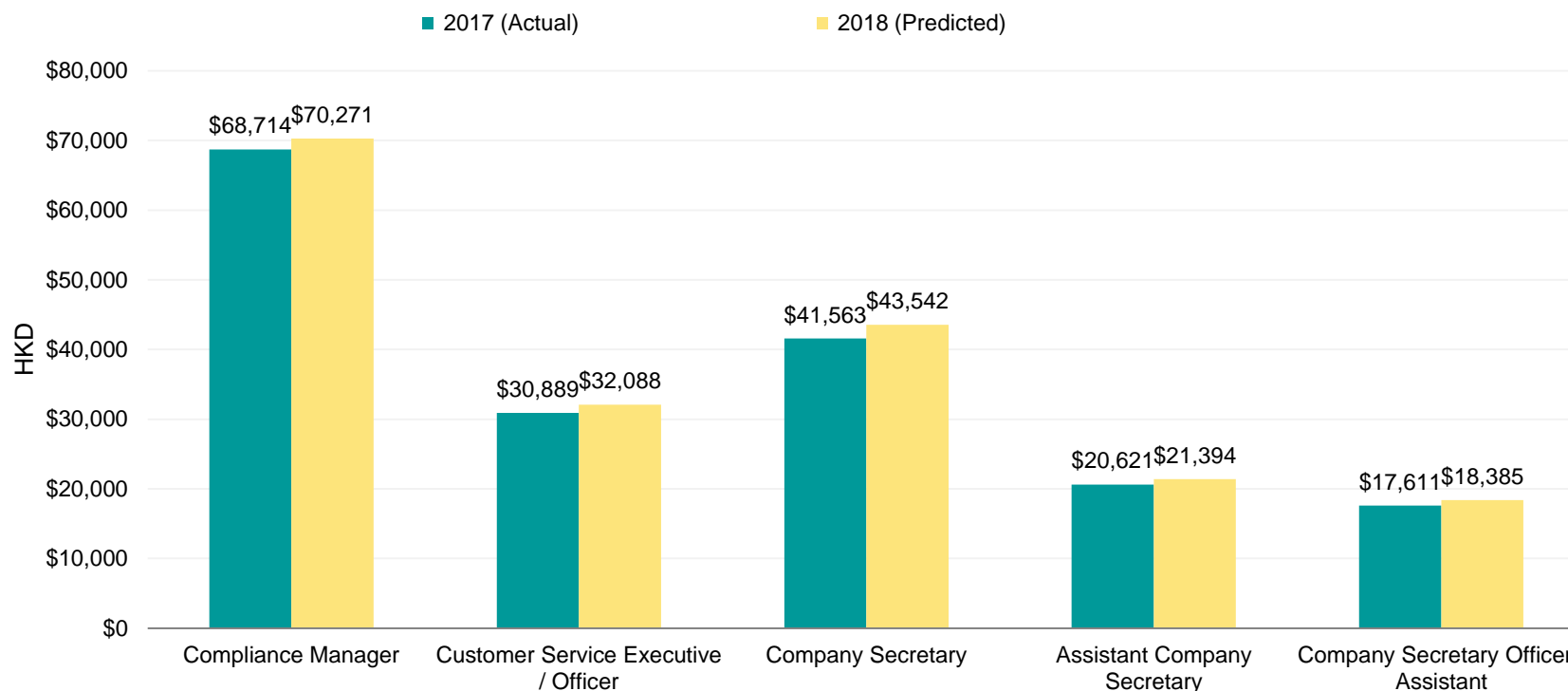
2017	Average	\$96,639	\$58,264	\$36,550	\$30,833	\$25,132	\$17,818	\$15,053
	Median	\$96,650	\$52,500	\$35,000	\$33,750	\$25,000	\$17,000	\$14,500
	Q-Range	\$62,500 - \$110,000	\$38,000 - \$70,000	\$30,000 - \$45,000	\$20,000 - \$35,500	\$20,000 - \$30,000	\$14,000 - \$18,350	\$13,000 - \$17,000
2018	Average	\$99,619	\$59,806	\$37,652	\$31,692	\$25,810	\$18,541	\$15,565

## 2. Pay Adjustment Prediction in 2018



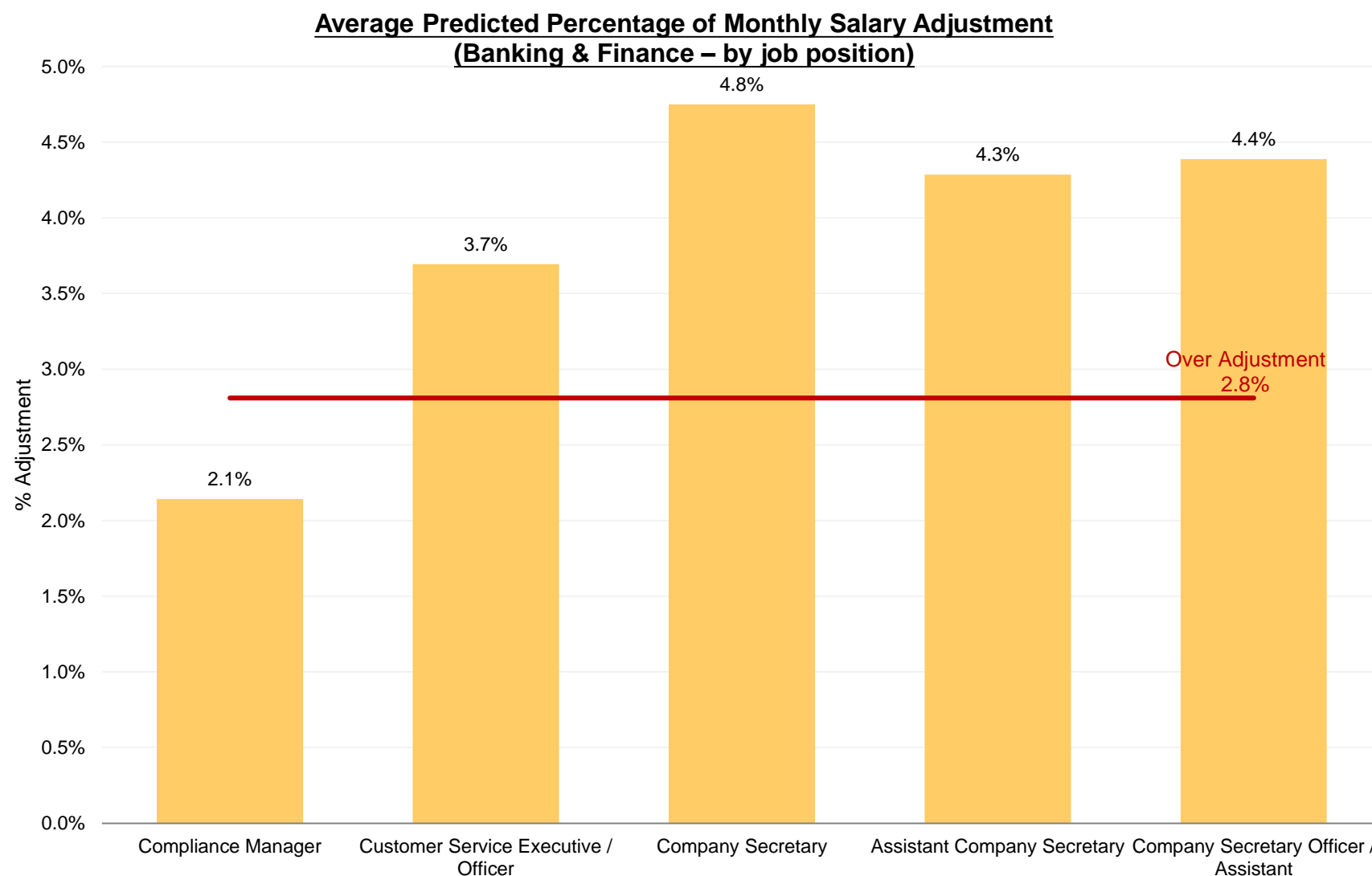
## 2. Pay Adjustment Prediction in 2018

**Average Monthly Salary - 2017 (Actual) vs 2018 (Predicted)**  
**(Banking & Finance – by job position)**



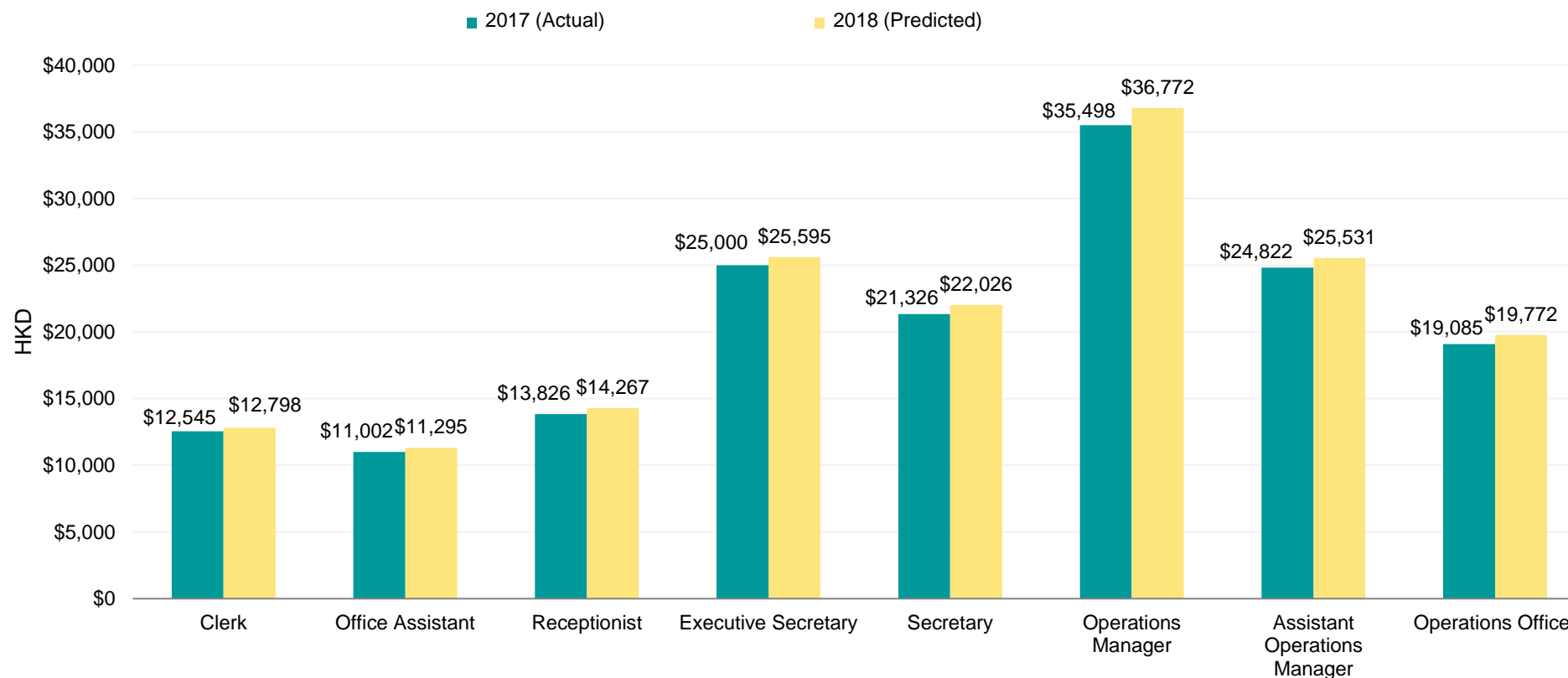
2017	Average	\$68,714	\$30,889	\$41,563	\$20,621	\$17,611
	Median	\$60,000	\$33,000	\$34,750	\$18,700	\$16,000
	Q-Range	\$55,500 - \$75,000	\$26,500 - \$40,000	\$27,000 - \$57,500	\$17,350 - \$19,350	\$16,000 - \$17,000
2018	Average	\$70,271	\$32,088	\$43,542	\$21,394	\$18,385

## 2. Pay Adjustment Prediction in 2018



## 2. Pay Adjustment Prediction in 2018

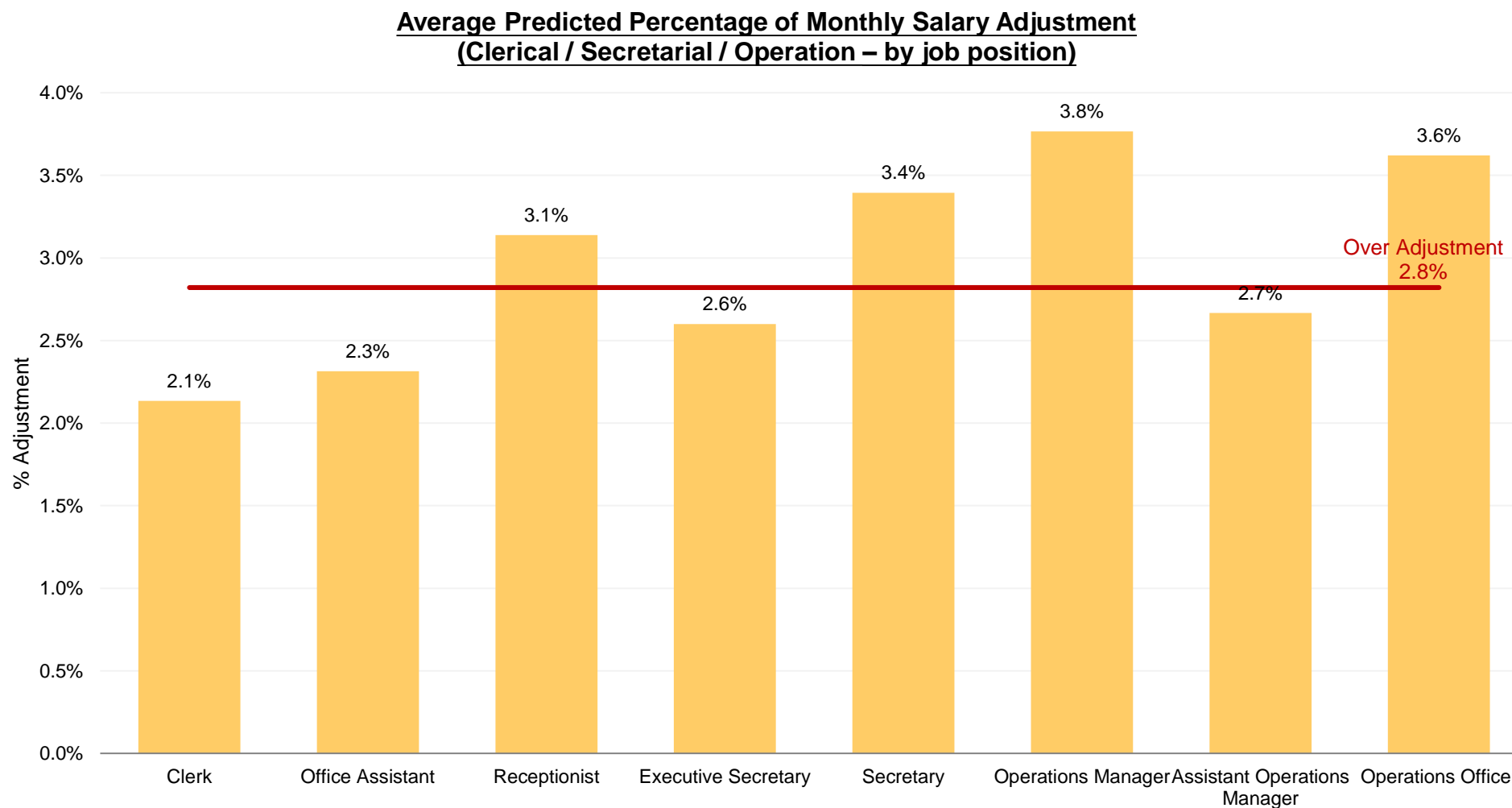
**Average Monthly Salary - 2017 (Actual) vs 2018 (Predicted)**  
**(Clerical / Secretarial / Operation – by job position)**



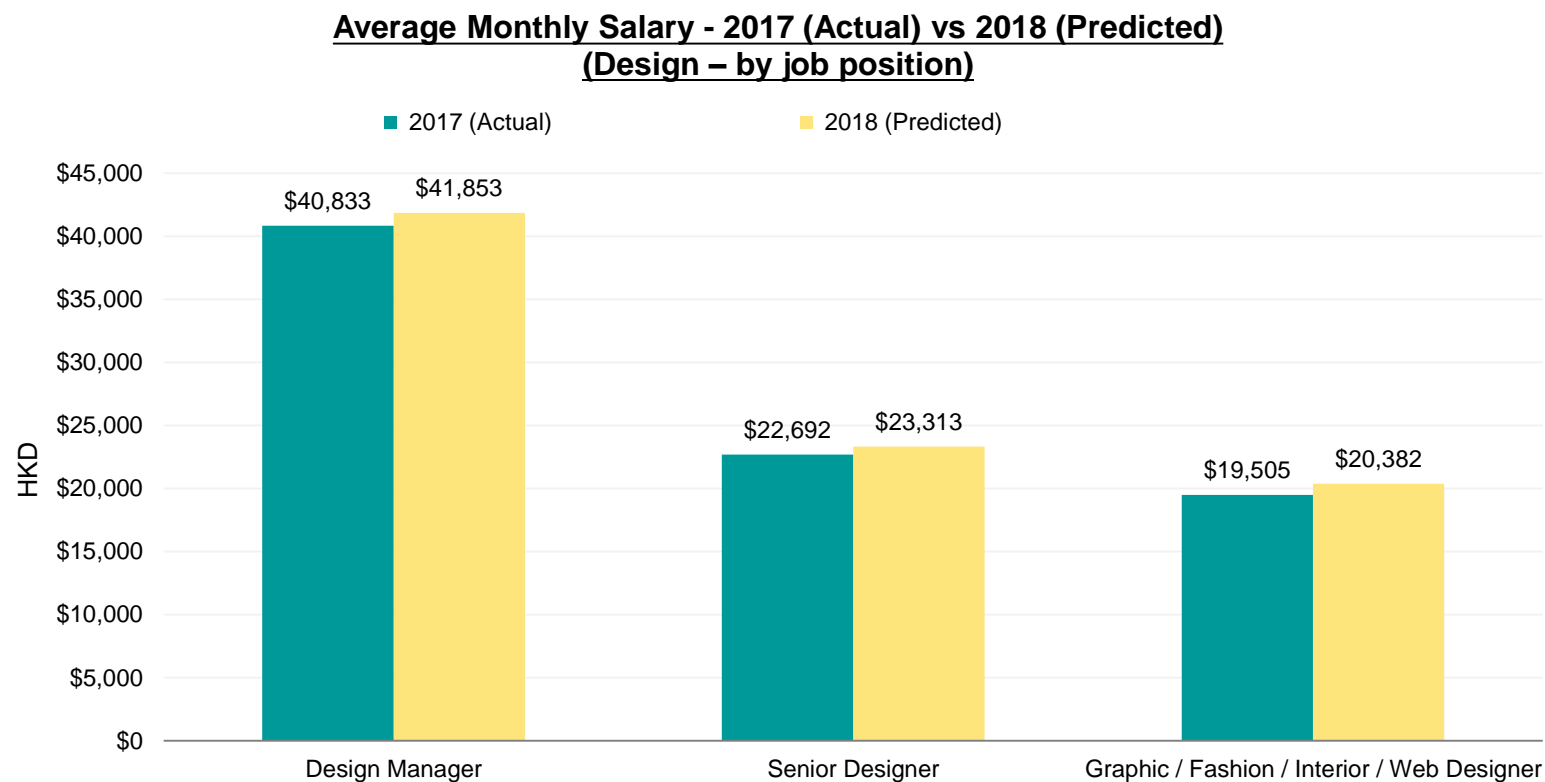
2017	Average	\$12,545	\$11,002	\$13,826	\$25,000	\$21,326	\$35,498	\$24,822	\$19,085
	Median	\$12,000	\$11,000	\$13,000	\$25,000	\$22,000	\$35,000	\$23,040	\$19,000
	Q-Range	\$11,000 - \$13,750	\$9,000 - \$12,500	\$12,000 - \$15,189	\$19,000 - \$30,000	\$17,750 - \$25,000	\$25,000 - \$41,235	\$21,000 - \$31,000	\$15,000 - \$23,000
2018	Average	\$12,798	\$11,295	\$14,267	\$25,595	\$22,026	\$36,772	\$25,531	\$19,772



## 2. Pay Adjustment Prediction in 2018

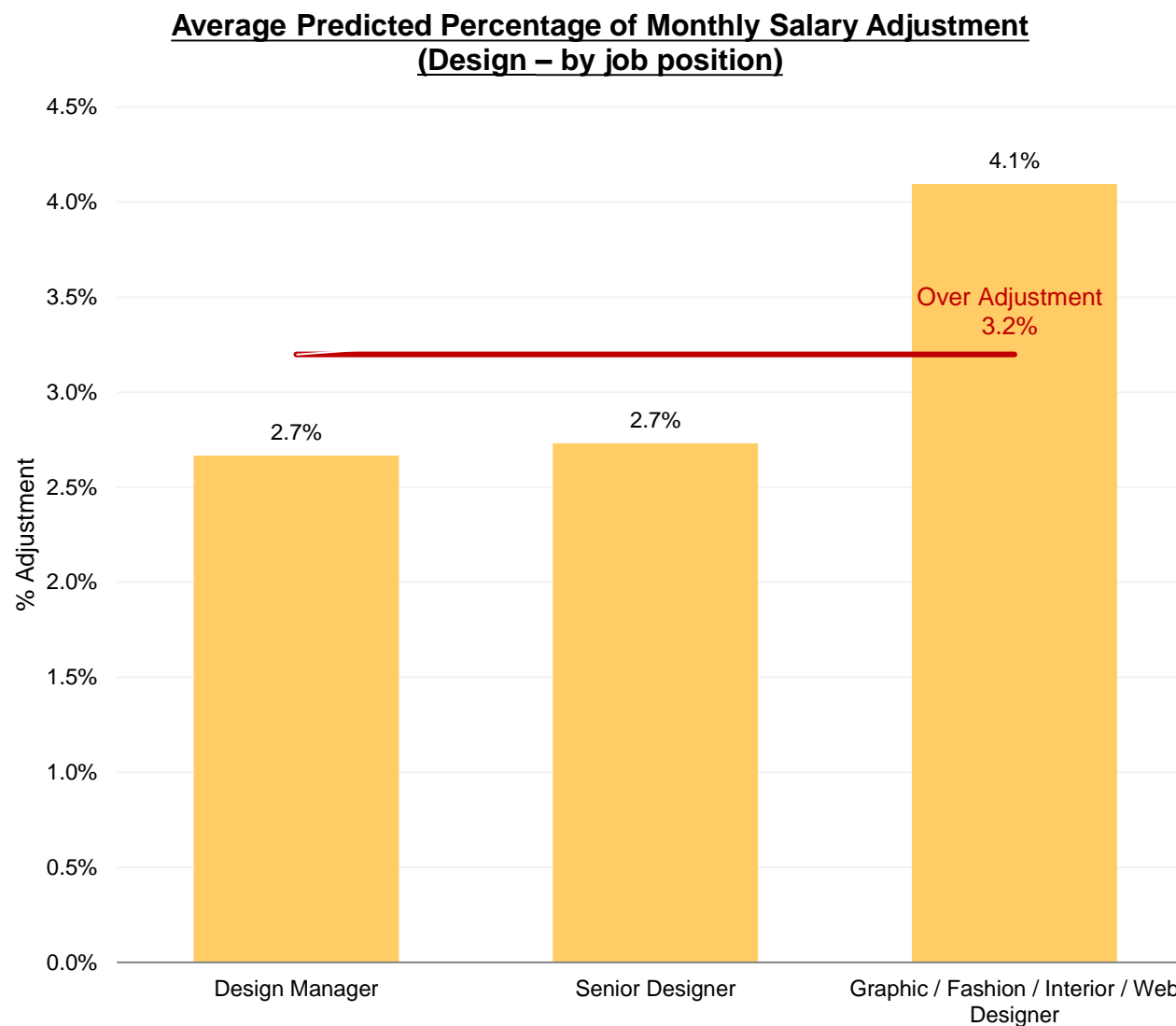


## 2. Pay Adjustment Prediction in 2018



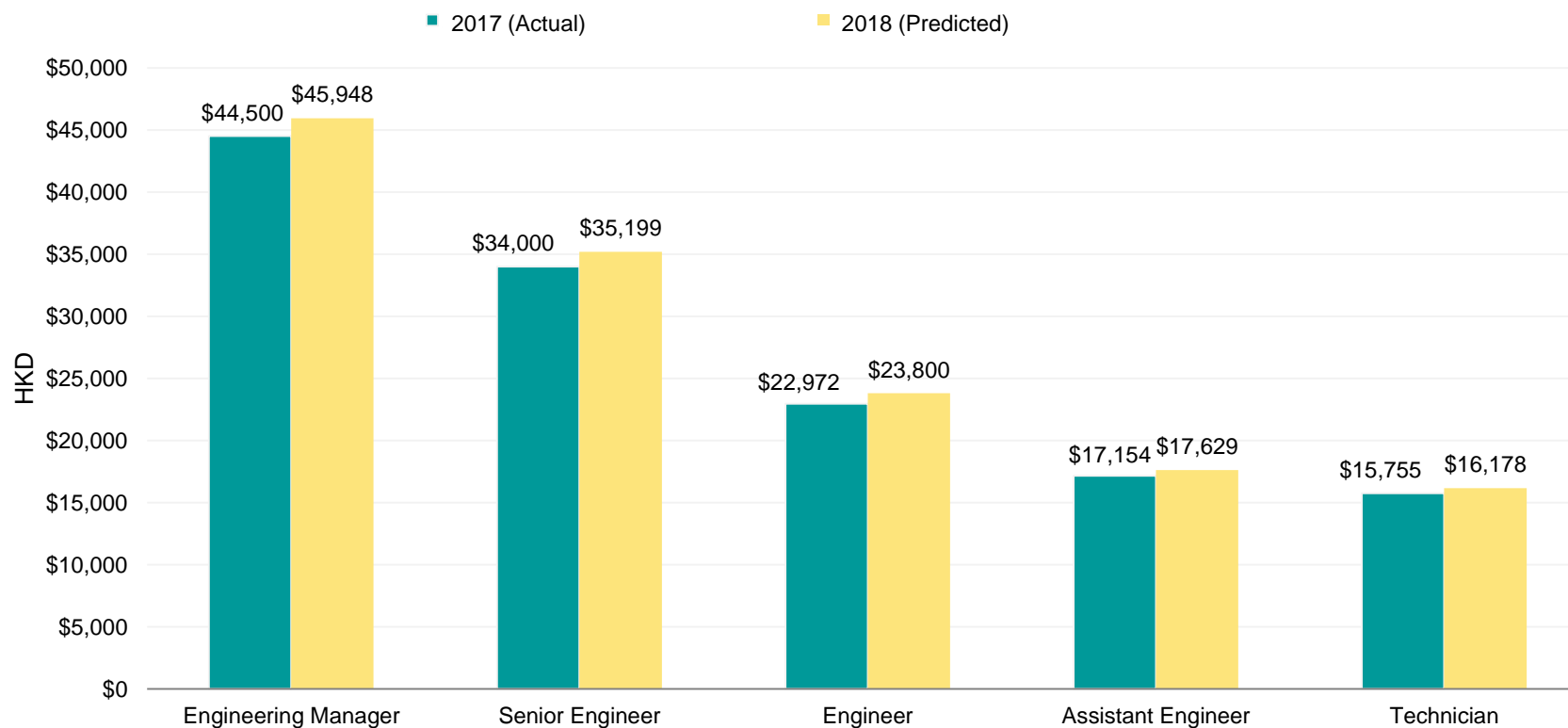
2017	Average	\$40,833	\$22,692	\$19,505
	Median	\$42,000	\$23,000	\$19,000
	Q-Range	\$30,000 - \$52,000	\$20,000 - \$23,700	\$17,000 - \$23,000
2018	Average	\$41,853	\$23,313	\$20,382

## 2. Pay Adjustment Prediction in 2018



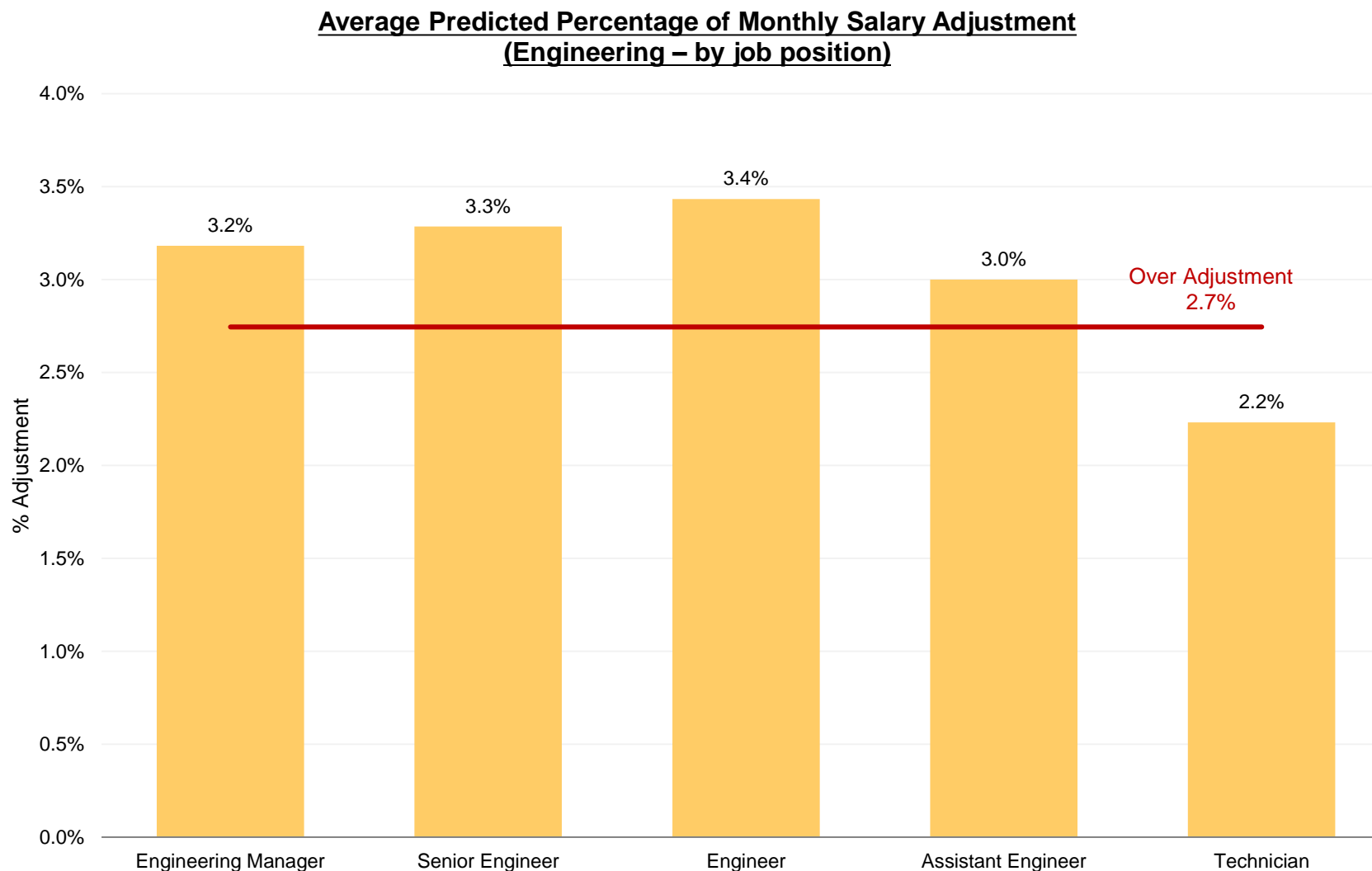
## 2. Pay Adjustment Prediction in 2018

**Average Monthly Salary - 2017 (Actual) vs 2018 (Predicted)**  
**(Engineering – by job position)**



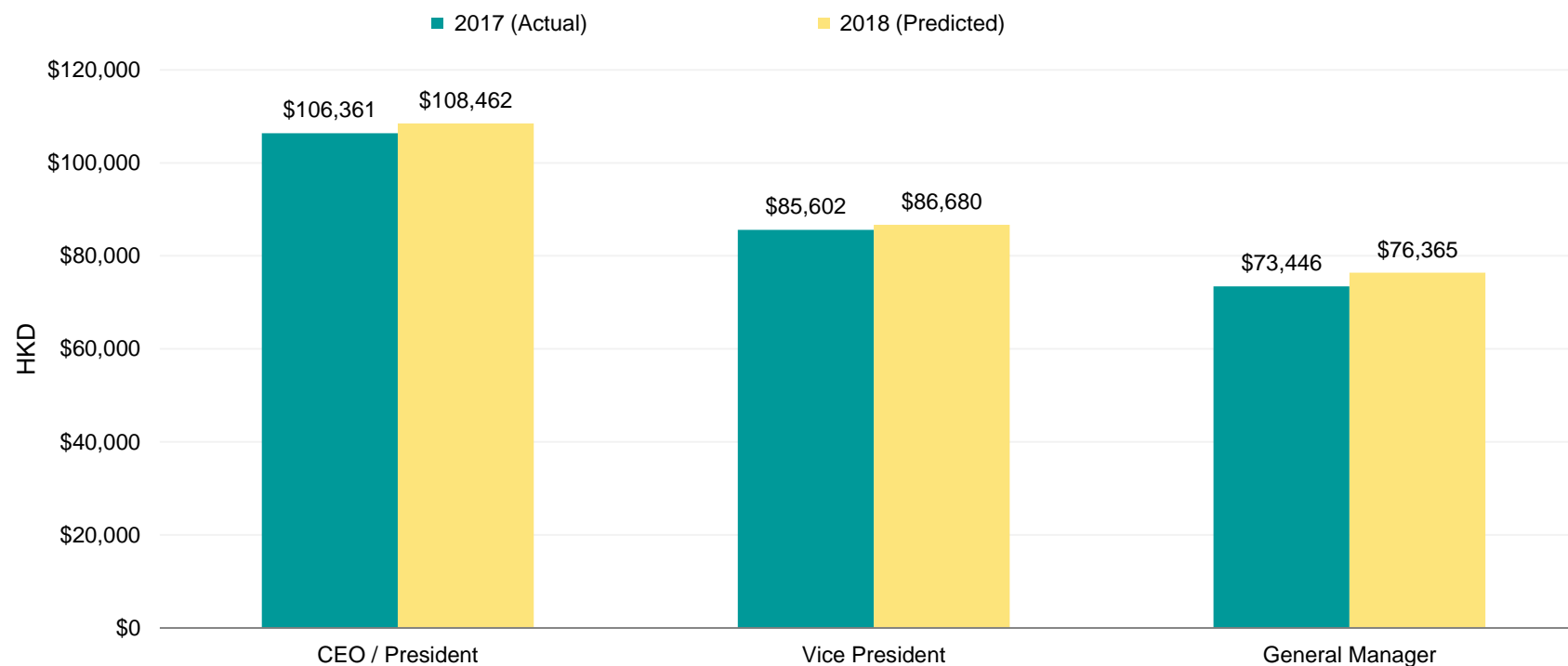
2017	Average	\$44,500	\$34,000	\$22,972	\$17,154	\$15,755
	Median	\$47,200	\$35,000	\$25,000	\$18,000	\$18,000
	Q-Range	\$35,000 - \$55,000	\$24,750 - \$40,000	\$20,000 - \$25,000	\$15,000 - \$18,250	\$10,795 - \$20,000
2018	Average	\$45,948	\$35,199	\$23,800	\$17,629	\$16,178

## 2. Pay Adjustment Prediction in 2018



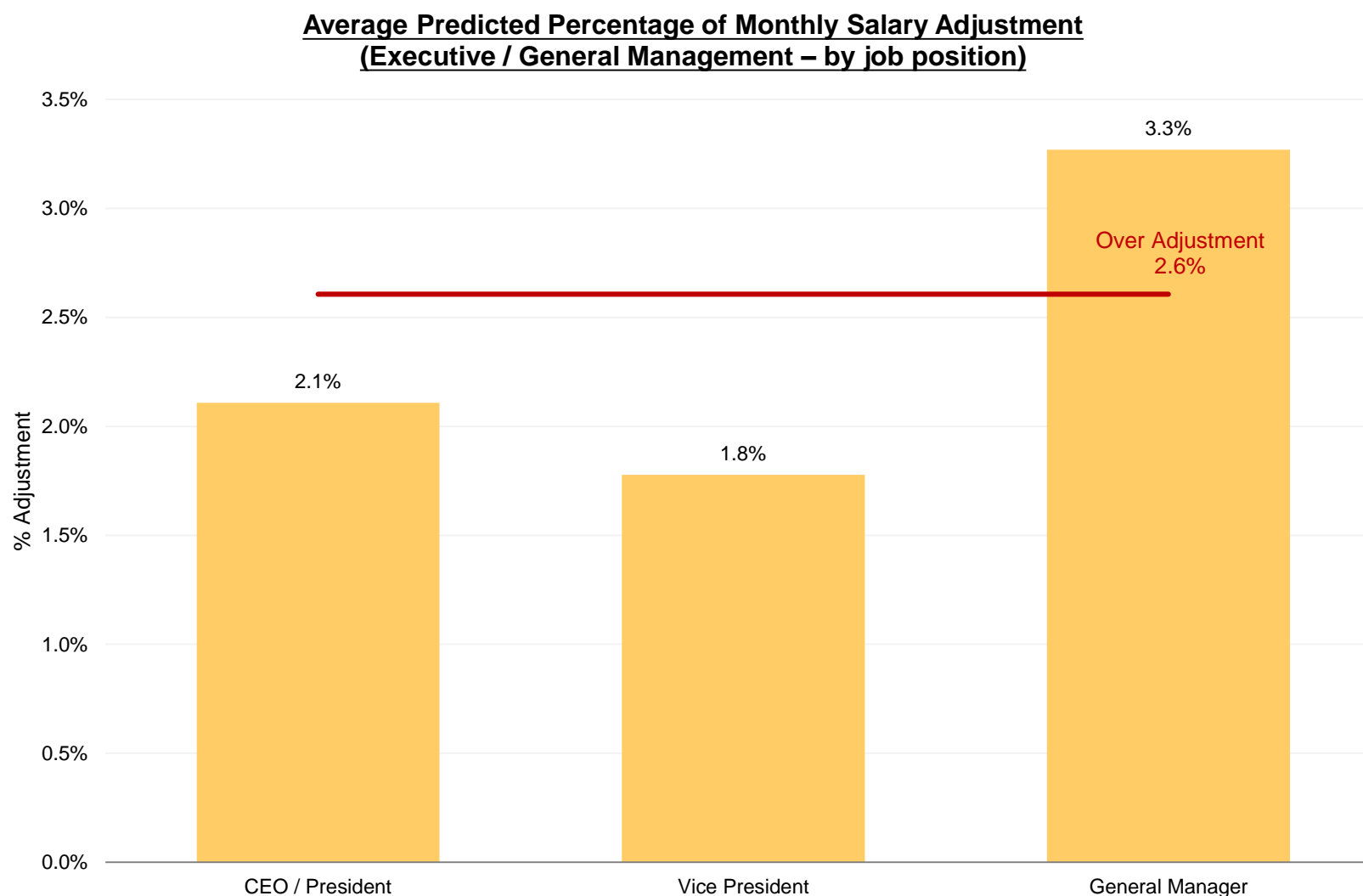
## 2. Pay Adjustment Prediction in 2018

**Average Monthly Salary - 2017 (Actual) vs 2018 (Predicted)**  
**(Executive / General Management – by job position)**



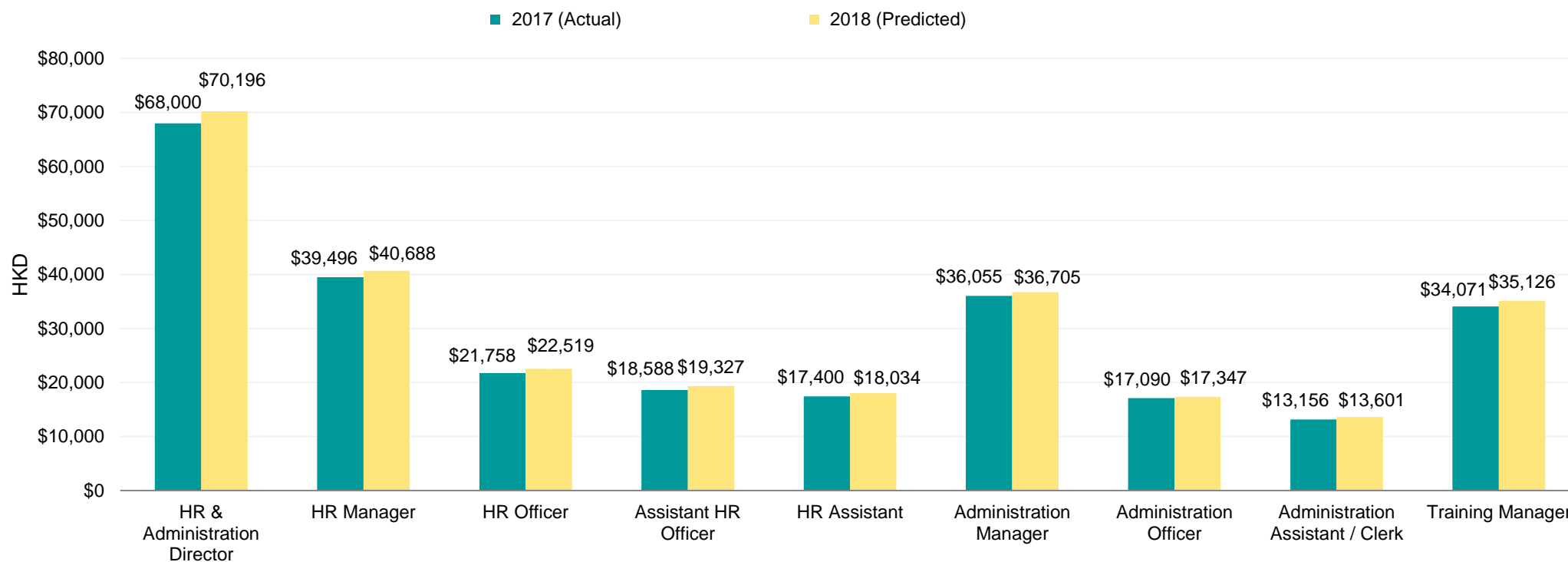
2017	Average	\$106,361	\$85,602	\$73,446
	Median	\$89,146	\$95,000	\$60,000
	Q-Range	\$60,000 - \$130,000	\$76,220 - \$100,000	\$47,500 - \$99,000
2018	Average	\$108,462	\$86,680	\$76,365

## 2. Pay Adjustment Prediction in 2018



## 2. Pay Adjustment Prediction in 2018

**Average Monthly Salary - 2017 (Actual) vs 2018 (Predicted)**  
**(Human Resources & Administration – by job position)**

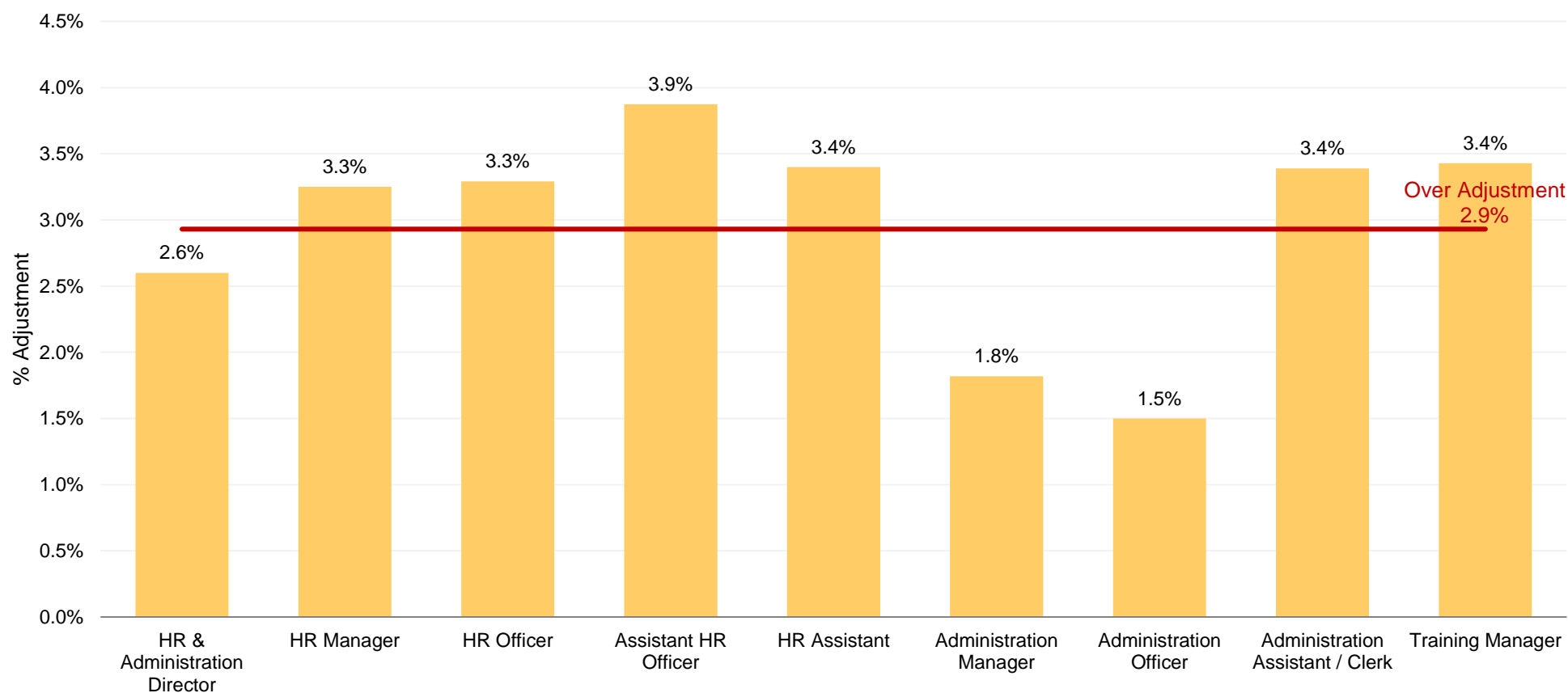


2017	Average	\$68,000	\$39,496	\$21,758	\$18,588	\$17,400	\$36,055	\$17,090	\$13,156	\$34,071
	Median	\$64,000	\$36,750	\$20,000	\$17,800	\$15,000	\$34,000	\$17,500	\$13,000	\$30,000
	Q-Range	\$50,000 - \$80,000	\$33,300 - \$45,000	\$17,000 - \$27,500	\$16,250 - \$21,500	\$14,000 - \$15,000	\$28,500 - \$40,700	\$15,000 - \$19,000	\$12,000 - \$15,000	\$30,000 - \$38,000
2018	Average	\$70,196	\$40,688	\$22,519	\$19,327	\$18,034	\$36,705	\$17,347	\$13,601	\$35,126



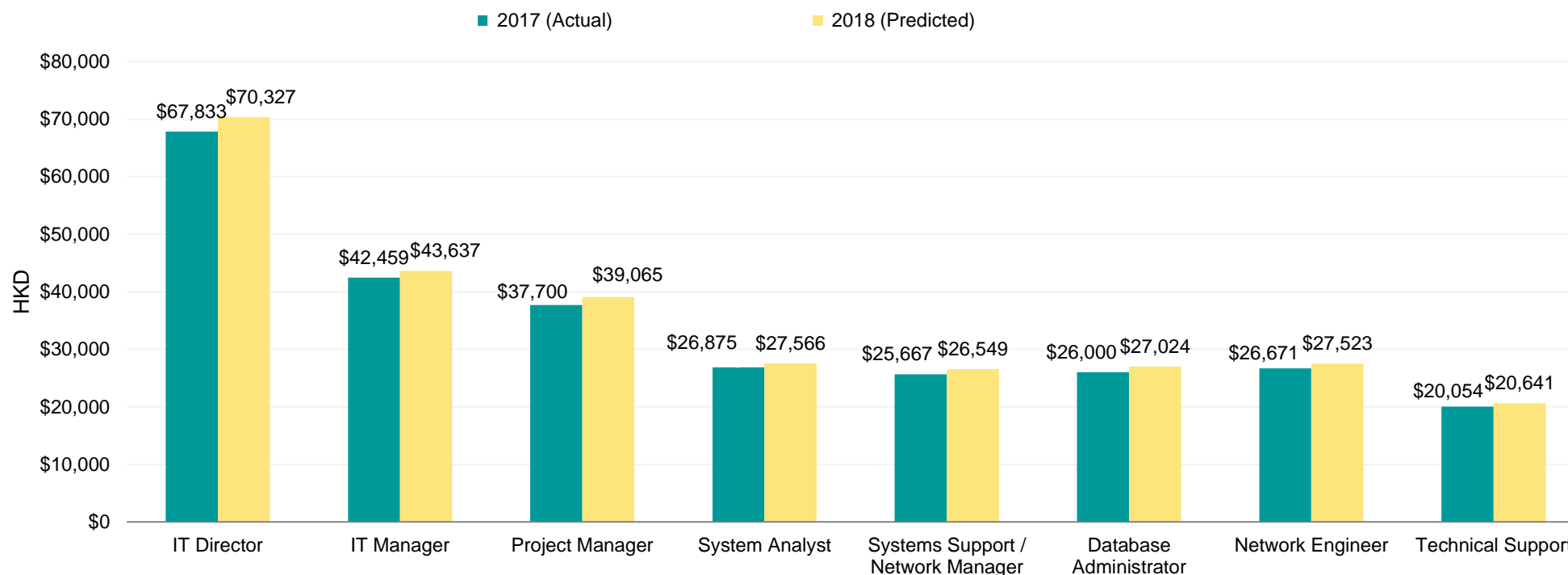
## 2. Pay Adjustment Prediction in 2018

**Average Predicted Percentage of Monthly Salary Adjustment  
(Human Resources & Administration – by job position)**



## 2. Pay Adjustment Prediction in 2018

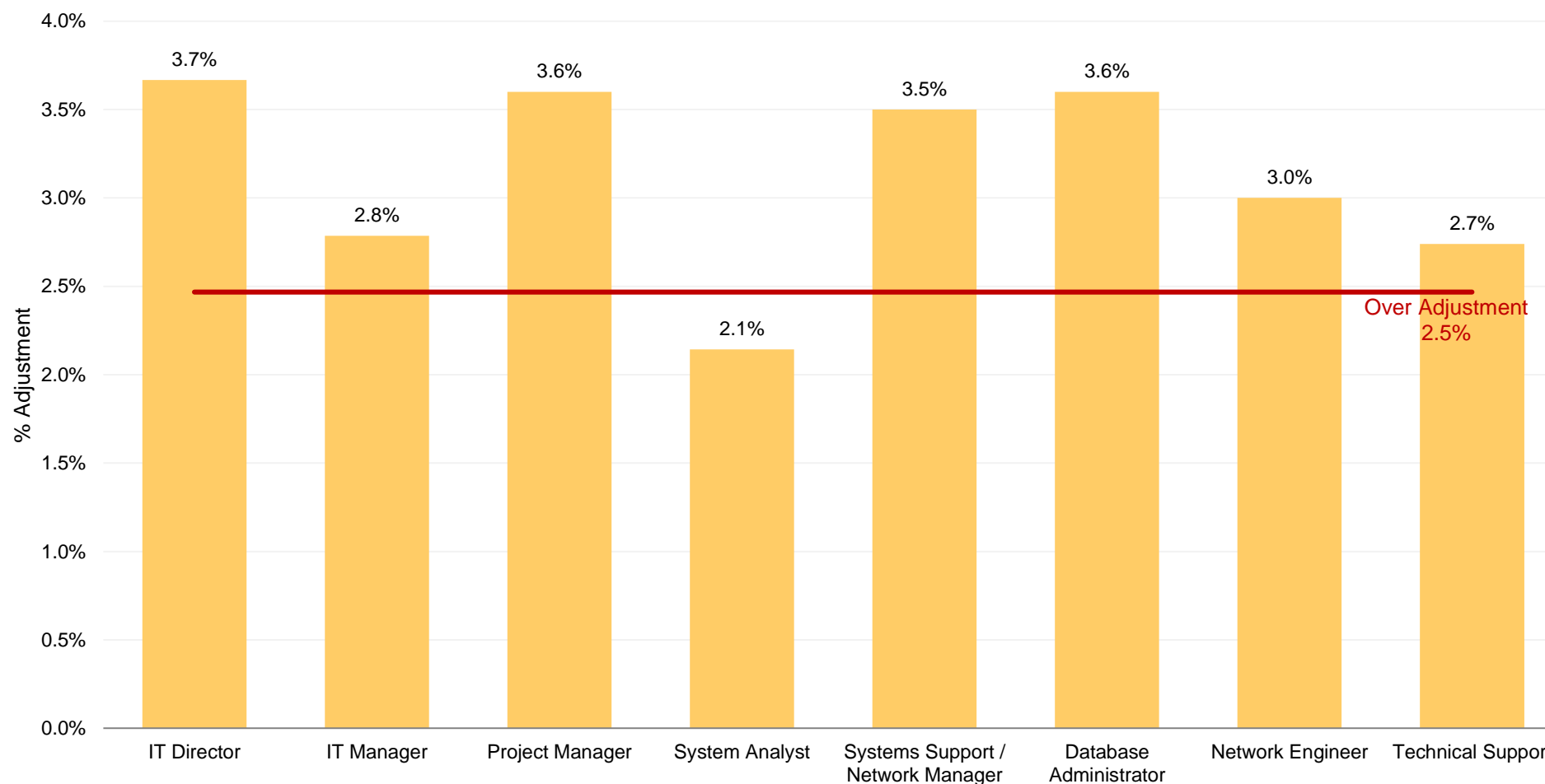
**Average Monthly Salary - 2017 (Actual) vs 2018 (Predicted)**  
(Information Technology – by job position)



2017	Average	\$67,833	\$42,459	\$37,700	\$26,875	\$25,667	\$26,000	\$26,671	\$20,054
	Median	\$65,000	\$45,000	\$40,000	\$25,500	\$26,000	\$26,500	\$26,000	\$20,000
	Q-Range	\$60,000 - \$67,000	\$36,000 - \$50,000	\$30,000 - \$45,000	\$18,000 - \$32,000	\$24,000 - \$28,000	\$26,500 - \$30,000	\$24,000 - \$30,000	\$17,000 - \$23,000
2018	Average	\$70,327	\$43,637	\$39,065	\$27,566	\$26,549	\$27,024	\$27,523	\$20,641

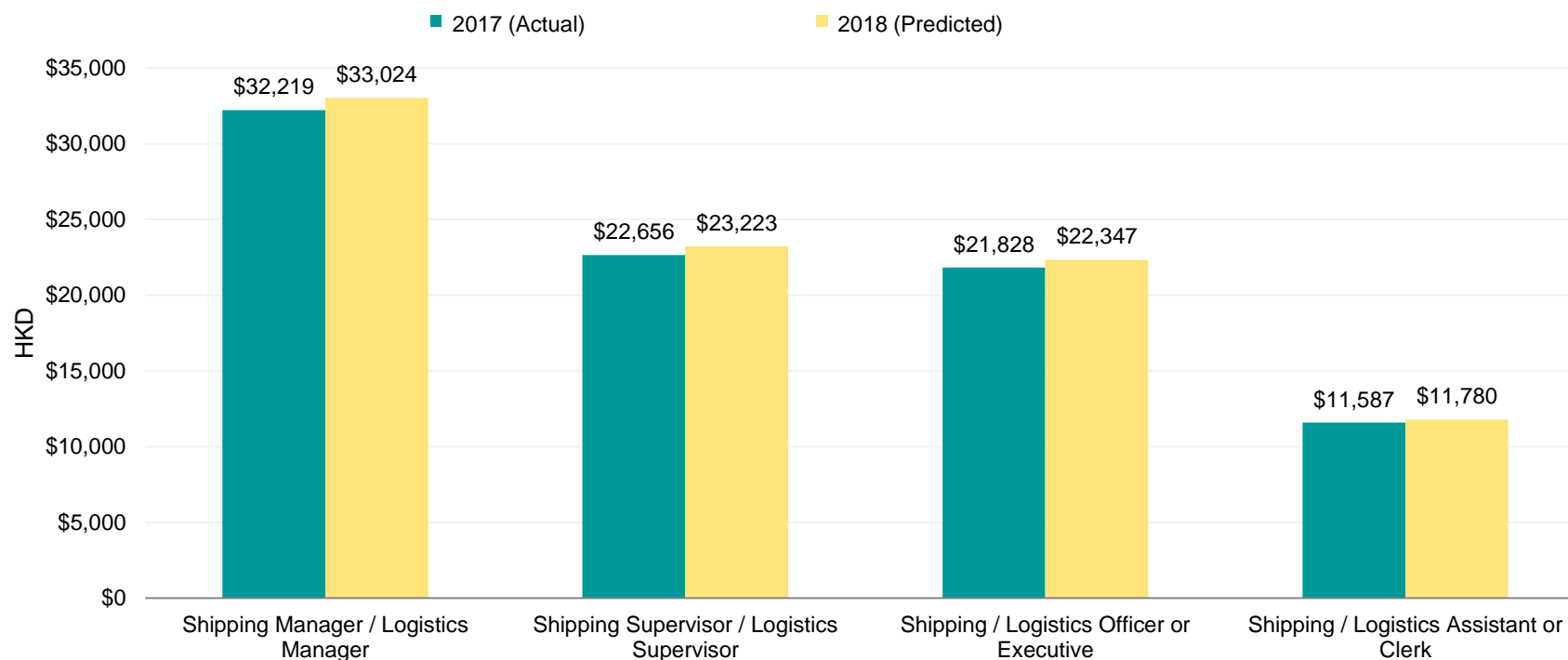
## 2. Pay Adjustment Prediction in 2018

**Average Predicted Percentage of Monthly Salary Adjustment  
(Information Technology – by job position)**



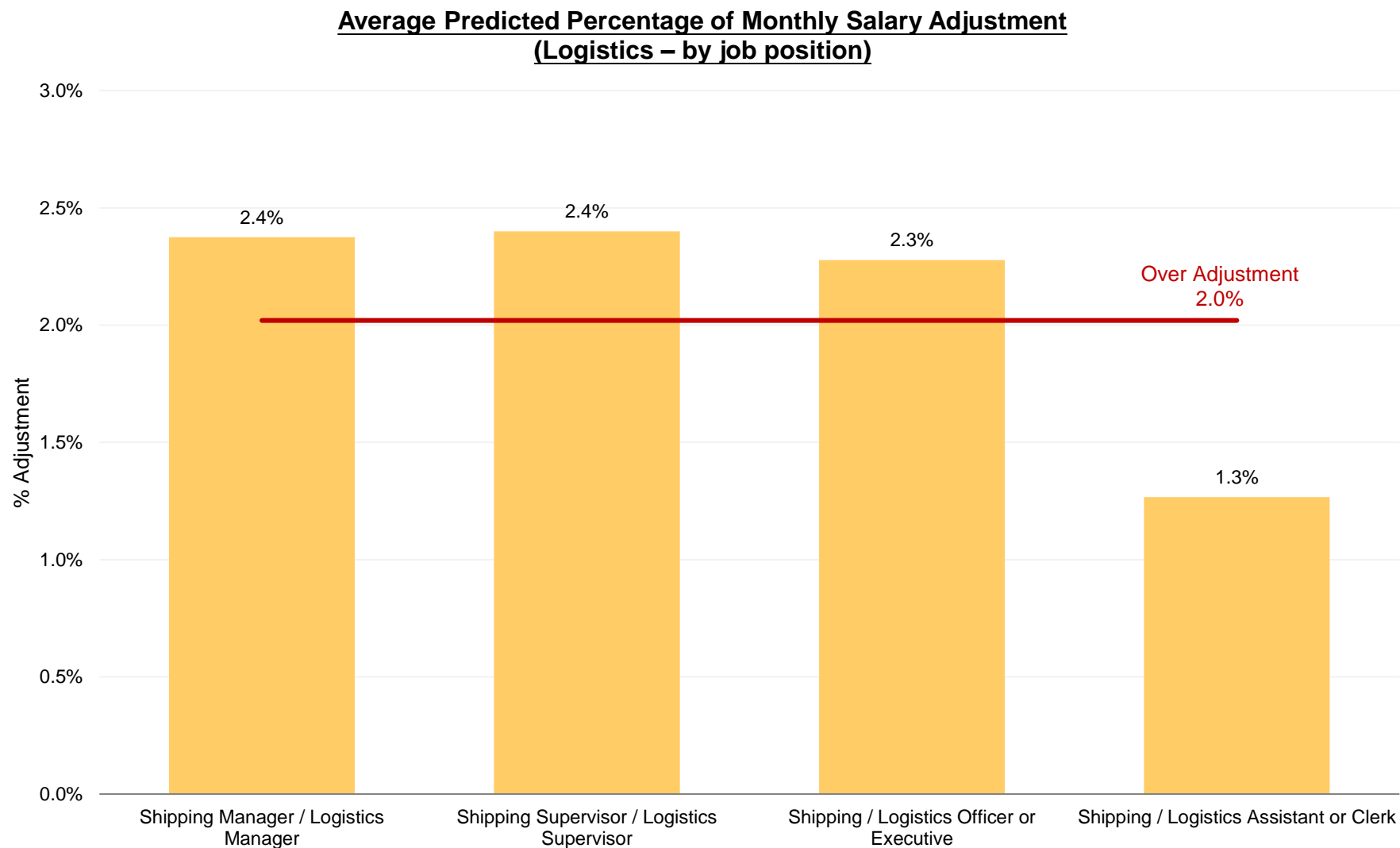
## 2. Pay Adjustment Prediction in 2018

**Average Monthly Salary - 2017 (Actual) vs 2018 (Predicted)**  
**(Logistics – by job position)**



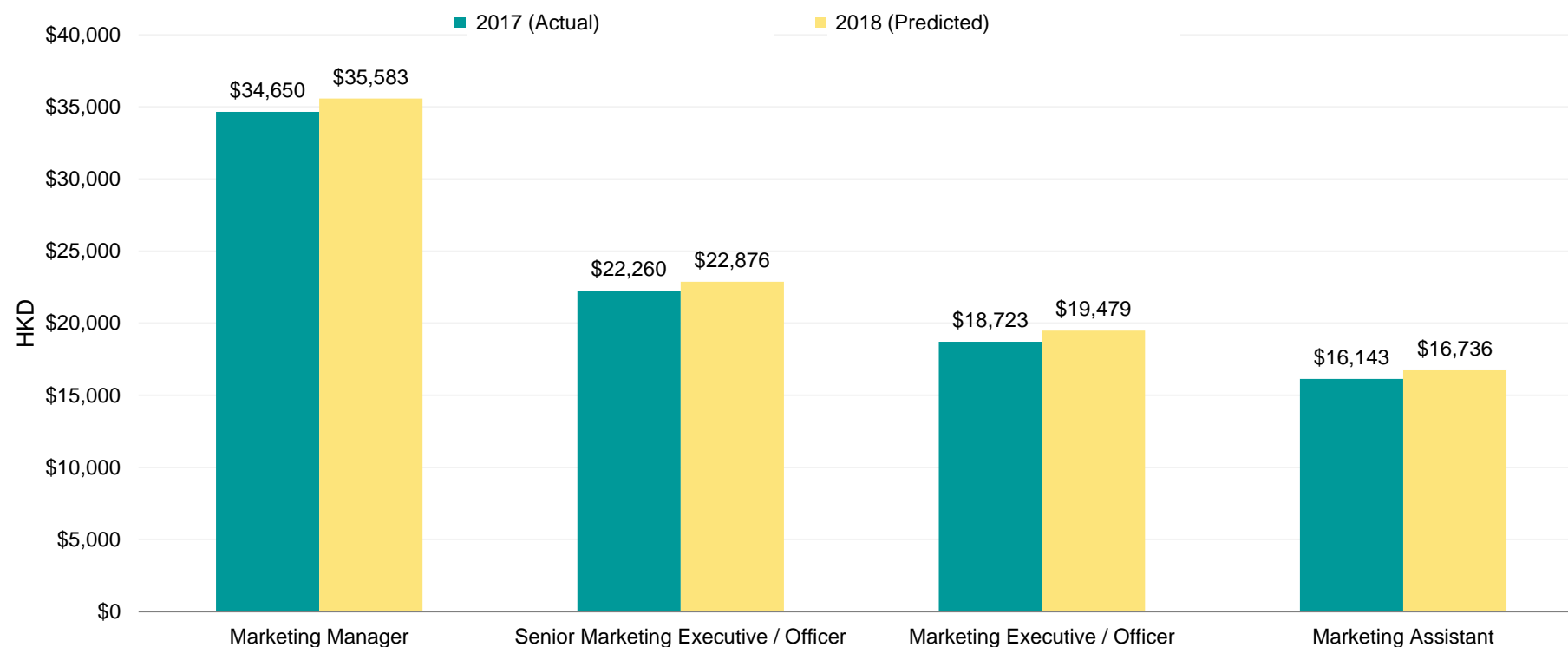
2017	Average	\$32,219	\$22,656	\$21,828	\$11,587
	Median	\$33,125	\$21,065	\$22,000	\$10,000
	Q-Range	\$25,750 - \$39,250	\$20,000 - \$24,800	\$19,000 - \$25,000	\$10,000 - \$11,400
2018	Average	\$33,024	\$23,223	\$22,347	\$11,780

## 2. Pay Adjustment Prediction in 2018



## 2. Pay Adjustment Prediction in 2018

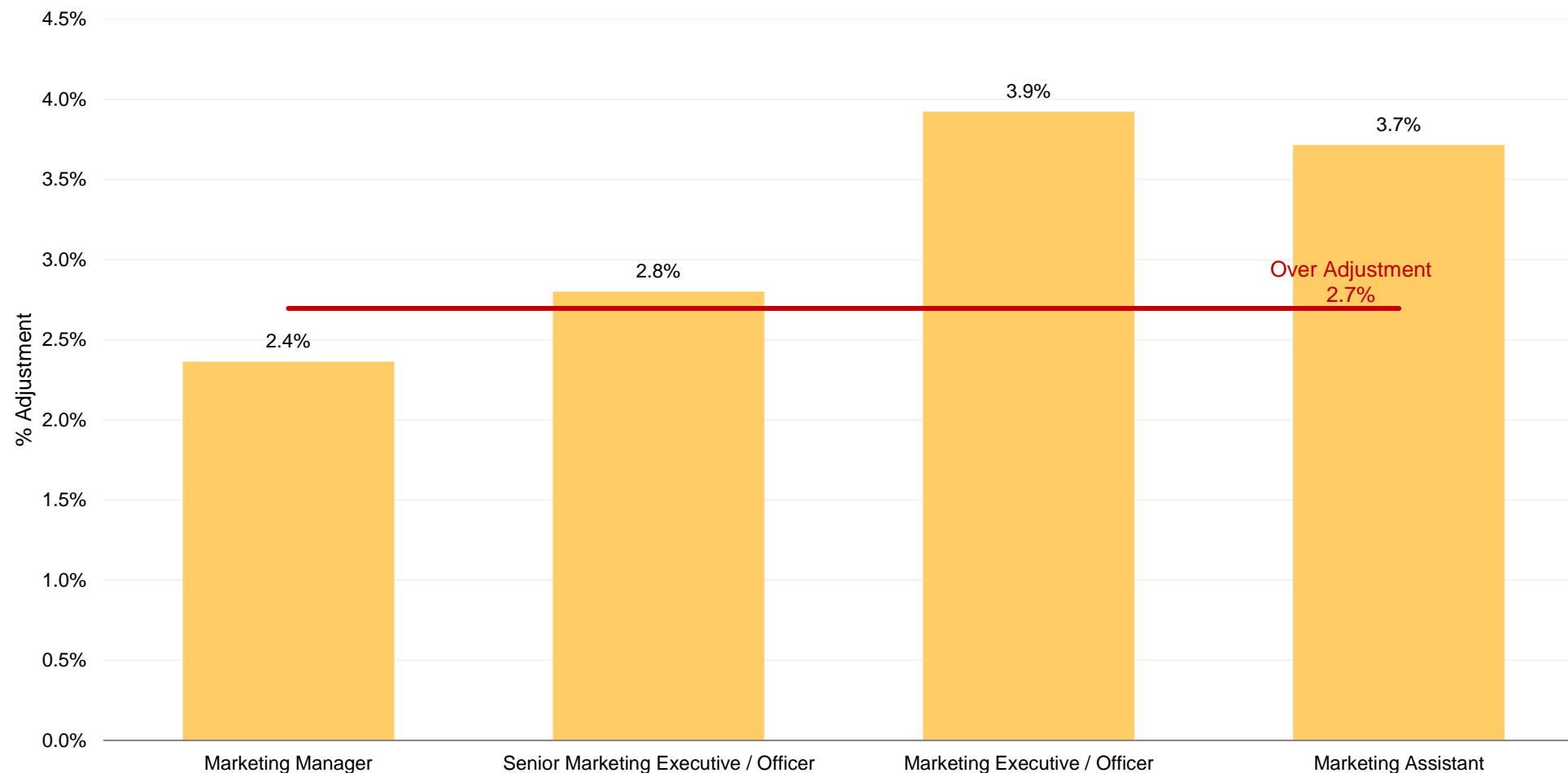
**Average Monthly Salary - 2017 (Actual) vs 2018 (Predicted)**  
**(Marketing – by job position)**



2017	Average	\$34,650	\$22,260	\$18,723	\$16,143
	Median	\$32,000	\$20,000	\$17,000	\$15,000
	Q-Range	\$30,000 - \$40,000	\$20,000 - \$26,000	\$17,000 - \$21,000	\$14,500 - \$17,500
2018	Average	\$35,583	\$22,876	\$19,479	\$16,736

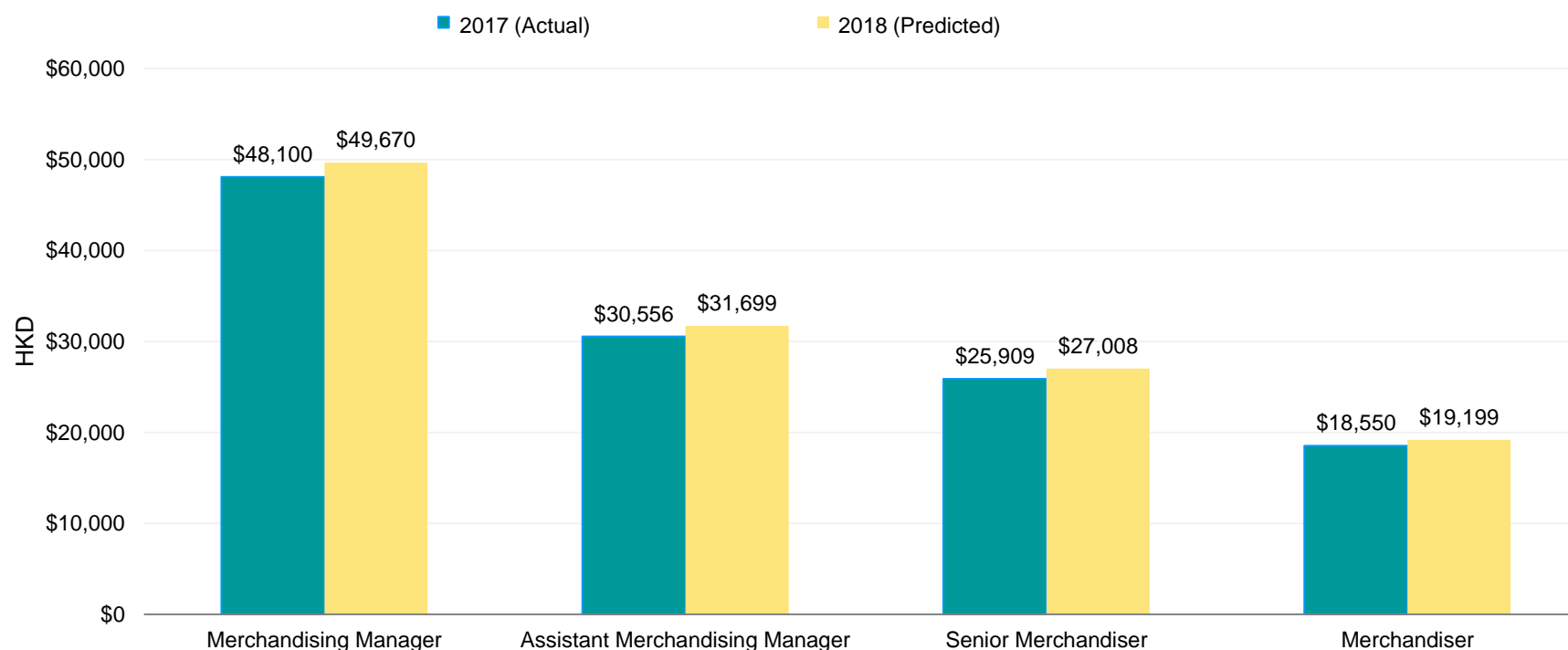
## 2. Pay Adjustment Prediction in 2018

**Average Predicted Percentage of Monthly Salary Adjustment**  
**(Marketing – by job position)**



## 2. Pay Adjustment Prediction in 2018

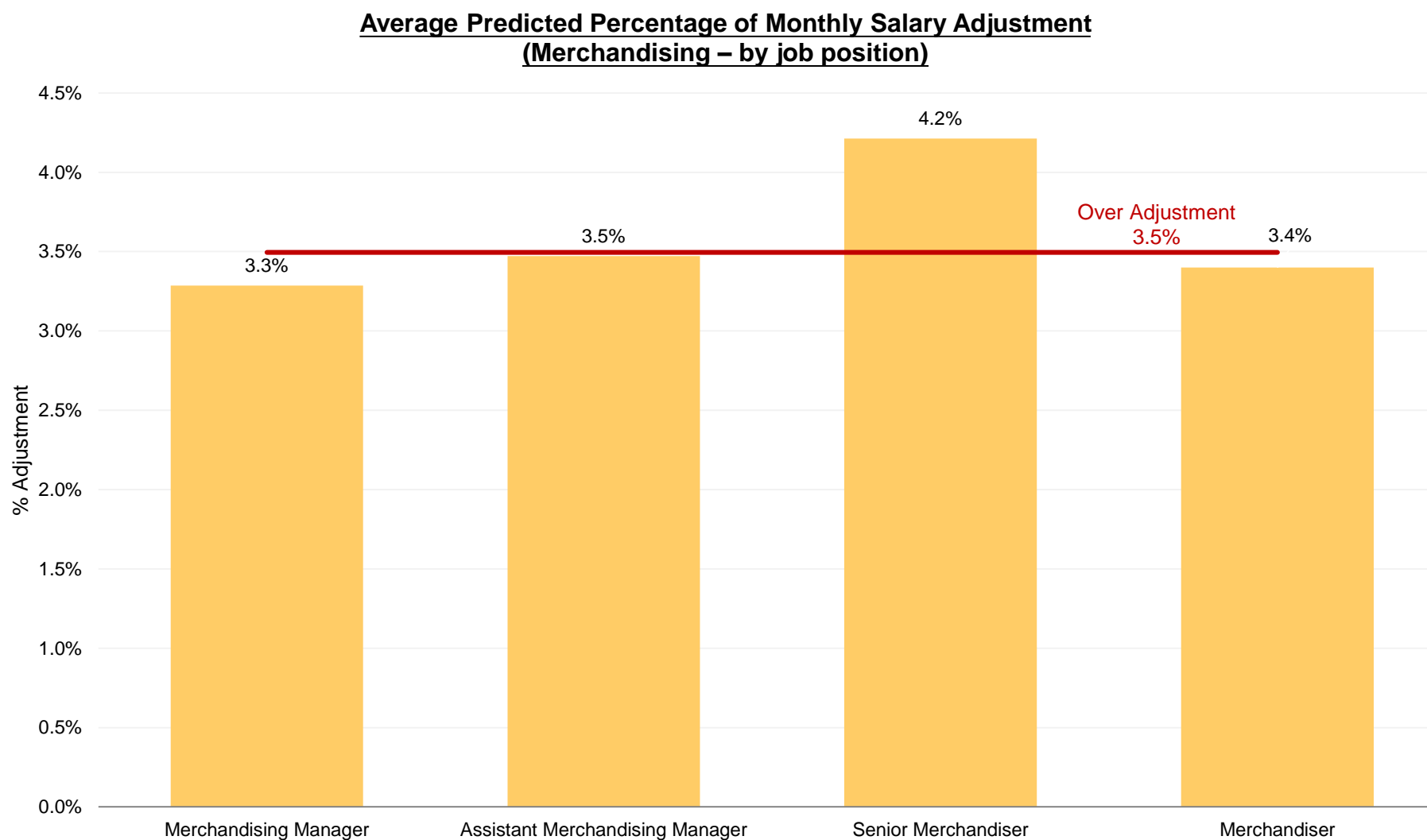
**Average Monthly Salary - 2017 (Actual) vs 2018 (Predicted)**  
**(Merchandising – by job position)**



2017	Average	\$48,100	\$30,556	\$25,909	\$18,550
	Median	\$47,900	\$31,000	\$26,000	\$19,000
	Q-Range	\$47,900 - \$55,000	\$31,000 - \$36,400	\$26,000 - \$26,700	\$14,725 - \$21,400
2018	Average	\$49,670	\$31,699	\$27,008	\$19,199

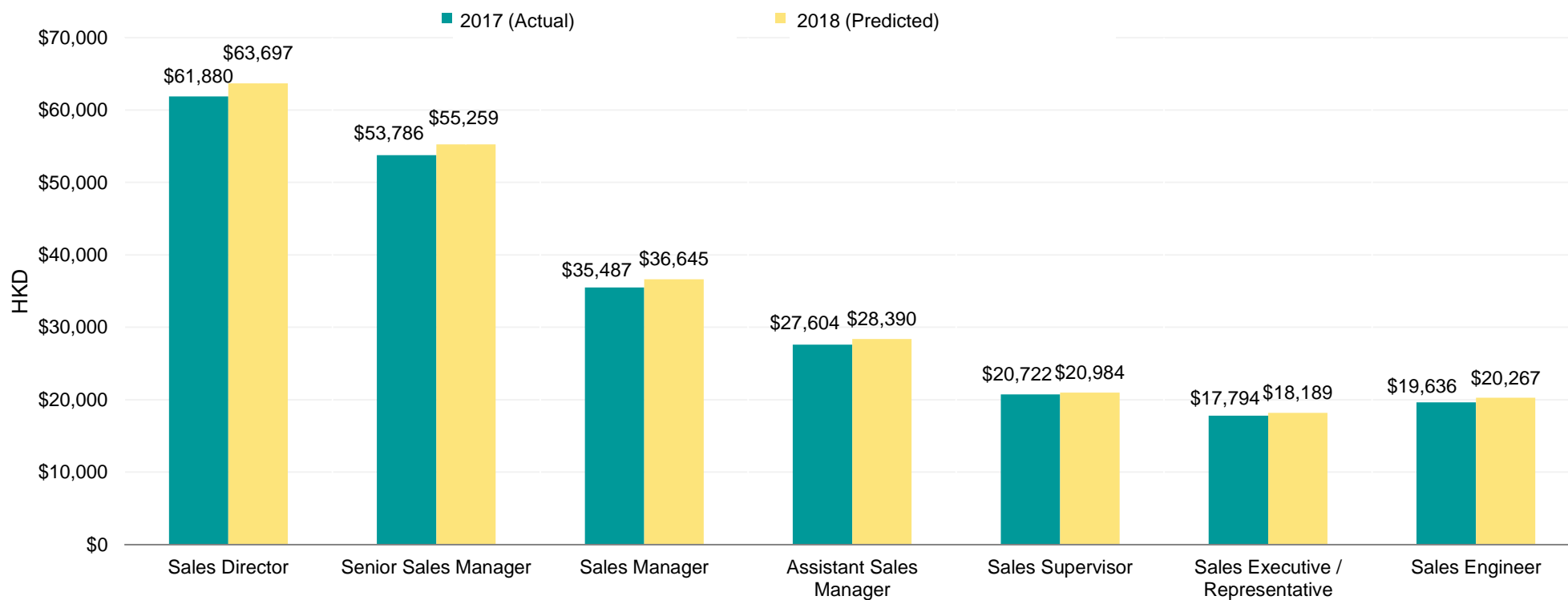


## 2. Pay Adjustment Prediction in 2018



## 2. Pay Adjustment Prediction in 2018

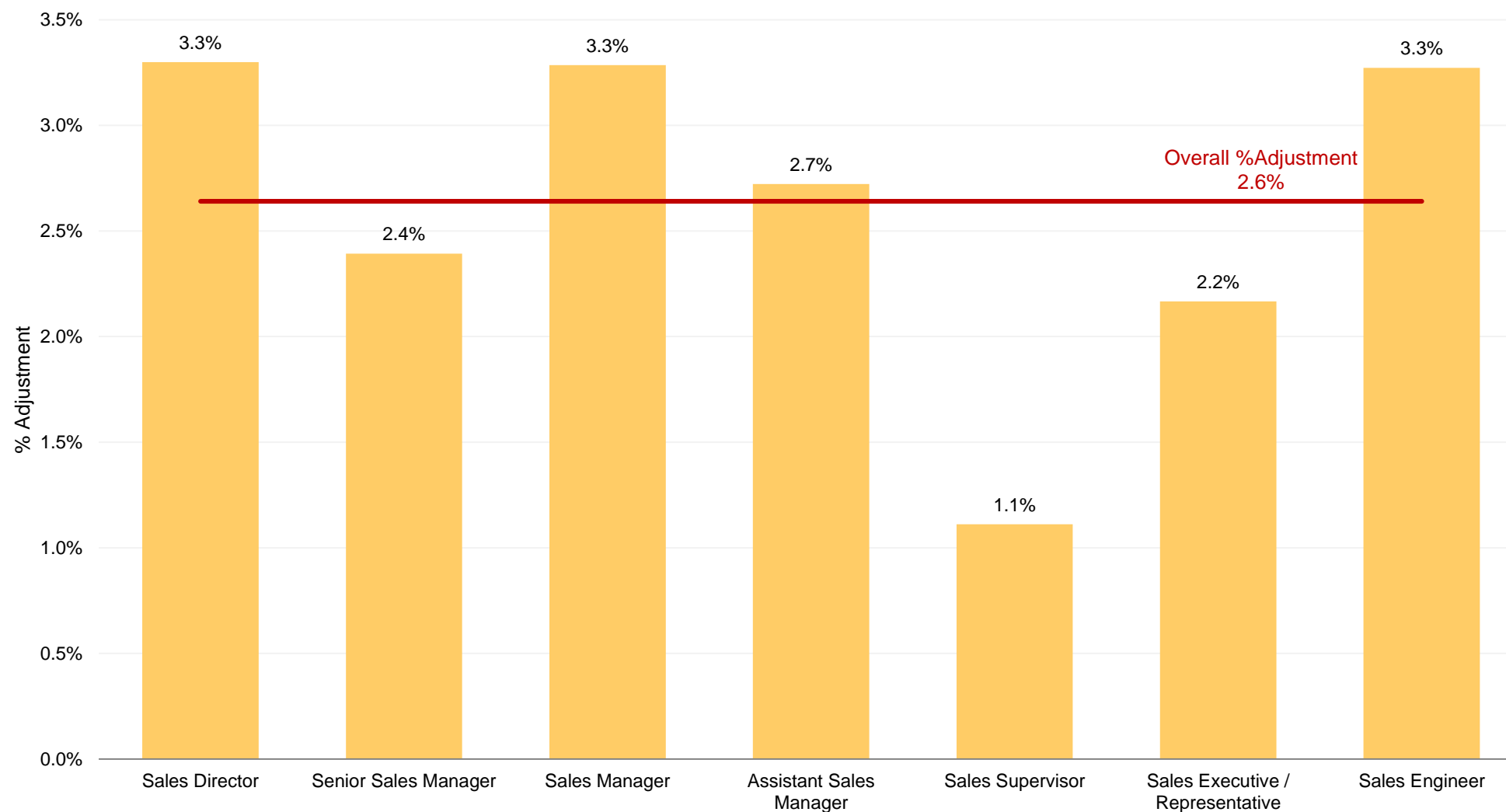
**Average Monthly Salary - 2017 (Actual) vs 2018 (Predicted)**  
**(Sales – by job position)**



2017	Average	\$61,880	\$53,786	\$35,487	\$27,604	\$20,722	\$17,794	\$19,636
	Median	\$54,500	\$55,000	\$33,000	\$28,000	\$20,000	\$16,000	\$20,000
	Q-Range	\$50,000 - \$68,800	\$39,500 - \$70,000	\$25,500 - \$40,000	\$22,000 - \$32,000	\$20,000 - \$23,000	\$15,000 - \$20,666	\$20,000 - \$20,000
2018	Average	\$63,697	\$55,259	\$36,645	\$28,390	\$20,984	\$18,189	\$20,267

## 2. Pay Adjustment Prediction in 2018

**Average Predicted Percentage of Monthly Salary Adjustment  
(Sales – by job position)**

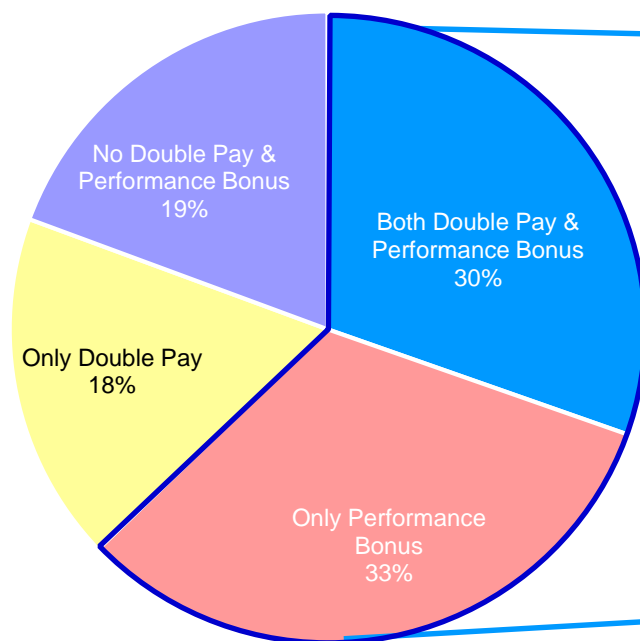


## 3. Bonuses

### 3.1 Performance bonus

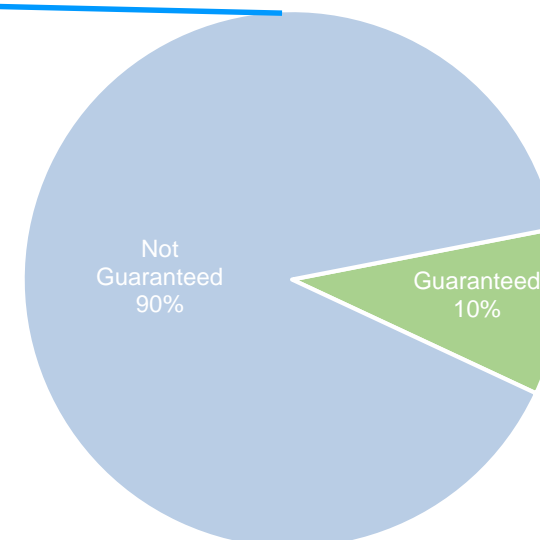
Among all companies surveyed, 63% provided performance bonus in 2017, dropped 22% compared with last year. Among these companies, 10% provided guaranteed performance bonus. The overall average size of bonus provided in 2017 was 1.36 months of basic salary, while that expected in 2018 will also be 1.46 months.

**Percentage of companies providing double pay & performance bonus in 2017**



**Percentage of companies providing guaranteed performance bonus in 2017**

Average bonus size = 1.36 months



## 3. Bonuses

### 3.1.1 Performance bonus in 2017 – by business sector

For performance bonus in 2017 in terms of business sectors, the “Architecture/ Building/ Construction” sector provided the highest average performance bonus (2.3 months of basic salary), followed by the “Financial Services” sector (1.8 months). The “Engineering - Building, Civil, Construction/ Quantity Survey” sector has had the lowest average performance bonus (0.9 months).

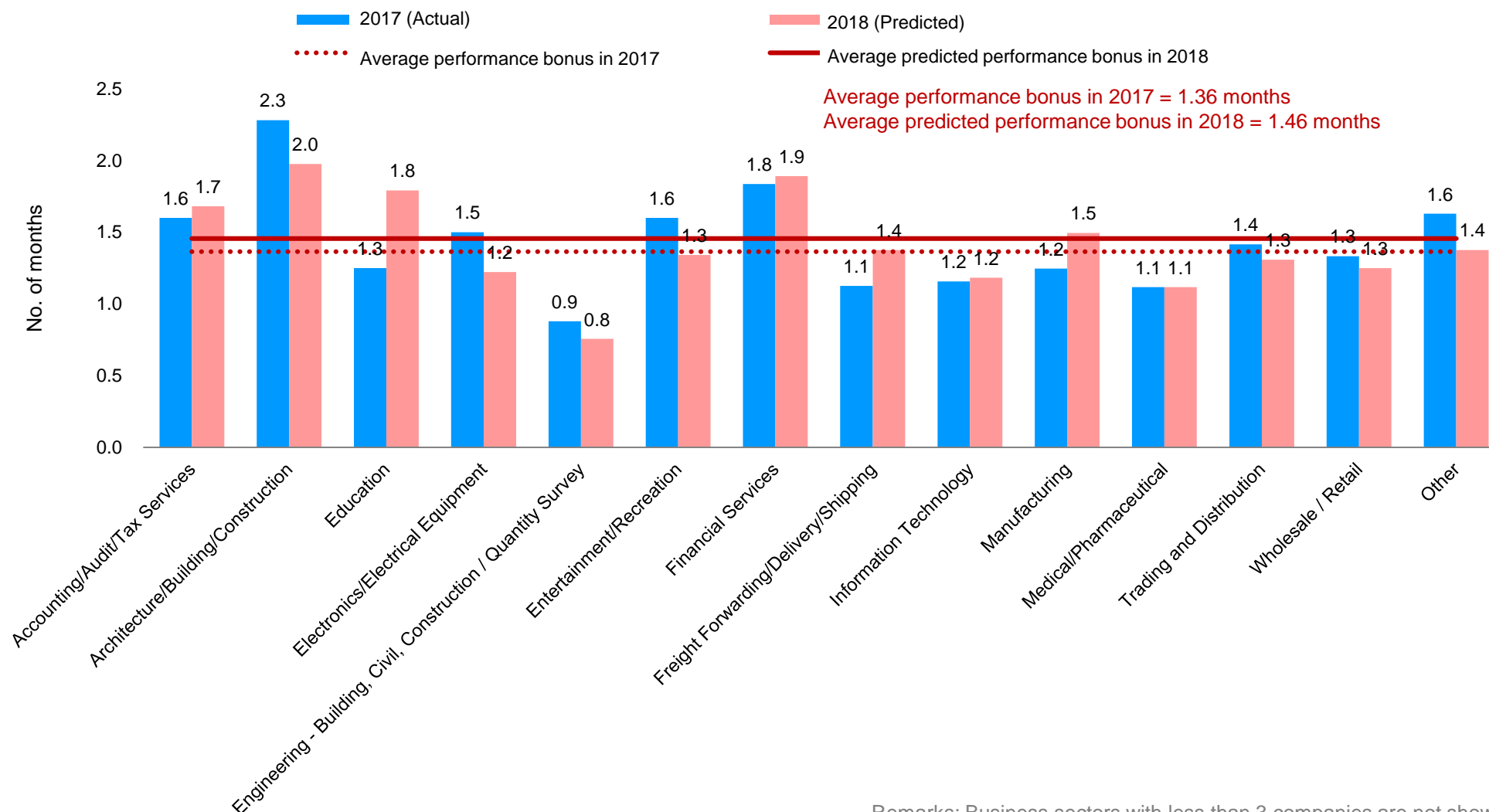
### 3.1.2 Predicted performance bonus in 2018 – by business sector

The highest average performance bonus in 2018 is still expected to be found in the “Architecture/ Building/ Construction” sector, with 2 months of basic salary. The “Engineering - Building, Civil, Construction/ Quantity Survey” sector is still expecting the lowest average performance bonus (0.8 months).



### 3. Bonuses

**Performance bonus by business sector**

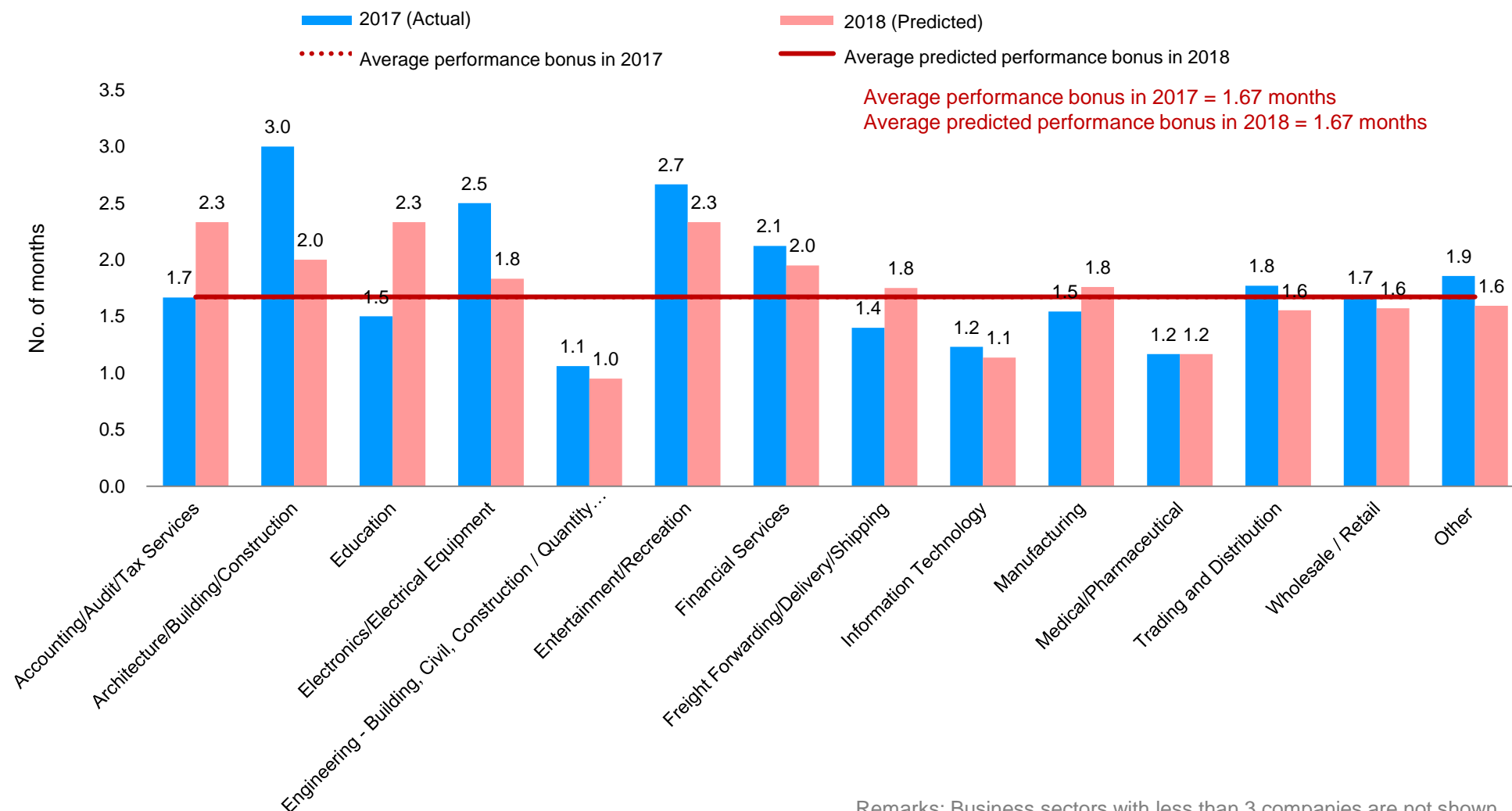


Remarks: Business sectors with less than 3 companies are not shown

### 3. Bonuses

#### Performance bonus by business sector

##### (Top / Senior Management)

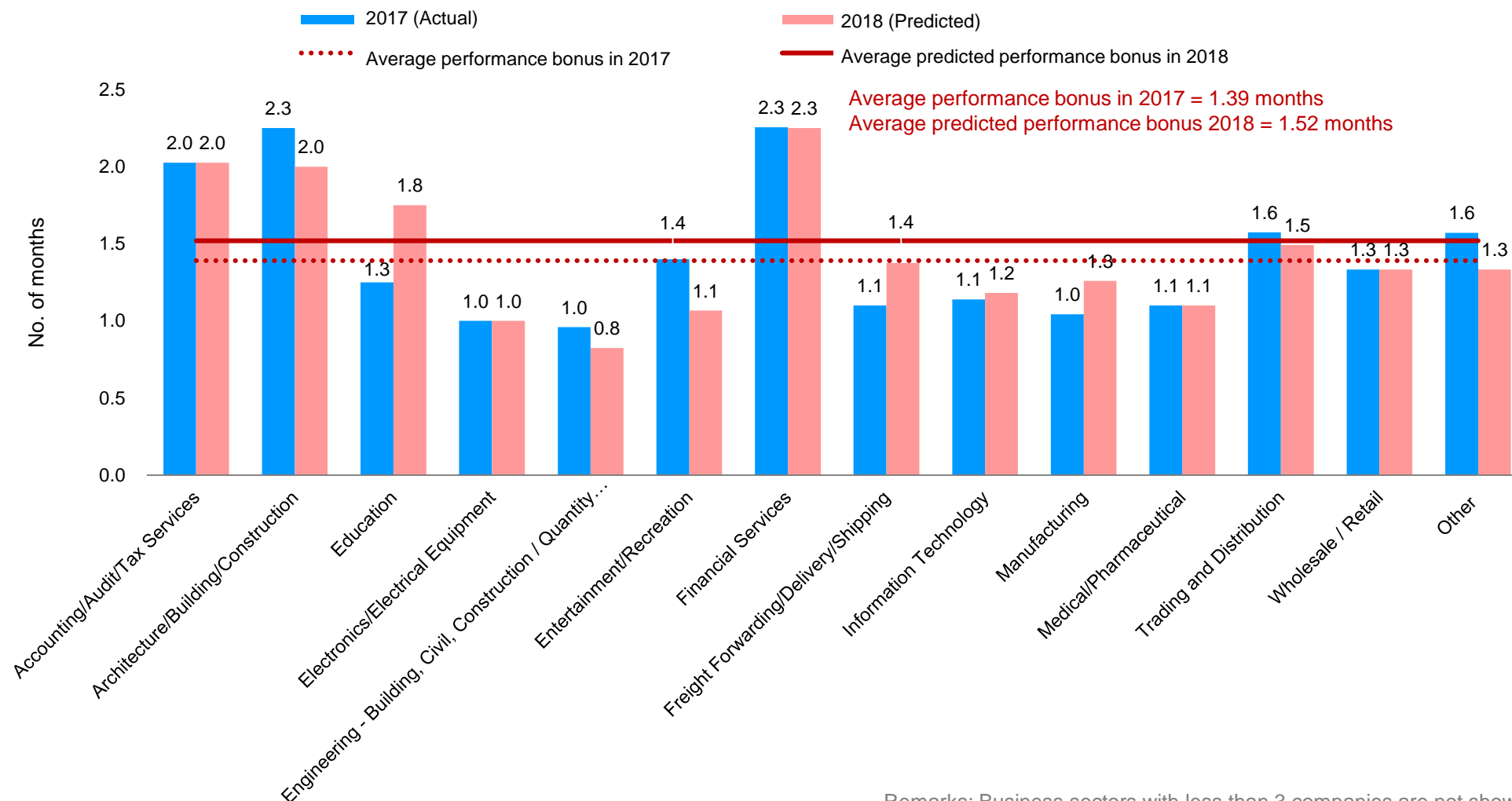


Remarks: Business sectors with less than 3 companies are not shown

### 3. Bonuses

#### Performance bonus by business sector

#### (Middle Management / Non-managerial Professionals)



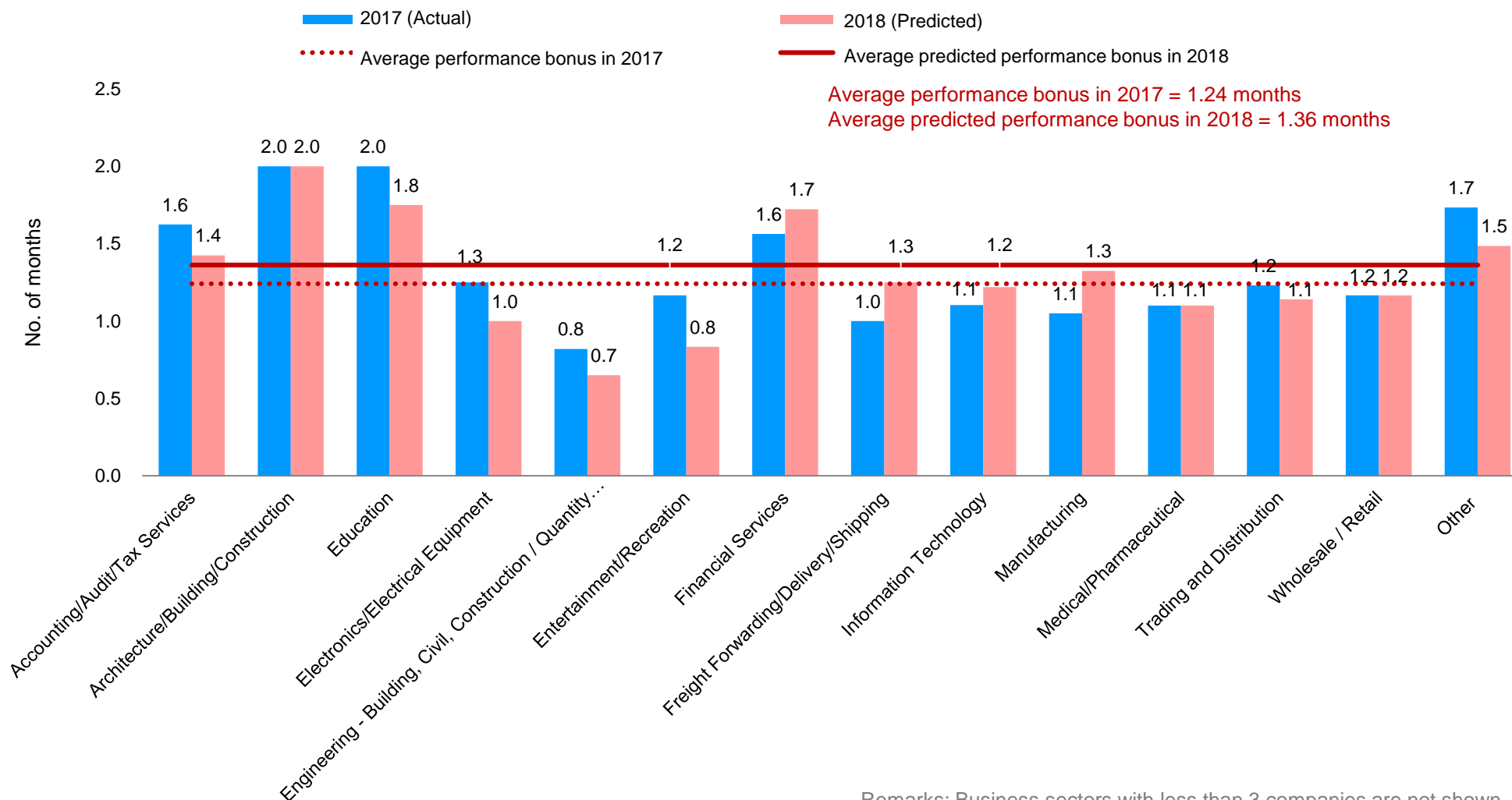
Remarks: Business sectors with less than 3 companies are not shown



### 3. Bonuses

#### Performance bonus by business sector

##### (Supervisory / Officers)

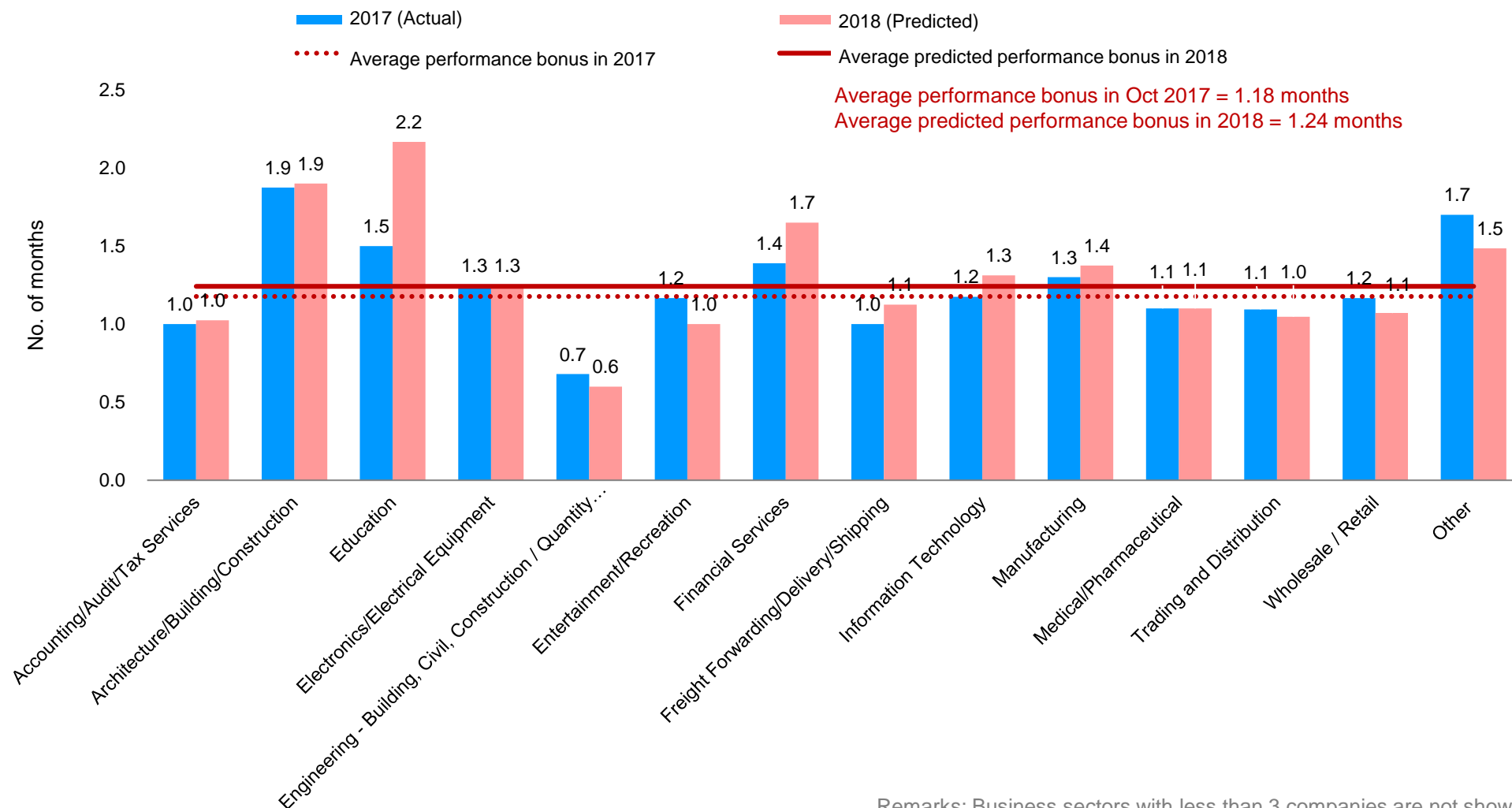


Remarks: Business sectors with less than 3 companies are not shown

### 3. Bonuses

#### Performance bonus by business sector

##### (Clerical / Frontline)



Remarks: Business sectors with less than 3 companies are not shown

## 3. Bonuses

### 3.1.3 Performance bonus in 2017 – by employee level

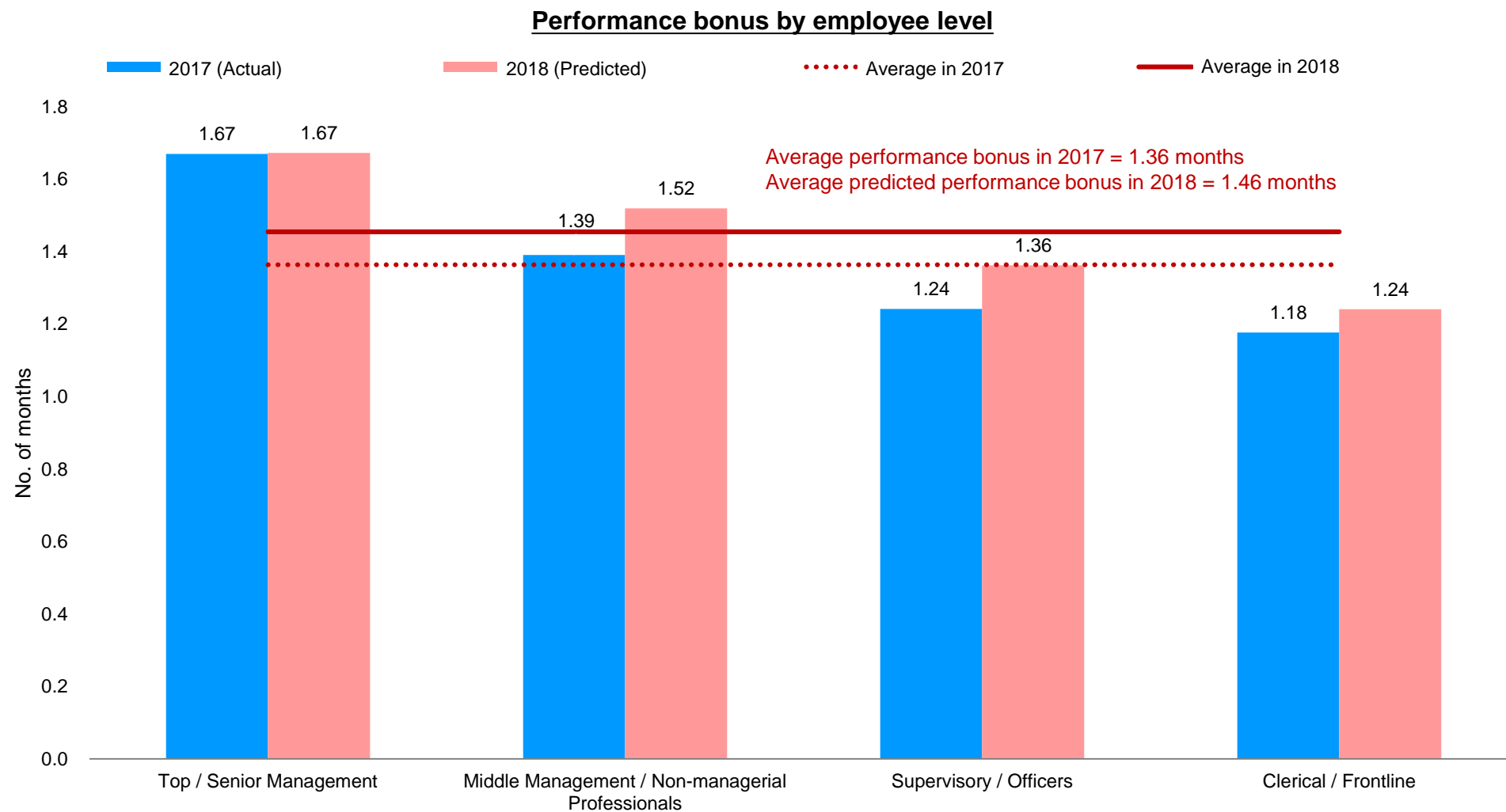
In terms of employee levels, the average amount of performance bonus in 2017 was 1.7 months of the basic monthly salary for “Top / Senior Management” , 1.4 months for “Middle Management / Non-managerial Professionals”, 1.2 months for “Supervisory / Officers”, and 1.2 months for “Clerical / Frontline Staff”.

### 3.1.4 Expected performance bonus in 2018 – by employee level

The performance bonus in 2018 is expected to have a slight increase for all levels.



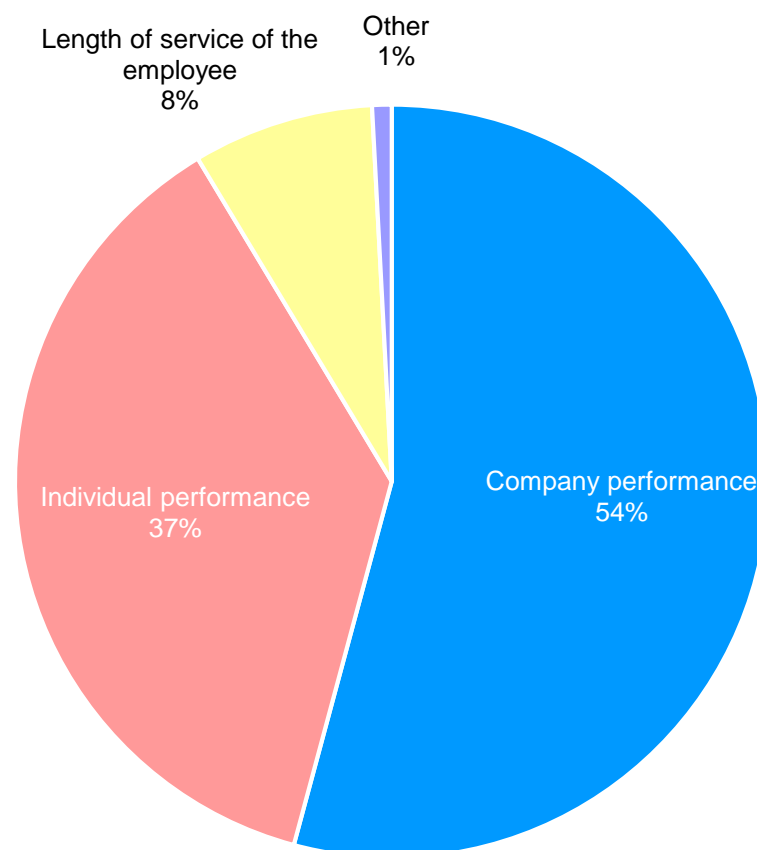
### 3. Bonuses



### 3. Bonuses

While most surveyed employers stated that they take several criteria into consideration when determining the size of performance bonus to their employees, on average, “company performance” has the highest relative importance (54%), followed by “individual performance” (37%) of the employees.

**Relative importance of criteria in determining bonus size**

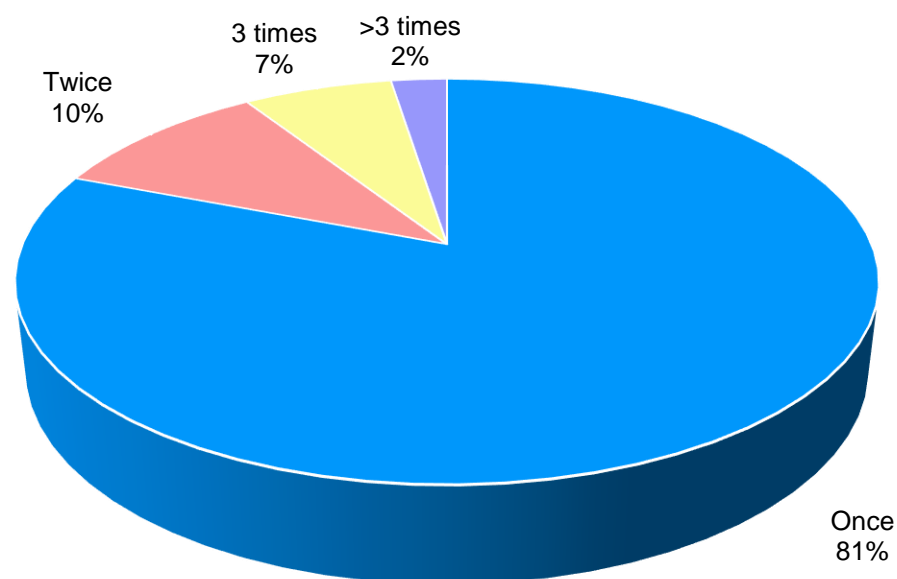


## 3. Bonuses

### 3.1.5 Number of performance bonus issued per year

Among respondents who provide performance bonuses, 81% of them issue the bonus once per year. 10% of respondents indicated that they issue performance bonuses twice per year.

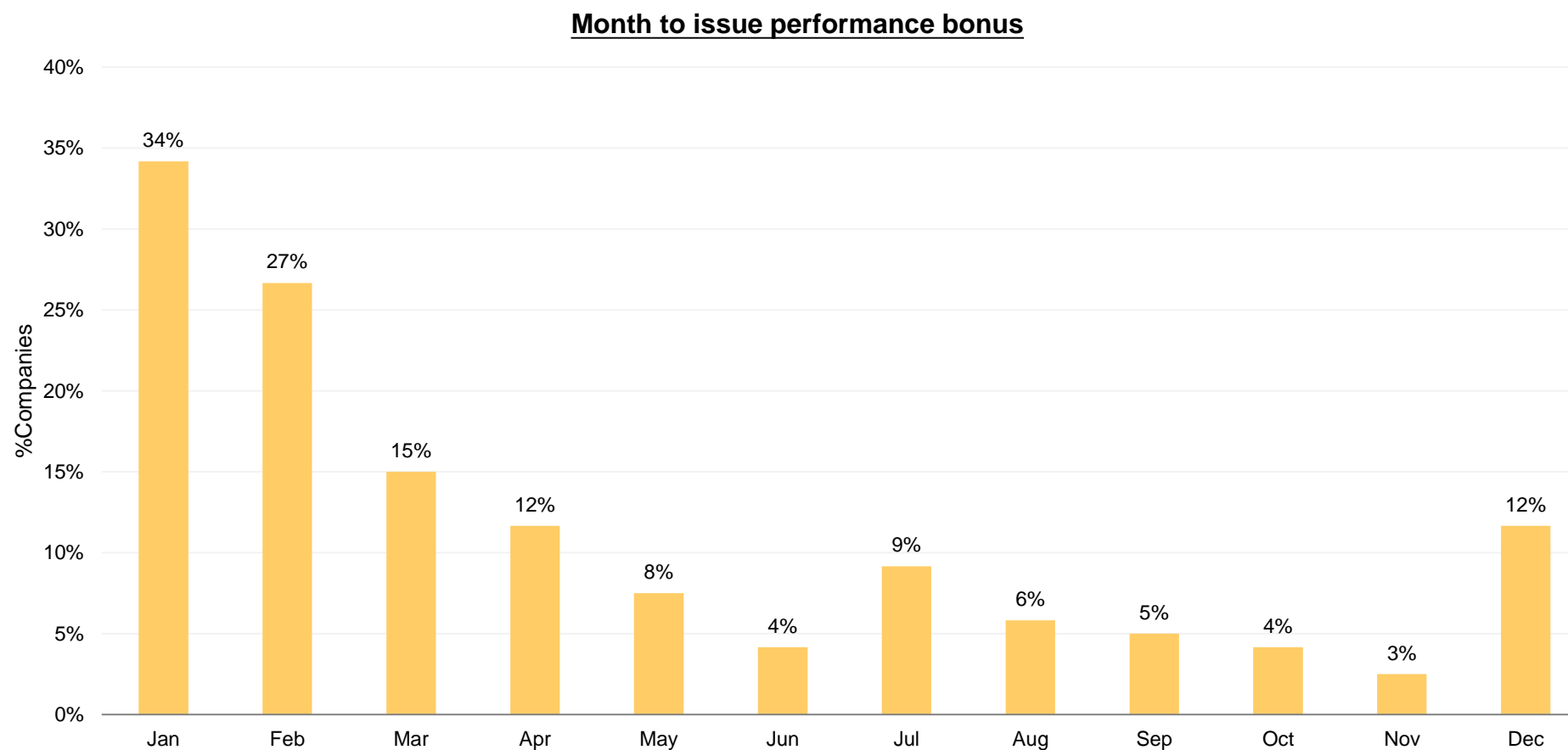
**How many times of performance bonus issued per year**



## 3. Bonuses

### 3.1.6 Month of issue for performance bonus

Among companies which provide performance bonus, most of them had issued the bonus in January (34%), February (27%) or March (15%) in 2017.



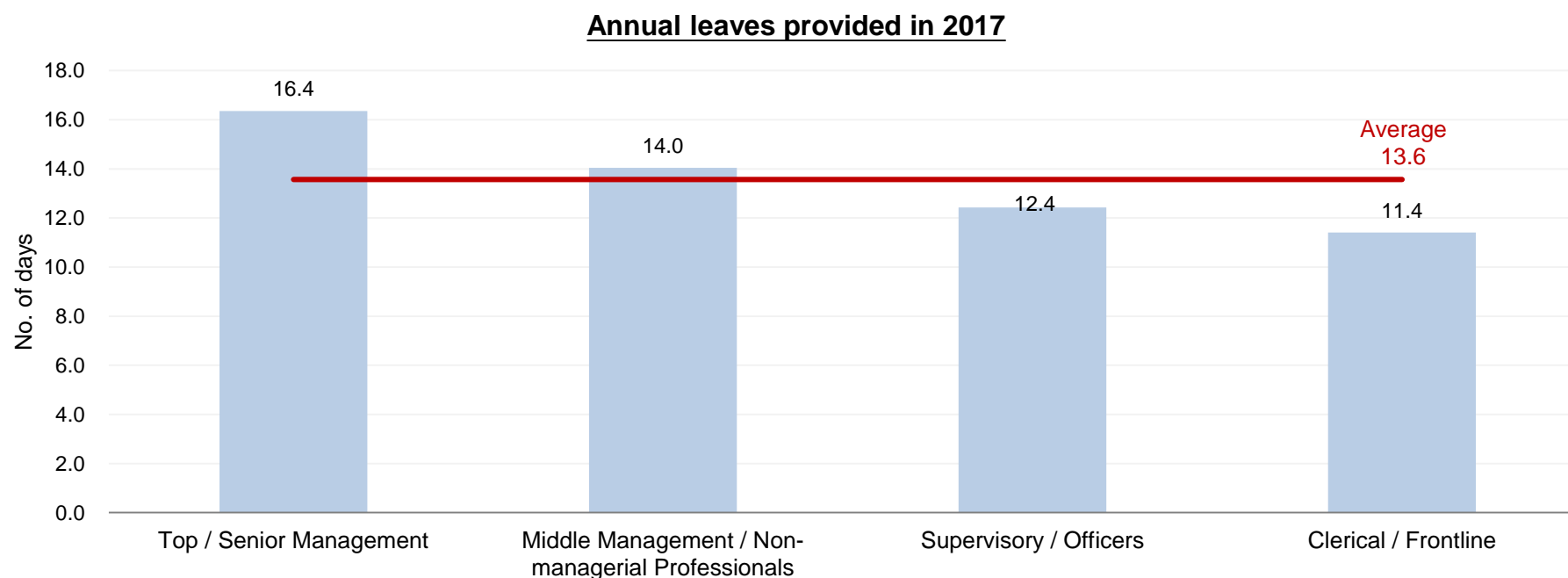
Remarks: Multiple answers are allowed and the sum may not equal 100%

## 4. Benefits

### 4.1 Leaves

#### 4.1.1 Annual leave in 2017 – by employee level

In terms of employee levels, the average number of annual leave was 16.4 days for “Top / Senior Management”, 14.0 days for “Middle Management / Non-managerial Professionals”, 12.4 days for “Supervisory / Officers” and 11.4 days for “Clerical / Frontline Staff”.





## 4. Benefits

### 4.1.2 Special leave

Most common type of leave offered in 2017:

Among other types of leave, marriage leave is the most common (57%) type of leave offered by employers in 2017, followed by compassionate leave (54%).

Most common type of leave expected to be newly offered in 2018:

24% of respondents is already offering birthday leave in 2017, and 10% is planning to introduce this benefit in 2018.

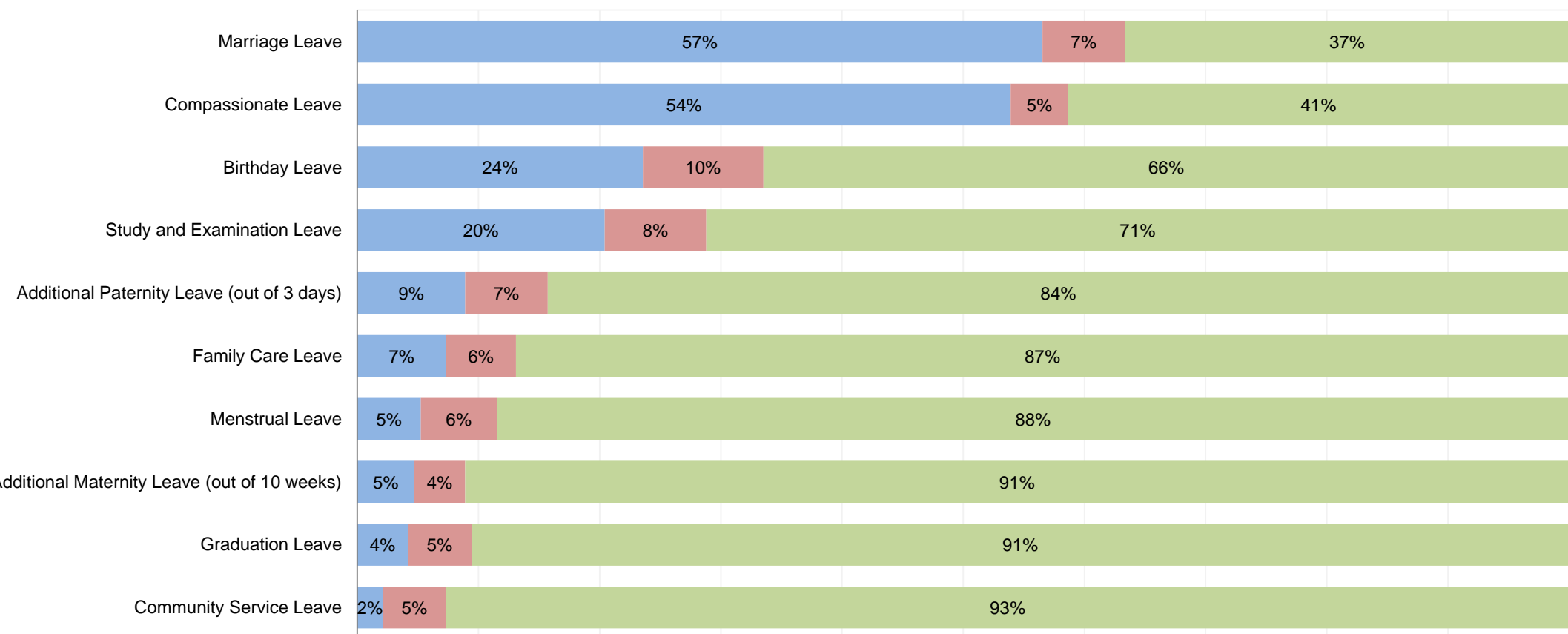
## 4. Benefits

### Special Leaves in 2017

■ Yes   ■ No, but expected to grant next year   ■ No, and NOT expected to grant next year

%Companies

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%



Remarks: Sum of percentages may not equal 100% due to rounding

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## 4. Benefits

### 4.2 Family-friendly benefits

#### Most common family-friendly benefits offered in 2017:

The most common type of family-friendly benefits offered in 2017 were “medical protection to employees' family members” and “company activities/ events extended to family members”, with 25% of surveyed companies claimed they offered such benefits respectively.

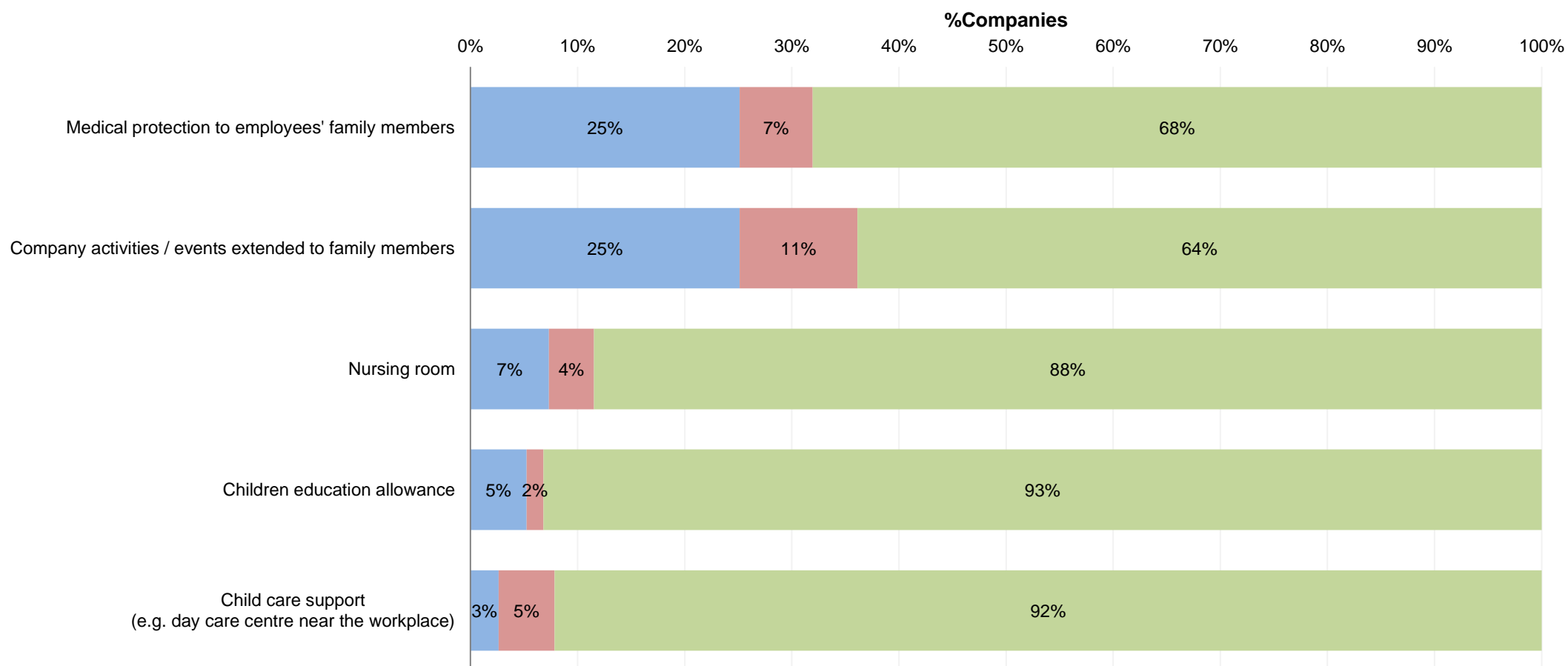
#### Most common type of family-friendly benefits expected to be newly offered in 2018:

25% of respondents is already offering “company activities/ events extended to family members” in 2017, and 11% is planning to introduce this benefit in 2018.

## 4. Benefits

### Family-friendly Benefits in 2017

■ Yes    ■ No, but expected to grant next year    ■ No, and NOT expected to grant next year



Remarks: Sum of percentages may not equal 100% due to rounding

## 4. Benefits

### 4.3 Work-life balance benefits

Most common work-life balance benefits offered in 2017:

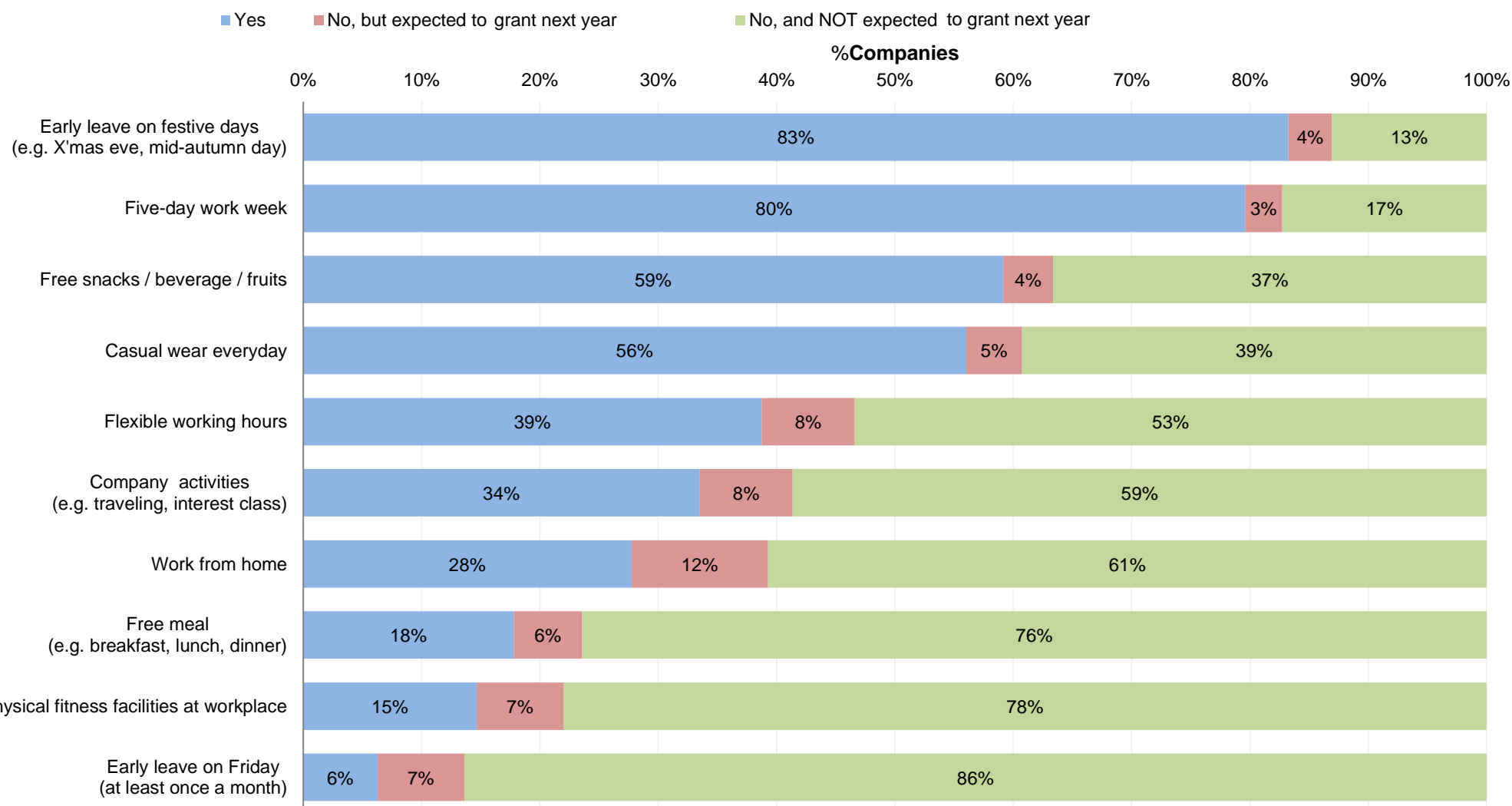
The most common type of work-life balance benefits offered in 2017 was “early leave on festive days (e.g. X'mas eve, mid-autumn day)” with 83% of surveyed companies claimed they offered such benefits.

Most common type of work-life balance benefits expected to be newly offered in 2018:

28% of respondents is already offering “work from home” in 2017, and 12% is planning to introduce this benefit in 2018.

## 4. Benefits

### Work-life Balance Benefits in 2017



Remarks: Sum of percentages may not equal 100% due to rounding

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## 4. Benefits

### 4.4 Accommodation related benefits

#### Most common accommodation related benefit

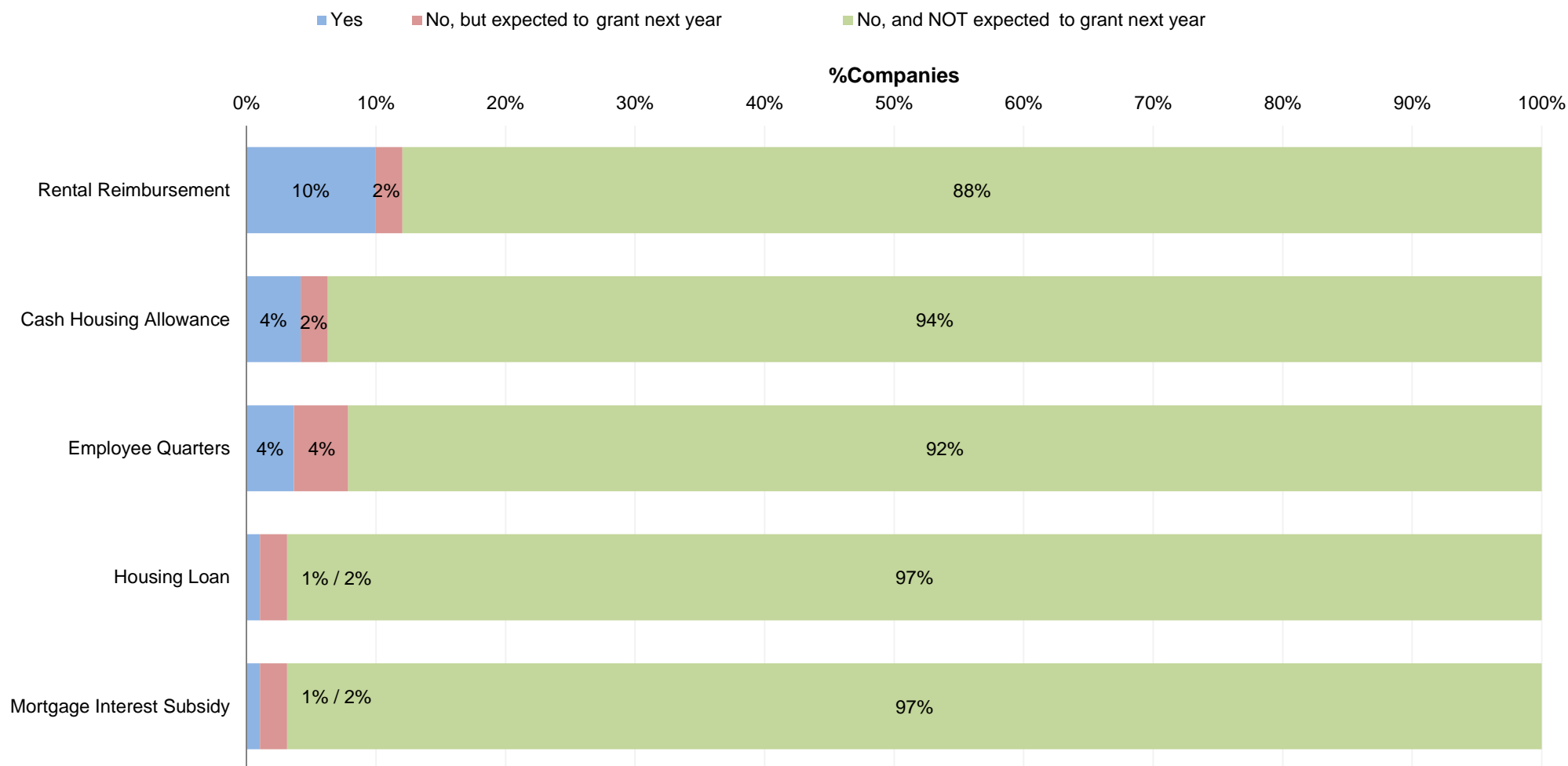
Among all other benefits, “rental reimbursement” (10%) was the most popular accommodation benefit offered by employers in 2017.

#### Other common benefits

Other common benefits were “cash housing allowance” (4%) and “employee quarters” (4%).

## 4. Benefits

### Accommodation Related Benefits in 2017



Remarks: Sum of percentages may not equal 100% due to rounding



## 4. Benefits

### 4.5 Other benefits

#### Transportation allowance

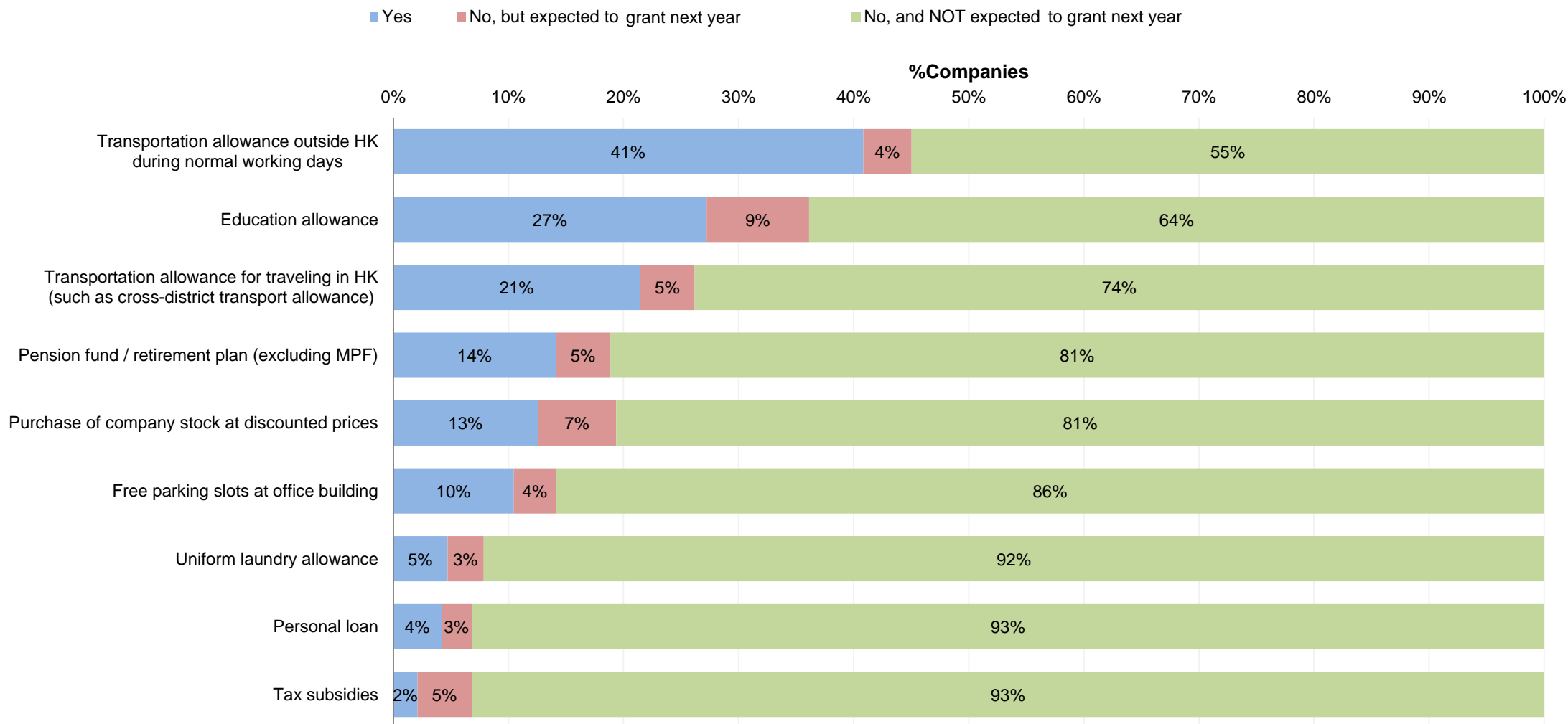
Among all other benefits, transportation allowance was the most popular benefits offered by employers in 2017. 41% of respondents provided “transportation allowance for travelling outside HK during normal working days”, while 21% of respondents provided “transportation allowance for travelling in HK”.

#### Other common benefits

Other common benefits were “Education allowance” (27%) and “pension fund / retirement plan” (14%).

## 4. Benefits

### Other Benefits in 2017



Remarks: Sum of percentages may not equal 100% due to rounding

# Conclusion

## Employment Market

**55% of companies were planning to increase headcount in Q4 2017**, which is almost the same as that in the same period last year. There was a general perception that employment market in Q4 2017 would be as active as the same period last year, with **only 2% or respondents were planning to decrease headcount**, compared to 3% in 2016.

The two most important criteria for employers to consider giving out offers are **“candidate’s relevant work experience” (74%)** and **“candidate’s qualification” (58%)**, which are the traditional concerns in the market.

For companies that had made employment offers in the past 12 months, **55% had some of their offers refused**, mainly because the target candidates had “accepted another job offer” (96%).

## Salary Adjustment and Bonuses

The predicted overall salary rise in 2018 will be 3.0%. 69.1% of the employees are predicted to receive a pay rise in 2018, which is less than last year’s 74.3%. **Among these 69.1% of employees, the average salary rise will be 3.3%**; almost half of them (48.3%) will receive more than 4% salary rise.

The surveyed companies have offered an average performance bonus equivalent to **1.36 months of basic salary** in 2017 (1.28 months in 2016). Among them, only 10% of surveyed companies provided guaranteed performance bonus to employees (6% in 2016).

# Conclusion (con't)

## Benefits

In 2017, surveyed companies offered in average **13.6 days of annual leave** to their employees. For other leave benefits, marriage leave (57%) and compassionate leave (54%) are the most common benefits.

To encourage work-life balance, most of the companies have been offering **early leave on festive days (83%)** and **five-day work week (80%)** for employees. Meanwhile, up to 12% of companies are considering to offer “work from home” policy in the coming year.

