



# SURVEY PARTICIPATION: TIPS FOR SUCCESS

As participation in Compensation and Benefits surveys becomes more intuitive and therefore simpler, there are also ways to streamline the survey process for you and your company. Become a participation veteran with these simple tips:

## 1

### SELECT THE APPROPRIATE SURVEY(S)

Based on your data needs, determine which survey(s) will provide your organization with the most value.

- **Competitors and Peers** - Evaluate participating companies to understand if the results will provide you with a proper and accurate benchmark.
- **Jobs** - If you are looking for specific positions, make sure to select a survey that has the appropriate job matches.
- **Scope** - Select a survey that has a scope relevant to your industry, jobs, pay elements, and geographic locations.
- **Number of Participants** - Ensure that there are enough participants represented in the survey to accurately reflect your industry as a whole with statistical significance.
- **Know the Dates** - Understand the specific dates and deadlines to participate, including survey open dates, deadlines for submission, and when the results will be ready. Ensure the schedule works for your internal timelines.

## 2

### COLLECTING THE DATA

Preparation prior to the actual submission can reduce the overall amount of time it takes to submit your data.

- **Know Your HRIS** - Have an understanding of how to extract the data you need from your company's HRIS.
- **Assemble a Participation Team** - To minimize last minute collection of data that's not readily available to you (i.e., executive compensation, benefits, and policies), identify those who will need to assist you in the data collection process and give them appropriate notice and instruction.
- **Allow Ample Time** - For most companies, the entire submission process is a multi-week project but varies depending on the nature and complexity of the survey, the size of the company, and more. Therefore, it's important to allocate the time needed to fully gather, complete, and submit the questionnaire.

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### SUBMITTING THE DATA

Each survey has specific requirements and unique data requests. Before submitting, make sure you followed the rules and requirements for participation. Generally, you will need to report all compensation items requested and all policies applicable to the incumbents included for a representative sample of all jobs and job families within the organization.

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### CONSIDERING CUSTOM DATA

If you are unable to find a survey with the specific data you need, contact your HR data vendor to see if you are eligible to participate in, or retrieve results from, custom surveys. If you are not able to acquire the data you need, Mercer can help you with a custom survey designed specifically to meet your needs.

