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# Company Name

## SALARY SCALE COMPARISON TEMPLATE

### INTRODUCTION

This form will help you document, establish, or modify a corporate salary scale. The categories and positions listed in the form are simply examples. Modify them to meet the specific needs of your organization. To determine where an employee would fall within the four salary categories, guidelines are listed below.

**Minimum** – This is the entry level for the given profile. This person fulfills the minimum requirements for the job.

**Level A** – This employee has the experience and knowledge necessary to master most of the duties related to the job in an independent manner. Employees whose salary falls between the Minimum level and Level A are in the development phase because they are still learning their job.

**Level B** – Employees at this level are highly experienced. Their level of productivity exceeds the job requirements. Employees whose salary falls between Level A and Level B are in the maturity phase because they are mastering their job.

**Maximum** – The employee is continuously producing results that are well above the requirements of the job. Employees whose salary falls between Level B and Maximum level are in the leadership phase because they have demonstrated superior leadership skills and a strong commitment to the organization.

### SALARY SCALE 1

Profile	Clerical	Minimum	Level A	Level B	Maximum
1-C	Junior Clerical Support	{AMOUNT}	{AMOUNT}	{AMOUNT}	{AMOUNT}
2-C	Mid-Level Clerical Support	{AMOUNT}	{AMOUNT}	{AMOUNT}	{AMOUNT}
3-C	Senior Clerical Support	{AMOUNT}	{AMOUNT}	{AMOUNT}	{AMOUNT}

### SALARY SCALE 2

Profile	Clerical	Minimum	Level A	Level B	Maximum
1-C	Junior Administrative Support	{AMOUNT}	{AMOUNT}	{AMOUNT}	{AMOUNT}
2-C	Mid-Level Administrative Support	{AMOUNT}	{AMOUNT}	{AMOUNT}	{AMOUNT}
3-C	Senior Administrative Support	{AMOUNT}	{AMOUNT}	{AMOUNT}	{AMOUNT}

**SALARY SCALE 3**

<b>Profile</b>	<b>Clerical</b>	<b>Minimum</b>	<b>Level A</b>	<b>Level B</b>	<b>Maximum</b>
1-C	Junior Technical Support	{AMOUNT}	{AMOUNT}	{AMOUNT}	{AMOUNT}
2-C	Mid-Level Technical Support	{AMOUNT}	{AMOUNT}	{AMOUNT}	{AMOUNT}
3-C	Senior Technical Support	{AMOUNT}	{AMOUNT}	{AMOUNT}	{AMOUNT}

**SALARY SCALE 4**

<b>Profile</b>	<b>Clerical</b>	<b>Minimum</b>	<b>Level A</b>	<b>Level B</b>	<b>Maximum</b>
1-C	Junior Manager	{AMOUNT}	{AMOUNT}	{AMOUNT}	{AMOUNT}
2-C	Mid-Level Manager	{AMOUNT}	{AMOUNT}	{AMOUNT}	{AMOUNT}
3-C	Senior Manager	{AMOUNT}	{AMOUNT}	{AMOUNT}	{AMOUNT}