

## Best compensation practices for hiring

A checklist for determining pay—from creating the position description to making an offer.

### 1. Create the position description (PD)

- Hiring manager talks to approving administrator for budget approval
- Identify the desired pay grade by:
  - Comparing the position to peers within department.
  - Identify typical pay for similar positions at K-State by reviewing Job Descriptions online ([k-state.edu/hcs/work-life/compensation/job-title-search/](http://k-state.edu/hcs/work-life/compensation/job-title-search/))
- Ensure the duties in the PD reflect the actual job expectations
- Determine objective criteria for position (education, experience, and/or certifications)
  - What are the minimum requirements?
  - What are the preferred requirements?
  - Determine the criteria that will correspond with the minimum, midpoint and maximum of the pay grade. What differentiates an employee at each of these pay levels in terms of education, experience and/or certification?
- Consult with HCS for questions
- Submit Position Description for approval by Compensation & Organizational Effectiveness (COE)
  - COE will review the position description and determine market pay for the position based on the duties identified by the hiring department.
  - COE has responsibility for the final determination of title, grade, and FLSA status.

### 2. Advertise

- Identify and include in the job announcement the anticipated hiring range following Compensation's review and pay grade assignment. The full salary range must also be referenced (i.e. 08A, 05B, etc.)
  - Note: the K-State Careers page has information to help explain how pay is determined for new employees at K-State.
- Advertise minimum and preferred qualifications.

### 3. Interview, then select and negotiate

- Hiring manager talks to search committee and HCS liaison regarding approved salary range and any additional anticipated hiring range for the position.
- Hiring manager talks to applicant about salary range and the anticipated hiring range.
- Appointing authority (i.e. dean, provost, vice president, department head, budget/fiscal officer) uses the salary estimator tool to determine pay prior to offer
- Consult with COE with any questions or for guidance on paying beyond the midpoint
- Negotiate with candidate based on qualifications and pre-established criteria