



MARKET BENCHMARKING

HOW TO REVIEW MARKET BENCHMARK MATCHES EMAIL TEMPLATE

You will want to use the email below when you send the market benchmarking matches back to the client for review and feedback.

JOB MATCH REVIEW GUIDELINES

1. We are looking for a **match or combination of matches that covers the job at 70% or more. Since there are no perfect matches, we look to cover about 2/3rds or more of the job with matches.**
 - a. We consider the job match (or combination of job matches) to be solid/strong if when reading the entire descriptor from a respective survey, the description covers 70% of the role in your company.
 - b. When reviewing the matches, **it is not necessary** to tell us which aspects of the respective descriptors match or do not match your role. **We are more concerned as to whether the match is representative of your role at or greater than 70%.**
2. In many organizations, we recognize that many jobs often “wear multiple hats”. We look for job matches that correspond to the major responsibilities of the job rather than trying to provide a job match for every function they perform. Please keep this in mind as you conduct your review of the job matches.
3. Titles can be deceiving. Therefore, the review should focus on the content of the job descriptors rather than the title of the market match, again keeping in mind the 70% rule.
4. Market matches were pulled based on the job duties as found in the job description(s).
 - a. You will typically see a match or combination of matches from CompAnalyst Salary Survey and Economic Research Institute (ERI) Salary Survey sources. **Your review should encompass all the respective job matches from all used surveys.**
 - b. **We are not asking you to choose one survey match over another or to choose which match is the best fit. Rather, we intend to use all the matches from both surveys that meet the 70% or more rule criteria.**
 - c. It is important to keep in mind the survey descriptors, formal education requirements, and to whom the role typically reports are broad in nature as they are used across multiple industries. The education requirements (e.g., high school, associate degree, bachelor’s degree, etc.) typically represent that which is found across industries for a particular role and may not be the same as what your company requires or prefers.
 - d. While the descriptions are used across industries, actual salary data will be pulled/applied from the scope measures which were approved.
5. We do not recommend that the employee that performs the role being benchmarked be the person to conduct the job match review. We have learned through experience that employees struggle when reviewing the market matches for their own roles. We find the employees get “hung-up” on the survey job titles, to whom the job reports and/or the amount of education and experience they specifically possess rather than what is organization has deemed required to fulfill the role.
6. To make your review easier, we advise printing each individual job match sheet and indicate with either a “yes or no” by each survey match.
7. The first page of the PDF file contains some additional information regarding the matches that will assist you in your review. The spreadsheet is a consolidated listing of all the benchmarked jobs, the respective job titles used in the market matching from each survey, as well as, any additional scope criteria used in the matching, e.g., years of experience, revenues, etc.