

BENCHMARKING WORKSHEET

Smarter Comparisons, Stronger Outcomes



1. Reflect

What challenges have we noticed with our retirement plan? (Check all that apply)

- ☐ Low participation
- ☐ Low savings rates
- ☐ High plan fees
- ☐ Outdated fund lineup
- ☐ Poor match utilization
- ☐ Lack of employee engagement
- ☐ Other:

Note any recent plan design changes or service provider concerns:

2. Unique Challenges in Senior Living

How does our workforce compare?

Turnover rate: %

% of mid-/late-career employees: %

Access to education/resources:

- ☐ Strong
- ☐ Moderate
- ☐ Limited

3. Metrics That Matter

Fill in your latest known data (if available):

Participation Rate: %

Average Deferral Rate: %

Match Utilization: %

Retirement Readiness:

4. Fiduciary Best Practices

When was your last benchmarking or "live bid" process?

- ☐ Within last 3 years
- ☐ More than 3 years ago
- ☐ Not sure

What might trigger a review soon?

- ☐ Plan growth
- ☐ Service concerns
- ☐ New leadership/provider change
- ☐ Other:

Have you documented fee reasonableness and fiduciary decisions?

- ☐ Yes
- ☐ Partially
- ☐ No

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5. Turning Insights into Action

Which of the following are current priorities?
(check all that apply)

- ☐ Fee negotiation
- ☐ Plan design updates (i.e. auto-enroll, vesting)
- ☐ Investment menu review
- ☐ Participant education improvements
- ☐ Leadership communication
- ☐ Other:

6. Total Rewards & Match Design

What is your current employer match formula?

How does it compare to your competitors?

- ☐ Better
- ☐ About the same
- ☐ Less generous
- ☐ Not sure

7. HR + Finance Collaboration

What is one way HR & Finance could better align on retirement benefits strategy?

8. HR + Finance Collaboration

Which benefits would your employees value most? (pick 2–3)

- ☐ Emergency savings
- ☐ Student loan repayment
- ☐ HSA contributions
- ☐ PTO exchange
- ☐ Financial coaching
- ☐ Retiree HRA contributions
- ☐ Other:

9. Final Reflection

1–2 areas where we could improve immediately:

One action I'll follow up on this month:
