

New Hire Workflow Job Classification and Compensation Review Checklist

Please note this is meant to serve as a guide and is not all inclusive. There may be additional questions that may need to be asked/addressed while reviewing.

Job Placement

- Is the right Job Family, Job Code and Global Career Level selected based on the information provided in the justification?
- Is this job family currently used on the team? If not, what makes this role different?
- How do the candidates or employees' background, skills, knowledge, work experience and/or education (if required) compare to the job requirements?
 - How many years of relevant and related, professional, full-time work experience does the candidate or employee have?
 - What is the breadth of that experience as compared to job requirements?
- If a manager, how many FTE Oracle regular direct reports will they have? What will the total team/organization size be?
- If a manager, is the employee customarily and regularly directing the work of at least 2 or more full-time employees or their equivalent? Does employee have hire/fire authority?
- If a field sales role, is the primary duty to engage in sales activities more than half of the time (50% or more) away from the Oracle workplace? (Required to meet the FLSA 'Outside Sales Exemption').
- If an IC Non-Sales, do the duties require the regular exercise of discretion and independent of substantial importance to the management or operation of the business? (Note: As opposed to daily routine decisions).
- Does the employee's work primarily involve "producing" the product or "delivering" the service?

Job Classification for Overtime Eligibility (the manager must include details as appropriate)

- IC Non-Sales (Base below \$100,000) - The manager should include relevant work experience in line with the level requested. Also, will the candidate be required to exercise discretion and independent judgement? The exercise of discretion and independent judgment involves the regular comparison and evaluation of possible courses of conduct, and acting or making a decision after the various possibilities have been considered. The exercise of discretion and independent judgment must be more than the use of skill in applying well-established techniques, procedures or specific standards described in manuals or other sources. If the answer is no, please review as this job may not meet the Administrative Employee exemption.
- IC Sales – The manager needs to indicate if the employee's anticipated primary duty to engage in sales activities is more than half of the time away from the Oracle Workplace. If the answer is no, please review as this may not meet the Outside Sales exemption.
- Manager - If the employee will have a primary duty of managing two or more full-time employees [with the authority to hire and fire or make recommendations regarding decisions affecting the employment status of others] include number of direct and indirect reports. If the answer is no, please review as this may not meet the Executive exemption.

Compensation- Base

- Where does the proposed base salary fall within the salary range? What is the position in range?
- How does the annualized or FTE base salary compare for those peers performing the same job, same work location and/or management hierarchy who have similar skill sets and/or experience ?
- Does this offer create pay compression within the job either one level up or down? If so, what is the proposed resolution for such?
- What are the LOB and/or geographic averages by location and/or management hierarchy for the job and how does the proposed compensation compare? If the role is recruited locally, for example a hub, how does the proposed compensation compare by the location and/or department averages?

Compensation – ATV

- What is the standard short-term incentive (pay mix or bonus) for the job? Is the standard being proposed? If not, why is a non-standard mix being proposed?
- If a Billable Consultant, what is the expected utilization and bill rate?

Compensation-Discretionary Pay Elements

- If offered, how was the sign-on bonus amount determined?
- Is the candidate walking away from a bonus or equity vesting in the next 12 months?
- Is there a competitive offer with a sign-on bonus offered to the candidate?
- If offered, do the proposed RSUs appear reasonable?