CAP Self-Assessment

Use these questions to write a clear, concise and cohesive Loomio post. Once you've prepared your self-assessment and ask your peer mentor to review it.

Compensation

- How are you compensated today? (Total Comp = base, PTD, COLA, 13th month, and commission)
- How did you come to be compensated that way?
- Does your compensation align with your current role and contribution? Does it fall within the pay band for this role? Are you at the low, middle or high end of your payband?
- Do you have an up-to-date Role Profile? Your Role Profile outlines the job description and qualifications required to perform your role. Share your Role Profile with your Peer Mentor and add as an attachment to your Loomio post. Don't have one? Connect with People & Culture and a senior advisor to get one drafted, and/or consider the next question carefully.
- Do you have Role Clarity? Has your role materially changed or have your responsibilities increased? It may be best to compete a RAP before initiating your CAP. If you plan to combine your RAP & CAP, find instructions here.

Contribution

- Why do you think you deserve an increase?
- Describe and quantify your contribution(s) to the company (effort & achievement):

Growth & Development

- Reflect on areas for personal growth/development and areas in which you did not have the contribution you could have had.
- Reflect on the knowledge/skills/abilities that would make you more valuable.
- Can you see any arguments against taking an increase or against taking it now?

  (In Orange/traditional compensation reviews, your job is to advocate for yourself and your boss advocates for the organization. In Self-Managed compensation reviews, you wear both hats. In this section, you have a chance to show that you are thinking about both perspectives: what is good for you and what is good for others/the organization.)

Market, Replacement & Internal Value:

In the following three sections, show the evidence you have about your market value (your expected earnings in the labour market) and replacement value (the likely cost to the business to replace you with another person/solution). You can consider sources such as external and internal comparators, salary surveys, competing offers, former positions, etc.

Market Value

Ensure you compare "apples to apples" looking at roles with similar skills, qualifications, experience, industry, and location requirements. The internet is your friend here. The CAP Glossary gives some suggested sites to check.

- What are you, your skills, and your experience worth on the job market?
- What is the value of "your resume" in the current labour market?
- If you were to leave the company, what job/salary could you get? Have you received offers for similar jobs?

Replacement Value

- Time to put your manager cap on. If you were to leave the company, how would the company replace you?
- What sort of resource would you have to hire (or shift internally) and what would be their salary? Provide data, evidence, explanations, etc.

Internal Value

- Who are your best internal comparators?
- Who does a similar job to you, has similar skills to you, or provides similar value as you do?
- Ask your peer mentor or relevant advisor to collect salary information related to those comparators (e.g., ranges, averages, but not names)

Percentage Increase

- Based on your self-assessment, what compensation are you considering? What is the % increase? Examples:
  - Current salary is 50k and you're asking for 55k:
    - ($55,000-$50,000) / $50,000 * 100 = 10%
  - Current salary is 100k (94k base + 6k PTD) and you're asking for 115k (106k base + 9k PTD):
    - ($115,000-$100,000) / $100,000 * 100 = 15%

Additional Proposal Considerations

- Does your compensation include Protect the Downside? Use the PTD Calculator to determine if your compensation should include a PTD component.
- Are you proposing a tiered or deferred compensation increase? If so, speak with your Peer Mentor about it. Proposed deferrals should be clearly outlined and no longer than 6 months from the finalization of your CAP.