

Before you post a job, open an internal role, or review compensation, make sure your process holds up. State requirements vary. Use this checklist to identify gaps before they create risk.

Confirm Where Your Roles Are Covered

- Identify every state where employees currently work
- Identify where applicants may be located
- Review where remote roles could be performed
- Flag postings that may reach candidates in covered states
- Confirm reporting relationships tied to covered jurisdictions

Build Pay Ranges Before Posting

- Set realistic good-faith ranges
- Use fixed rate if compliant
- Base ranges on experience, scope, geography
- Update outdated ranges
- Ensure alignment with actual offers

Cover Internal Movement

- Include promotions and transfers
- Notify employees when required
- Align internal postings with rules
- Match internal and external messaging

Remove Risky Practices

- Remove salary history questions where restricted
- Train managers on pay discussions
- Prevent off-range offers
- Create escalation process

Review Equal Pay Exposure

- Evaluate pay differences
- Confirm lawful justification
- Address unexplained gaps
- Review compliance risk

Map the Rule by State

- Confirm if pay range must be in posting
- Confirm if disclosure is required later or on request
- Identify if benefits/bonuses must be included
- Determine if rules apply to promotions/transfers
- Confirm employer size thresholds

Audit Job Posting Template

- Include required pay range
- Include benefits if required
- State commission structures clearly
- Standardize templates
- Ensure vendors use approved language

Align Data Across Systems

- Match job titles and compensation
- Ensure consistency across roles
- Document pay differences
- Maintain records

Keep Records & Audit

- Retain job descriptions and postings
- Document range approvals
- Run periodic audits
- Review after compensation changes

Final Go-Live Check

- Confirm consistency across platforms
- Spot-check postings
- Review new state requirements
- Check remote role exposure

This checklist is for informational purposes only and is not legal advice. Requirements vary by location and may change.

Not sure where you stand?

Most employers find gaps once they go through this checklist.

Let's take a look together.