

Compensation review one-on-one template



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Manager name

Employee name

Position/title

Department

Current compensation and benefits [5 mins]

- Purpose: Lay out the employee's existing salary, bonuses, and perks
- Provide up-to-date statements of total compensation
- Clarify how benefits align with industry benchmarks

Performance and achievement [5-10 mins]

- Purpose: Tie performance to compensation discussions
- Highlight key accomplishments since the last review
- Discuss measurable contributions or improvements made

Career growth and next steps [5-10 mins]

- Purpose: Determine how compensation aligns with the employee's career path
- Explore future growth opportunities and corresponding pay scales
- Discuss timelines or triggers for potential raises or bonus adjustments

Budget constraints and company policy [5 mins]

- Purpose: Offer transparent context about the manager's or company's constraints
- Explain relevant budget cycles or approval processes
- Clarify how compensation reviews are typically scheduled or handled

Suggested Questions

- Do you feel your current compensation reflects your responsibilities and contributions?
- Are there other benefits or perks you'd find valuable?
- What does a successful compensation plan look like to you over the next year?

Notes & Action Items

- Purpose: Document any agreed-upon compensation changes, timelines, or follow-ups
- Record next steps for performance targets or future raise reviews
- Keep a summary for reference in future meetings