

# COMPENSATION CHECK-IN

## PURPOSE

Use this template to track an employee's understanding of compensation, benefits, bonuses, and pay.

### Check in:

- What questions do you have about how you are paid?
- What questions do you have about our benefits package? (*Health, wellness, 401(k), etc.*)

### Follow up:

- What compensation goals do you have for yourself in the next five or ten years?
- What questions do you have about the benefits you are currently receiving?
- How could the organization help you better utilize our benefits?
- What other benefits would you add to our benefits package?

### Good:

Managers share a compensation policy and offer HR as a resource.

### Best:

Managers and employees discuss the compensation together, answer questions, and keep an open door for regular conversations.