**Compensation Administration Checklist**

The following checklist can be used to evaluate your company's compensation program. The more questions answered “yes,” the more comprehensive the program.

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| --- | --- |
|  | Yes No |
| Is your plan for salary administration in writing? |  |
| Do you have stated goals for your plan, such as: | |
| Compliance with applicable law? |  |
| Consistently rewarding performance? |  |
| Attracting quality employees? |  |
| Reducing turnover? |  |
| Does your plan include the following topics: | |
| Annual wage and hour surveys? |  |
| Explanations for salary schedules? |  |
| Evaluations of job classifications? |  |
| Premium, bonus, vacation pay? |  |
| Paid medical leave, long-term disability? |  |
| Temporary positions, part-time positions? |  |
| Is there a written analysis for each job in your company? |  |
| Does each analysis include a listing of the following job requirements? |  |
| Knowledge/skills/experience/personal characteristics? |  |
| Do you periodically review and update each job description? |  |
| Have you set salary ranges for each job category? |  |
| Do you provide regular, written performance evaluations for employees? |  |
| Are the evaluations used to decide promotions and pay increases? |  |
| Do you communicate your job evaluation plan to your employees through: | |
| Orientation/supervisors? |  |
| Bulletin boards/handbooks? |  |
| Have you developed a written system of merit increases? |  |
| Do you have stated goals for the system, such as: | |
| Increase productivity/quality? |  |
| Reduce errors/cost? |  |
| Do you respond to suggestions from employees about your compensation plan? |  |