



# 2012 SURVEY CALENDAR

*Member participants earn FREE reports!*

Survey	Participation Begins	Participation Ends	Results Distributed
2011/2012 National Sales Compensation and Practices Survey	September 13, 2011	October 21, 2011	February, 2012
2012 Non-Profit Survey	December 1, 2011	January 13, 2012	April 2, 2012
2011 Fourth Quarter Turnover Survey	December 27, 2011	January 27, 2012	February 13, 2012
2012 National Executive Compensation Survey	January 4, 2012	February 17, 2012	May 21, 2012
2012 Salary Survey	March 5, 2012	April 13, 2012	June 11, 2012
2012 Wage Survey	March 5, 2012	April 13, 2012	June 11, 2012
2012 Library Survey	March 5, 2012	April 13, 2012	June 11, 2012
2012 First Quarter Turnover Survey	April 2, 2012	April 27, 2012	May 7, 2012
2012 National IT & Engineering Compensation Survey	May 7, 2012	June 15, 2012	September 24, 2012
2012 Salary Budget Survey	June 18, 2012	July 20, 2012	August 20, 2012
2012 Second Quarter Turnover Survey	June 25, 2012	July 27, 2012	August 13, 2012
2012 Holiday Survey	July 9, 2012	August 10, 2012	August 27, 2012
2013/2014 National Policies & Benefits Survey	August 6, 2012	September 21, 2012	February, 2013
2012 Medical Contribution and Practices Survey	August 13, 2012	September 14, 2012	October 8, 2012
2012/2013 National Sales Compensation and Practices Survey	September 10, 2012	October 19, 2012	February, 2013
2012 Third Quarter Turnover Survey	October 1, 2012	October 26, 2012	November 5, 2012
2013 Economic Trends Survey	October 15, 2012	November 9, 2012	December, 2012
2013 Non-Profit Survey	December 3, 2012	January 11, 2013	April 8, 2013
2012 Fourth Quarter Turnover Survey	December 28, 2012	January 25, 2013	February 11, 2013

Please flip over for survey FAQs and contact information

## **SURVEYS: FREQUENTLY ASKED QUESTIONS (FAQ)**

### ***How do the survey participation invitations get sent?***

By email sent to the designated "survey contact" within your organization. If we do not have an email in our database, then a paper survey is mailed. If you are the survey contact and you aren't receiving our messages, check with your IT personnel to make sure that our emails do not get stopped or rejected by spam software. Check our website to see which surveys are currently open and contact us if you need your invitation resent:

<http://www.hrsource.org/surveys/participate.aspx>

### ***Do I have to participate online?***

No. While online is our preferred method because of less errors and data entry time, we do not require online participation. We want your data in whatever format is convenient for you. Other options are included in each survey invitation.

### ***How do I participate online, do I need a userID and password?***

It depends on the survey. Some surveys that we manage have a custom link in the body of the email invitation that takes you directly into the survey – keep the email in case you need to come back later to finish. Other surveys require a userID/password and still other surveys require you to create your own login. Everything you need is always specified within the email invitation. If you cannot find the email, please contact us and we can supply it to you: [surveys@hrsourc.org](mailto:surveys@hrsourc.org) or 800-448-4584.

### ***As a member, will I be able to get free survey data if I don't participate?***

No. Members are no longer able to call our Hotline for free survey data unless you participate. You will, however, be able to buy the surveys at the member discount, or buy individual jobs. Members may also come to our HQ in Downers Grove and use the surveys on-site.

### ***What happens if I need help filling out a questionnaire?***

Call us! 800-448-4584. We are more than happy to help you over the phone or in person. Please do not hesitate to ask for assistance, especially if it makes the difference between participating or not!

### ***Is my data kept confidential after it's submitted?***

Yes. We treat your organization's data with the utmost protection. For compensation surveys, we only report on jobs where five or more organizations submitted data and we only report aggregated data - never organizational specific data. Our website is secure, has a current SSL certificate and is only seen by the survey staff at The Management Association.

### ***Is it important to print a copy for my records?***

Yes. You should keep a copy for your files as this is proof that you participated in the survey should proof be needed. You might also want to refer to the printout the following year.

### ***Where do I send my completed survey?***

The Management Association of Illinois  
Attn: Survey Department  
1400 Opus Place, Suite 500  
Downers Grove, IL 60515  
630-963-2800 FAX

### ***What if I have questions, need help, or need a survey invitation resent?***

Contact us. You can e-mail us ([surveys@hrsourc.org](mailto:surveys@hrsourc.org)) or call 800-448-4584 and ask for the survey department. We will be glad to assist you.

These questions apply generally to all surveys. Some questionnaires will have a more detailed FAQ sheet designed for that specific survey.