

Hiring brief & pay-range worksheet

01 / Define the role and the work.

Complete with the manager and the person who approves the offer. Write what the role actually requires; separate must-haves from skills you can teach.

01 The role at a glance

Company

Job title

Trade & experience level

Employment type

Target start date

Prepared by / review date

02 Where & when the work happens

Reporting location

Service area

Work arrangement

Normal schedule

Travel, on-call & extra-hours expectations

Record frequency, notice, overnight travel and any rotation. Make required in-person work clear.

Hiring brief & pay-range worksheet

02 / Confirm the offer before advertising.

Record approved terms. Keep base pay separate from variable pay. No hourly-to-annual conversion or earnings estimate is calculated here.

03 The approved offer

Base range - low

Base range - high

Currency

Pay unit

Expected base hours per week

Variable pay & pay notes

Explain approved bonus/commission eligibility, conditions and what is not guaranteed. Leave blank if none.

Benefits & practical advantages

Include only confirmed benefits and relevant eligibility: tools, vehicle, training, support or scheduling. Verify every claim before it appears in a job ad.

Hiring brief & pay-range worksheet

03 / Describe observable work.

Keep expectations realistic for the role and ramp-up period. Describe what the person will deliver and the support available, rather than a list of personality traits.

04 What good work looks like

Job outcome 1

Job outcome 2

Job outcome 3

Must-haves: job-related essentials & verification owner

Trainable / preferred: what can be taught, by whom?

Hiring brief & pay-range worksheet

04 / Keep pay research in context.

Optional: BLS figures are statistical estimates, not live offers or automatic pay recommendations. Match the occupation and local area; record the estimate year and use consistent units.

05 Local benchmark & range approval

Specific source & table link

Occupation & SOC code

Metro, nonmetro or state area

Data year of the estimate

Research recorded on

Lower benchmark / percentile - include currency & pay unit

Median benchmark - include currency & pay unit

Upper benchmark / percentile - include currency & pay unit

Employer range approved by & date

Start with BLS OEWS tables: <https://www.bls.gov/oes/tables.htm>

Hiring brief & pay-range worksheet

05 / Give the decision a clear owner.

Agree the process before opening the role. Completing this worksheet does not submit a hiring request or approve an offer.

06 Who moves the decision forward

Hiring decision owner

Interview stages, evidence, feedback owner & agreed timing

07 Review together before using the brief

- ☐ The location, service area, schedule, travel and on-call expectations describe the real job.
- ☐ The base range, variable pay and benefits have been approved; no unsupported earnings claim is included.
- ☐ Three outcomes describe observable work, and must-haves are separate from trainable skills.
- ☐ Any wage benchmark has an occupation, area, data year and consistent units.
- ☐ A decision owner and interview plan are clear.

SOURCE NOTES

CareerOneStop, sponsored by the U.S. Department of Labor - Know Your Hiring Needs

<https://www.careeronestop.org/BusinessCenter/RecruitAndHire/IdentifyYourHiringNeeds/know-your-hiring-needs.aspx?frd=true&lang=en>

U.S. Bureau of Labor Statistics - Occupational Employment and Wage Statistics tables

<https://www.bls.gov/oes/tables.htm>

Original Yellowstone Local worksheet, informed by public guidance. Adapt it to the role and your company processes; the sources do not endorse Yellowstone Local.