

# Slotting Toolkit

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**Gallagher**

Insurance | Risk Management | Consulting

# Introduction

Use this guide to understand the rationale and method to slotting jobs and determining pay rates.

## **Jobs & Responsibilities**

Jobs are assigned different levels based on their responsibilities.

## **Pay Grades**

Each level is called a pay grade. Higher levels usually mean higher pay.

## **Job Slotting Process**

Using a systematic process of reviewing job duties and required skills, each job is placed into the appropriate corresponding level.

## **Fair Compensation**

Using an objective method for assigning compensation to roles ensures everyone is paid fairly for the work they do.

# Market Comparison

## Market data helps guide our pay decisions.

The **market** means what other organizations pay for similar jobs. We aim to align your pay with the market so you can attract and retain good employees.

If you pay too little, people may leave.

If you pay too much, you may overspend.

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Notes: Insert notes here



# Classification Structure

**A system that organizes jobs into levels or grades.**

Each grade has a pay range – for example:  
\$30,000-\$40,000

Jobs are placed into grades based on their complexity and responsibility.

**Higher grade = more responsibility = higher pay.**

## Positions Assigned to Pay Grades

Positions are assigned to pay grades based on the level of responsibilities, qualifications, and tasks required.

Grade 5

HR Director

Grade 4

HR Manager

Grade 3

Senior HR Specialist

Grade 2

HR Coordinator

Grade 1

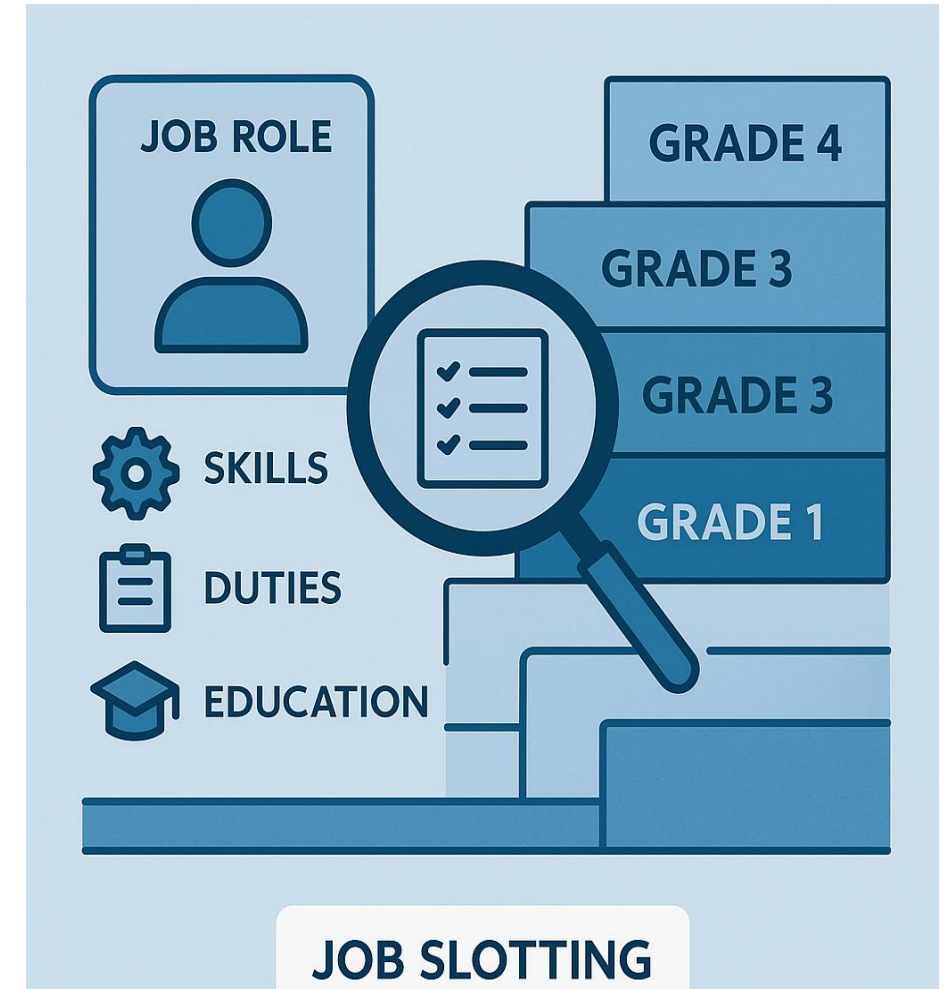
HR Assistant

# Job Slotting

## Matching a job to the appropriate grade.

We evaluate the job's duties, required skills, and education, then choose the grade that most closely matches the job's level.

This is a practical comparison, not based on formulas or scoring systems.



# Job Slotting Process

## Job Slotting Steps



Review the job description



Read the grade definitions



Compare the job to  
others already placed



Choose the grade that fits best



Double check: is it consistent  
with other jobs?

# Why is this helpful?

**Fair Pay:** Similar jobs get similar pay

**Competitive:** You stay in line with what others pay

**Clarity:** Employees know their grade and pay range

**Career Growth:** People can see how to move up

**Consistency:** Everyone is treated the same way across departments





# Things We Watch Out For



## Unique Jobs

Compare to similar roles when no direct data exists



## Market Changes

Update pay info regularly to stay current



## Budget Limits

Prioritize key roles and be transparent



## Understanding

Explain the system clearly and welcome questions



# Best Practices

- Use common jobs as benchmarks.
- Keep salary ranges up to date.
- Use a consistent method to slot jobs.
- Be open about how the system works.
- Train managers so they can explain it clearly.
- Adjust the system when needed to stay relevant.



# Key Takeaways

**Job slotting:** placing jobs in the right pay level.

**Market-aligned:** using outside pay data to guide your own.

**Classification structure:** a clear system of job levels.

**Benefits:** fairness, consistency, career paths, and better decisions.

**Keep it simple, fair, and updated regularly.**

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## COMPENSATION SYSTEM BEST PRACTICES



Use common jobs  
as benchmarks



Keep salary  
ranges up to date



Use a consistent  
method to slot jobs



Be open about  
how the system  
works



Train managers  
so they can explain  
it clearly



Adjust the system  
when needed to  
stay relevant