



Employer Pay Equity Self-Assessment

	Yes	No	Unsure
1. Conduct a Recruitment Self-Audit			
Do you think your organizations compensation policies are fair and consistent?			
Does your hiring process seek diversity in the qualified applicant pool for positions? Please explain.			
<input type="text"/>			
2. Evaluate Your Compensation System for Internal Equity			
Do you have a method to determine salaries and benefits? Please explain.			
<input type="text"/>			
Do you write job descriptions , seek employee input and develop consensus for job descriptions? A job description is a summary of the major duties and responsibilities of a position.			
In unionized workplaces, do you involve union leaders? Please explain.			
<input type="text"/>			
Do you have a consistent job evaluation system ? Please explain.			
<input type="text"/>			
Are jobs scored or assigned point values ?			

	Yes	No	Unsure
<p>Are jobs predominately occupied by women valued according to the same standards as jobs predominately occupied by men? Please explain.</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>			
3. Evaluate Your Compensation System for Industry Competitiveness			
Do you have a method to determine the market rate for any given job?			
Do you ensure that market rates are applied consistently to both women and men? (i.e.—Can you be confident that one gender is not being compensated at or above market rates while the other below?)			
<p>Would your company benefit by implementing a system that updates job descriptions; assesses required qualifications, required effort, responsibilities and working conditions of various jobs; assigns values; and ensures consistent application of market rates and external competitiveness?</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>			
4. Implement a New Job Evaluation System if Needed			
Do you have up-to-date job descriptions for all occupations? Please explain.			
Do you establish criteria for assigning values to required qualifications, required effort, responsibilities and working conditions of jobs? Please explain.			
Do you challenge basic assumptions about the value of skills before assigning values? (i.e.—Do you consider how caring for sick people, small muscle dexterity in typing, and other such skills may have been undervalued in jobs that have been traditionally held by women?)			
Do you ensure agreement among employee representatives and management on criteria to evaluate jobs? Please explain.			
Do you assign values to jobs and allow employee input?			

	Yes	No	Unsure
<p>Do you assign consistent compensation to jobs with similar values, and do you use market rates and other external competitiveness factors consistently? Please explain.</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>			
<p>5. Examine Your Compensation System and Compare Job Values</p>			
<p>How does pay compare for positions with similar values within your company?</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>			
<p>On average, are women paid similarly to men within the same values? Please explain.</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>			
<p>Are there legitimate reasons for any disparities in pay between jobs with similar values? Please explain.</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>			
<p>Can corrections be made to ensure consistency in assigning values? Please explain.</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>			
<p>How long do women and men stay within job classes or levels before moving up?</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>			
<p>Do women or men move up faster?</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>			

Yes

No

Unsure

What are the reasons that some employees move up faster?

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Can you take action to ensure that all employees have equal opportunity for advancement? Please explain.

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6. Review Data for Personnel Entering Your Company

At what level or position do women and men typically enter your company?

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Within those levels and positions, are salaries consistent, or do women and men enter at different pay levels?

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How does negotiation affect entry-level salaries?

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Are men able to negotiate higher starting salaries than women? Please explain.

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How do new hires compare in salary to those already working in the company in the same levels or positions?

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Do women and men entering the company get paid higher or lower than those who already hold the same positions or grades?

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	Yes	No	Unsure
<p>Are there differences by gender? Please explain.</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>			
<p>Are changes needed to ensure that new hires are treated consistently and incorporated into existing compensation systems on a compatible basis?</p>			
7. Assess Opportunity for Employees to Earn Commissions and Bonuses			
<p>Are women and men assigned projects or clients with high commission potential on a consistent basis?</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>			
<p>Are women and men with similar levels of performance awarded bonuses on a consistent basis? Please explain.</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>			
<p>Do they receive bonuses of similar monetary values? Please explain.</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>			
8. Assess how Merit Increases / Bonuses are Awarded			
<p>Is there a consistent method of evaluating performance for all employees?</p>			
<p>Do women and men receive consistent raises based on similar performance standards? (i.e.—Are all employees with outstanding evaluations awarded the same percentage increases? Please explain.)</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>			
9. Evaluation Employee training, Development and Promotion Opportunities			
<p>How are employees selected for participation in training opportunities or special projects that lead to advancement?</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>			

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Are there differences by gender? Please explain.			
What can be done to widen the pool to reflect equal opportunity?			
Last step...review your answers above; some areas to consider include:			
How did you score on the audit?			
Were these issues you had considered before, or did you immediately think of a pay equity program already in place?			
Were there many questions you had not considered before?			