

Pay Transparency Checklist



Review these four goals and use them as milestones in your pay transparency action plan.

1

Goal: Maintain compliance

- Identify and comply with applicable state and local laws.
- Consult legal counsel as needed.
- Inform leaders how the law affects current policies and establish the right one from the top.
- Train talent acquisition staff on legal requirements.
- Communicate requirements with recruiting agency (if using one).

2

Goal: Retain talent

- Review open and existing roles for consistency.
- Evaluate inconsistencies to confirm if they are justified.
- Adjust existing employee ranges where necessary.
- Educate leaders on your company's pay philosophy.
- Train leaders to facilitate difficult conversations.

3

Goal: Recruit talent

- Ensure your range-setting procedures are equitable and data-driven.
- Consult benchmark data relevant to your industry.
- Ensure hiring leaders and other key stakeholders are aware of your range-setting procedures.
- Provide a genuinely expected pay range and benefits description when/where required.

4

Goal: Maintain brand reputation

- Practice a fair and equitable pay strategy.
- Review your pay strategy regularly.
- Act swiftly and thoughtfully in your commitment to pay equity.

For additional suggestions and advice, download the [Pay Transparency Guidebook](#).