

SCOPE:

Salary Surveys are tools used to determine the average compensation paid to employees in one or more jobs. They provide a means for comparison of salaries with the intent of helping companies stay competitive with pay and make well informed decisions. Compensation data is collected from several employers of similar industries and geographic locations and then analyzed to develop an understanding of the amount of compensation paid.

Due to a varying economy, survey data is generally time sensitive and may become out-of-date quickly. It is recommended that business do salary surveys on an annual basis to determine competitive wages.

QUESTIONS:

1. Company Name: _____
2. What is the job title? _____
3. Where is this job performed (State/city)? _____
4. What is the current salary range for this position? _____
5. Is your company compensation strategy (indicate your preference below)?
 - a. Below Market
 - b. At Market
 - c. Above Market
6. What are the major job duties for this position? (please attach official job description if you have one)

ADDITIONAL INFORMATION:

- The first 3 surveys for your organization are free. Each additional survey is \$25 each
- Please return completed form to humanresources@helpside.com. If you have questions or concerns regarding the salary survey process or results, please contact the Helpside HR Department at 1-800-748-5102.

Document History:	Document Type: Compensation	Implementation Date: 01/01/2018	Version: 1.2	Last Revised: 09/02/2022	Page Number: 1
-------------------	--------------------------------	------------------------------------	-----------------	-----------------------------	-------------------