

Annual Benefits Planning Checklist

One of the most important tasks your organization must tackle annually is mapping out a comprehensive benefits strategy for the year ahead. We know this can be daunting, which is why we developed the annual benefits planning checklist.

Consider the following questions to ensure you're prepared to effectively navigate this year's benefits planning process.

YES = 2 points | **NO = 0 points** | **UNSURE = 1 points**

Has your organization . . .	Yes	No	Unsure	Score
Conducted the necessary market research to understand the latest trends in benefits offerings?				
Analyzed enrollment data from the prior year, as well as feedback collected from employees to determine satisfaction with benefits offerings and overall enrollment experience?				
Conducted an employee needs assessment to discover which offerings are most important to your workforce?				
Narrowed down the benefits offerings that best align with your business objectives?				
Critically evaluated benefits costs to ensure a financially effective plan for both the organization and your employees?				
Covered the basic perks in your plan, including health insurance, life insurance, retirement and paid time off?				
Considered offering additional benefits, such as a wellbeing program, employee assistance program, family-friendly benefits and more?				
Formulated a comprehensive benefits strategy based on enrollment data, employee feedback, benefits trends and costs?				
Begun to consider your employee communications strategy to enhance employee understanding and utilization of benefits?				
Developed a periodic evaluation process to determine your benefits plan's effectiveness on a consistent basis?				
TOTAL SCORE:				

Understanding Your Score

0-6: You've overlooked many crucial aspects of crafting a strong benefits plan. But it's not too late! Consider partnering with an experienced benefits consultant to get you on track.

7-13: You skipped a few integral steps in your annual benefits planning process. Be sure to go back and

thoroughly address each of the above questions to maximize employee retention and engagement.

14-20: You're well on your way to setting your organization up for benefits success. It's clear that you've taken the key elements of a successful benefits program into consideration, including enrollment data, employee feedback, benefits trends and costs.