

Total Compensation Strategy Checklist

This compensation checklist is the companion to developing a **Compensation Strategy**. This gives a fulsome view of things to consider when looking to confirm a well-rounded and competitive total compensation package.

1. Assess what you have in place.	Is this complete?		
Examine your current components and practices	Yes	Not Yet	Need Help
<p>Job Description is in place for each position</p> <p>A wage range or set wage rate exists for each position</p> <p>We clearly communicate wage, perks & benefits to each staff member</p> <p>Employees know where to find info on their Benefits & Perks (i.e. employee handbook)</p> <p>Incentive-based pay (bonus structures) have been looked at</p>			
2. Collect employee feedback.	Is this complete?		
Ask how workers feel about compensation	Yes	Not Yet	Need Help
<p>We understand what is of most value to current employees</p> <p>If applicable, our incentive pay is fair and equitable</p> <p>We understand what current employees might like to see changed</p>			
3. Gather market research.	Is this complete?		
Look at market data	Yes	Not Yet	Need Help
<p>Check/benchmark <u>current job postings</u> wages in the region & sector</p> <p>Use available labour market data, such as the <u>Employment Tracker</u></p> <p>Where possible, participate in wage surveys to receive wage reports</p> <p>Talk to other businesses in the sector and exchange key wage info</p>			
4. Determine your Compensation Philosophy.	Is this complete?		
Examine different wage benchmark strategies against what will work best for your business	Yes	Not Yet	Need Help
<p>Consider advantages of being a <u>Minimum Wage, Competitive Wage or Market-Leading Wage</u> employer</p> <p>Consider advantages of being a <u>Living Wage</u> employer</p> <p>Compose or revise a compensation philosophy that fits your business</p>			

5. Set your Compensation rates.	Is this complete?		
Consider a process for Wage Increases	Yes	Not Yet	Need Help

Decide whether you will offer spot wage increases based on circumstances or regular raises at fixed intervals.
 Consider whether a fulsome compensation structure is right for your business and if so, how wage increases will work
 Decide, and plan to communicate, how wage increases will work

Other Considerations for your Total Compensation Strategy	Yes	Not Yet	Need Help
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Consider internal equity factors so that tenure, experience, and level of position are considered when new hires arrive or promotions take place
 Evaluate your external equity for market competitiveness
 If incentive pay is a component, ensure it is achieving the desired results

6. Execute your Total Compensation Strategy

7. Communicate your Total Compensation.	Is this complete?		
Share what you are doing with applicants and current staff	Yes	Not Yet	Need Help

Consider introducing annual **Pay Statements** to communicate the value of total compensation
 Include your total compensation values for positions when recruiting
 Share your Compensation Philosophy internally and externally

8. Measure the impacts and costs	Is this complete?		
Evaluate the effectiveness of your Compensation Strategy and adjust as needed annually	Yes	Not Yet	Need Help

Measure turnover rates monthly and year-over-year
 Measure staff vacancies as a % of total staff over time
 Measure time-to-hire stats for open positions
 If conducting employee surveys, include questions about total compensation sentiments (only if business willing to make changes)
 Hold space for current employees to talk openly about perceptions of total compensation (only if business is willing to make changes)
 Conduct exit interviews and/or surveys to understand if total compensation is factoring into exit decisions

Have questions? Needing some additional help?
 Connect with your **Regional HR Advisor** to get help with your Total Compensation Strategy.