



# Northeastern University

## Human Resources Management

### Administrative Professional New Hire Salary Guidelines

The following are factors to consider when establishing Administrative Professional new hire salary offers:

#### **CANDIDATE'S BACKGROUND**

- Review and compare candidate's experience and skills against the responsibilities, experience and educational requirements of the position.
  - Direct experience/skills - Consider work experience that includes responsibilities that directly match those required by the position e.g. fundraising or academic advising. The greatest weight should be given to direct experience.
  - Indirect experience/skills – Factor in indirect experience not directly related to the position but those with transferrable skills e.g. volunteer work or board membership - raised a significant amount of funds while volunteering for charities, board member of National Academic Advising Association etc.
- Consider information regarding candidate's experience that was obtained during the interviewing process.

#### **INTERNAL REVIEW**

- Review internal salaries, skills, experience, knowledge and time in position of employees in similar roles within the department or college. If similar positions exist across other areas of the University, you may consider consulting with the Human Resource Compensation staff for additional data points.

#### **SALARY OFFERS**

- Refer to the salary range of the grade assigned to the position, which can be found on the HRM website at <http://www.northeastern.edu/hrm/currentemployees/salranges.html>.
- If this is a position with highly competitive pressures in the marketplace, you may consider contacting the Human Resource Compensation staff for assistance in arriving at an appropriate salary.
- Determine a starting salary within the range by comparing the candidate's qualifications as they relate to the qualifications of the position and available salary budget.
  - If candidate's qualifications just meet the minimum requirements of the position, the starting salary is typically positioned slightly above the minimum of the salary range.
  - Starting salaries up to the midpoint or maximum of the range should be based on qualifications which exceed the minimum requirements of the position.

**HRM Compensation staff are ready to help you in setting an appropriate salary. Please contact Lidia Rosado, Sr Compensation Analyst, x7588, or Susan Batutis, Compensation Manager, x4320.**