



# 2010 SURVEY CALENDAR

Participation will help blow away the asterisks!

Survey	Participation Begins	Participation Ends	Results Distributed
2009/2010 National Sales Compensation and Practices Survey	September 28, 2009	October 30, 2009	February, 2010
2010 Non-Profit Survey	November 30, 2009	January 15, 2010	April 5, 2010
2009 Fourth Quarter Turnover Survey	December 28, 2009	January 29, 2010	February 12, 2010
2010 National Executive Compensation Survey	TBD		
2010 Salary Survey	February 8, 2010	March 26, 2010	June 11, 2010
2010 Wage Survey	February 8, 2010	March 26, 2010	June 11, 2010
2010 Library Personnel Salary Survey	February 8, 2010	March 26, 2010	June 11, 2010
2010 First Quarter Turnover Survey	March 29, 2010	April 23, 2010	May 7, 2010
2010 Annual Pay Trends Survey	June 14, 2010	July 16, 2010	August 13, 2010
2010 Second Quarter Turnover Survey	June 28, 2010	July 23, 2010	August 6, 2010
2010 Holiday Survey	July 5, 2010	August 6, 2010	August 27, 2010
2010 National IT/Engineering Compensation Survey	July 15, 2010	September 15, 2010	November 22, 2010
2011/2012 National Policies & Benefits Survey	August 2, 2010	September 17, 2010	February, 2011
2010 Medical Contribution and Practices Survey	August 23, 2010	September 17, 2010	October 8, 2010
2010 Third Quarter Turnover Survey	September 27, 2010	October 22, 2010	November 5, 2010
2010/2011 National Sales Compensation and Practices Survey	September 27, 2010	October 29, 2010	February, 2011
2010 Human Resources Vendor Survey	October 25, 2010	November 29, 2010	January, 2011
2010 Fourth Quarter Turnover Survey	December 27, 2010	January 28, 2011	February 11, 2011

Updated July, 2010

Please flip over for survey FAQs and contact information

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

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

Mostly by email sent from [kwilliams@hrsourc.org](mailto:kwilliams@hrsourc.org) to the designated "survey contact" within your organization. If we do not have your email in our database, then we will mail you a paper survey. Be sure to check with your IT personnel to make sure that our emails do not get stopped or rejected by spam software.

### ***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.

### ***If I want to participate online, where is my userID and password?***

The website plus your userID and password can be found on a separate sheet that was mailed to you or found in the body of the email sent to you. If you cannot find the information, please contact us and we can supply it to you: 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. The exception to this rule is members who wish to come to our HQ in Downers Grove and use the surveys on-site. One note for 2008: survey prices are going up! Save money and participate!

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

Call us! 800-448-4584. We are more than happy to help you either 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 a few compensation services 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: Compensation Department  
1400 Opus Place, Suite 500  
Downers Grove, IL 60515  
630-963-2800 FAX

### ***What if I have questions, need help, or need a userID/password?***

Contact us. You can e-mail us ([compensation@hrsourc.org](mailto:compensation@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.