



## Why Advertising Salaries and Total Compensation is Important

- Diversity, equity, and inclusion: The goals of the campus [Diversity Framework](#) are to improve campus diversity planning and improve institutional access through effective recruitment of diverse students, faculty, and staff. Via effective recruitment, we can create paths to equity within job postings by sharing realistic salary expectations and total compensation details.
  - Additionally, asking candidates for their salary history is a dated practice that contributes to pay inequity and creates barriers for diverse applicants. As of July 2020, there are 14 states that have banned the practice of using past pay to determine current pay. In those states where this practice has been banned, there have been significant pay increases of 13% for Black and 8% for Female candidates that accepted new jobs.
  - Not knowing the candidate's salary history removes the potential for employers to use their power differential in the salary negotiation process, mitigating the candidate's prior potential pay inequity and returning the emphasis to the responsibilities the candidate will fulfill as the basis for determining pay.
- Candidates want to know: When candidates review a job posting, pay and total compensation information are among the first items viewed. When candidates cannot locate this information, they may search websites such as Glassdoor.com or Indeed.com for salary details, which may not be accurate.
- The candidate experience: Advertising salaries not only provides a competitive advantage, but it's also a better use of the candidate's and your time. By being transparent upfront, the candidate knows what to expect and it reduces potential issues down the line (e.g. a highly qualified candidate declines a job offer), especially during offer negotiations.

## Salary Details in JEMS PVL

In JEMS PVL we have added an open text field titled 'Salary Details.' This field allows for greater transparency regarding pay expectations for the position. It also provides an opportunity to expand our narrative on total compensation (e.g. paid time off, workplace flexibilities, career development opportunities, WRS, etc). This information will flow from JEMS PVL to the TREMS job card.

## Best Practices

- Setting a realistic salary minimum allows applicants to self-select whether the pay range is acceptable when deciding to apply for a position. If advertising a salary above the range minimum, a hire cannot be made below the advertised salary.
  - Example: For a Financial Specialist III, the salary range is \$39,400 - \$73,200. Instead of posting the minimum of the range, determine what a more realistic or competitive minimum is based on your budget and level of experience needed.
- If the budget for the position is known and there is no room to negotiate outside of the budgeted amount, consider adding a statement to the 'Salary Details' field in JEMS PVL. If the maximum salary is advertised, a hire cannot be made above that salary.
  - Example: "The expected salary range for this position is \$XX up to \$XX for highly experienced candidates. Actual pay will depend on experience and qualifications."



- If recruiting for a higher-level position, such as a Director, and you wish to expand upon the posted salary minimum, consider adding a clarifying statement in JEMS PVL.
  - Example: “The starting salary for the position is \$XX but is negotiable based on experience and qualifications.”
- When advertising for a position with the possibility of permanent residency, the salary qualifier should be set to ‘Negotiable.’
- Include applicable total compensation for the position in the ‘Advertising Summary’ section in TREMS and the ‘Salary Details’ in JEMS PVL.
  - Example: “Employees in this position can expect to receive benefits such as generous vacation, holidays, and paid time off; competitive insurances and savings accounts; retirement benefits.”

