



## NEW HIRE COMPENSATION & BENEFITS CHECKLIST

*Will your offer be too good to refuse?* Use the tables below as a guide when assembling a job offer package for a prospective new hire. Be sure to include: 1) a personalized offer letter detailing the compensation package and terms of employment, 2) all relevant contracts and agreements, 3) a summary description of the company's benefits program and 4) any professionally-prepared promotional materials which your company uses to attract customers or clients. Do it right the first time. Send the message loud and clear, and ensure that your offer *will* be too good to turn down.

<b>COMPENSATION</b>					
<b>Components</b>	<b>Entry Level</b>	<b>Experienced</b>	<b>Management</b>	<b>Executive</b>	<b>Senior Executive</b>
Title	Verify	Verify	Verify	Verify	Verify
Base salary	Yes	Yes	Yes	Yes	Yes
Annual bonus	Possibly	Yes	Yes	Yes	Yes
Stock options	No	Possibly	Yes*	Yes*	Yes*
Profit sharing	Possibly	Possibly	Yes*	Yes*	Yes*
Sign-on bonus	No	Possibly	Possibly	Yes	Yes
Company car or allowance	No	No	Possibly	Yes	Yes

*\* If applicable*

<b>BENEFITS</b>					
<b>Type</b>	<b>Entry Level</b>	<b>Experienced</b>	<b>Management</b>	<b>Executive</b>	<b>Senior Executive</b>
Medical insurance	Yes	Yes	Yes	Yes	Yes
Dental insurance	Yes	Yes	Yes	Yes	Yes
Life insurance	No	Possibly	Yes	Yes	Yes
401K, pension or other retirement program	Yes	Yes	Yes	Yes	Yes
Paid vacation	2 weeks	2-3 weeks	2-3 weeks	3-4 weeks	3-4 weeks
Educational assistance or tuition reimbursement	Yes*	Yes*	Yes*	Yes*	N/A
Executive healthcare arrangements	No	No	No	Yes	Yes
Relocation assistance	No	No	Possibly	Yes	Yes

*\* If applicable*