

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](#).