

## EMPLOYEE SALARY/PAY CONFERENCE

Name: \_\_\_\_\_ Date of Conference: \_\_\_\_\_

Current pay: \$\_\_\_\_\_/hour/week/month

*Please complete prior to Conference Date and bring it with you to the Conference.*

### THE TEAM CONTRIBUTION

1. What could be done by the team to increase production?
2. What can the team do to increase efficiency?
3. What can the team do to decrease overhead?
4. What can the team do to increase communication?

### YOUR PERSONAL CONTRIBUTION

1. What will you do to increase production?
2. What will you do to increase efficiency?
3. What will you do to decrease overhead?
4. How can you improve your teamwork?
5. How can you contribute to the successful image and reputation of the Practice?
6. What will you do to build the Practice over the last year?

## YOUR GOALS

1. What professional and technical abilities do you have that are not being fully utilized?
2. Are there other benefits you would prefer besides compensation?
3. How could you contribute to improved communication over the next year?
4. What steps would you like to take to grow yourself professionally over the next year?
5. What steps would you like to take to grow yourself personally over the next year?
6. What is your salary goal for the coming year?

## ACTION PLAN

1. What I am willing to do is:
2. How I will monitor this is:
3. I will review this with the Doctor on:
4. If I complete all tasks we agreed upon which result in the increased productivity, decreased overhead, or enhanced image/reputation of the Practice, the agreed salary/pay increase will be:

**Signature:** \_\_\_\_\_  
Employer Date

**Signature:** \_\_\_\_\_  
Employee Date