

CANDIDATE COMPENSATION WORKSHEET

Candidate Name: _____

Date: _____

CASH COMPONENT

Gross Cash Compensation (this year) _____

Gross Cash Compensation (last year) _____

BASE SALARY

Basic Salary Component (this year) _____

BONUS

Last Year's Bonus _____

What is the bonus based on? _____

When is the bonus paid? _____

Is the bonus guaranteed? _____

Total Projected Annual Compensation _____

REVIEWS

When is your next review? _____

How regularly are you reviewed? _____

Anticipated Annual Salary % increase _____

SHARES

Do you receive profit share? What is the value of the shares? _____

TUTION REIMBURSEMENT

Does your company provide funding for training? _____

Have you utilized this offering? _____

Do you have to pay it back when you leave? _____

If so, what is the value? _____

OTHER BENEFITS

Do you have medical aid? _____

Does the company contribute? What is the value? _____

Does the company offer Pension / Provident? _____

Does the company contribute? What is the value? _____

What is your annual leave day allocation? _____

Any other noteworthy benefits? _____

FUTURE CONSIDERATIONS

What is your salary expectation? _____

Lowest acceptable offer? _____

Any outstanding debts to the current employer? _____

Have you ever received a counter offer? _____

Would you consider a counter offer? Why? _____