

# Developing a Company Report Card

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## Components

Cash compensation  
Employee benefits  
Nature of the work  
Work environment  
Professional development opportunities  
Work/life balance  
Employment stability  
The company's values

## EVALUATING CASH COMPENSATION

### Base Pay

- What is the starting salary?
- What is the near-term pay potential?
- How frequently is performance reviewed (formal/informal)?
- How often is pay reviewed (specific dates/random)?
- Is pay progression driven by individual development?
- Are salary pay levels driven by well-defined performance goals?
  - i. Variable Pay
- Does the company offer variable pay (bonuses/profit-sharing), if so, at what pay level?
- What is the targeted variable pay for this position?
- What was the actual payout for last year?
- Does the company offer a signing bonus?
- Does the company offer overtime pay?

Overall company Grade A-F

## EVALUATING EMPLOYEE BENEFITS

- Medical
  - date coverage begins
  - amount of employee contribution
- Dental
  - date coverage begins
  - amount of employee contribution
- Retirement
  - date eligibility begins
  - defined benefit plan
  - defined contribution
  - amount of company and/or employee contribution
- Time Off
  - vacation (number of days)
  - holiday (number of days)
  - sick time
- Other
  - stock options/ESOP's
  - life/AD&D

- employee assistance program
- Overall company Grade A – F

### **EVALUATING THE NATURE OF THE WORK**

- Nature of the Work
  - What will my position/role be?
  - Does this position fit my career interests?
  - Will this position allow me to apply my education?
  - Will I be challenged?
  - Will the assignments vary?
  - What will my work schedule be?
  - How much travel is required?
- Overall company Grade A – F

### **EVALUATING THE WORK ENVIRONMENT**

- Work Environment
  - What is the size of the company?
  - Is it an entrepreneurial or bureaucratic environment?
  - Who will I report to?
  - Does it seem friendly, aggressive, steady or unpredictable?
  - What is the dress code?
  - Are the work areas well organized and pleasant?
  - Will I feel comfortable with my coworkers?
  - Are there opportunities to socialize?
  - Will I be expected to join a union?
- Overall company Grade A – F

### **EVALUATING PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

- Professional Development Opportunities
  - Does the company offer structured training for this job?
  - How long is the initial training period?
  - Is the on-the-job training provided by a coaching/mentoring program?
  - Will I need to pass any proficiency tests or attain professional credentials to keep or progress in the job?
  - Is there ongoing training to prepare me for future opportunities?
- If so, is it:
  1. computer-based training
  2. classroom instruction
  3. professional certification programs/seminars?
  - What level of tuition reimbursement is provided? If so, what is the eligibility, and, are there any restrictions?
  - Is there a documented career path?
  - Is there a formal performance management program? How often will I be reviewed?
  - What opportunities are available for career growth?
- Overall company Grade A – F

### **EVALUATING WORK-LIFE BALANCE**

- Work-life Balance

- What is the standard work week?
- What is the estimated overtime required?
- Does the job require travel (frequent, minimal, none)?
- Is the location easily accessible?
- Is flexible scheduling available?
- Are dependent care services readily available?
- Are there shopping locations nearby?
- Are health club services readily available?
- Is there a concierge service?
- Overall company Grade A – F

#### **EVALUATING EMPLOYMENT STABILITY**

- Employment Stability
  - Is the company an industry leader?
  - Is the company reaching its profitability objectives?
  - What is the future outlook of the industry?
  - Is this position essential to the core business?
  - What are the company's greatest competitive challenges?
  - Has the company gone through recent changes in ownership?
  - How diversified is the business?
  - Has there been a recent history of downsizing?
- Overall company Grade A – F

#### **EVALUATING THE COMPANY'S VALUES**

- Company Values
  - Is the company committed to workforce diversity at every level?
  - Does the company have a stated, visible commitment to environmental and social issues?
  - Does the company have a code of professional conduct?
  - Does the company have a respect at work policy?
  - Does the company promote from within?
  - Is there a social leave policy?
- Overall company Grade A – F

#### **FINAL COMPANY REPORT CARD**

Insert the overall company grade and weighting for each component from the prior pages.

TOTAL CASH COMPENSATION  
 BENEFITS  
 NATURE OF WORK  
 WORK ENVIRONMENT  
 PROFESSIONAL DEVELOPMENT OPPORTUNITIES  
 WORK-LIFE BALANCE  
 EMPLOYMENT STABILITY  
 THE COMPANY'S VALUES

Overall company Grade A – F