

If you feel it is time to review the employee recognition programs at your organization, you can ask yourself these questions as a place to start. Once you have completed this, contact the Human Resource Department at Helpside to discuss next steps.

COMPENSATION:

1. [When was the last time employee salaries were reviewed?](#)

We recommend you evaluate salaries at least once a year due to changes in market pay rates, cost of living and employee performance. That doesn't necessarily mean you will adjust all salaries that often. You may decide to keep salaries the same based on your review.

2. [Is your compensation structure merit-based or tenure-based?](#)

Either compensation plan is a valid type of plan. It is up to you to determine which type will work best for your budget and your organization.

BENEFITS:

1. [When is the last time you reviewed your benefits offering?](#)

We recommend you review your benefit offering once every two or three years, or when you're experiencing a major change such as rapid growth or high turnover.

2. [How are you communicating available benefits to new and existing employees?](#)

According to MetLife, over half of employees claim they need more help understanding how their benefits work, and how those benefits can help meet their needs.

3. [How well does your current benefit offering reflect your company culture?](#)

Helpside can help you with this!

PROFESSIONAL DEVELOPMENT:

1. [What supplemental training programs are you currently offering to employees?](#)

According to research by CompTIA, almost half of employees say their companies' training programs would make them less likely to leave employment.

2. [How are you communicating professional development options to employees?](#)

41% of employees said they would need to leave their current employer in order to advance their careers, according to research by Towers Watson.

PAID TIME OFF/FLEXIBLE WORK ARRANGEMENTS:

1. [When is the last time you reviewed your paid time off policy?](#)

Just like other benefits options, we recommend you review your paid time off policy once every two-three years, or when you're experiencing growth or high turnover.

2. [What positions might you be able to offer a flexible working arrangement?](#)

According to research by Virgin Pulse, 44% of employees indicated that a flexible work arrangement is the number one benefit they would love to have at work.

PERSONAL RECOGNITION:

1. [How often are your leaders personally thanking employees for their work?](#)

According to a survey by Globoforce, 69% of employees say they would work harder if they felt their efforts were better recognized and 78% said being recognized motivates them in their job.

2. [Do you have a process for leaders to request that an Executive recognizes or thanks one of their employees?](#)

This can be a high motivational tool if an Executive can take the time to do this.

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