

ENROLLMENT AND BENEFITS COMMUNICATION SCORECARD

Getting employees informed, engaged and enrolled in their benefits can seem like an insurmountable challenge. Employees can ignore important emails regarding their benefits and wait until the enrollment deadline to ask questions. This is why having a clear benefits communication plan is key. Complete this scorecard to learn where to strengthen your agenda.

Instructions: Begin by answering the questions below. Each response will be given a numerical value depending on the answer. After completing the questions, total your score using the scale at the bottom of the page.

Yes: 0 points | **No:** 2 points | **Unsure:** 2 points

QUESTIONS	YES	NO	UNSURE	SCORE
1. Do you regularly send benefits descriptions to employees at least a month before open enrollment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Does your organization conduct an in-person benefits meeting with employees prior to enrollment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do you provide employees with videos that explain their benefits in easy-to-understand terms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Do employees receive clear instructions and reminders so they go through open enrollment on time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are employees sent informative articles about their benefits options to preempt any questions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are you offering health and wellness communications to employees in addition to traditional benefits information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Do employees know about all the ways your organization invests in their benefits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Do you send employees benefits communications through methods besides email, like mail-home flyers, printed articles or payroll stuffers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are employees given a clear point person for all their benefits questions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Do you offer more than one method for answering employee benefits questions, like a designated email address, in-person office hours or a distributed questionnaire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL SCORE				

Low risk. Contact Benefit Administration Company, LLC. to confirm: 0-6

Medium risk. Contact Benefit Administration Company, LLC. today: 7-14

High risk. Contact Benefit Administration Company, LLC.

