

**DEFINITION:**

Salary Surveys are tools used to determine the median or average compensation paid to employees in one or more jobs. The purpose of a salary survey is to provide a means for comparison of salaries. Compensation data is collected from several employers 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 Due to a varying economy, survey data is generally time sensitive and may become out-of-date quickly.

**QUESTIONS:**

1. Company Name: \_\_\_\_\_
2. What is the job title? \_\_\_\_\_
3. What are the major job duties for this position (or attach accurate job description)?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. What is the current salary range for this position? \_\_\_\_\_
5. How would you rate the salary range for this position?
  - a.  Low
  - b.  Medium
  - c.  High
6. When was the last time you reviewed the salary for employees in this position?  
\_\_\_\_\_  
\_\_\_\_\_
7. How often are you experiencing turnover in the position?  
\_\_\_\_\_  
\_\_\_\_\_
8. What are the most common reasons for people leaving this position?  
\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL INFORMATION:**

- Please return completed form to the email address listed below. If you have questions or concerns regarding the salary survey process or results, please contact the Helpside HR Department at 1-800-748-5102 or at [humanresources@helpside.com](mailto:humanresources@helpside.com).
- The first 10 surveys for your organization are free. Any additional surveys beyond that are \$10 each.

Document History:	Document Type: Compensation	Implementation Date: 01/01/2018	Version: 1.0	Last Revised: 01/01/2018	Page Number: 1
-------------------	--------------------------------	------------------------------------	-----------------	-----------------------------	-------------------