Logging in Basics

Survey Link:

evergreen.periscopeiq.com/salarytrends/

- You need a unique username and password for your organization.

- If you are new or forgot your login, contact marnold@cascadeemployers.com with your organization name and preferred contact email for your login.

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Company Information Page

- The first page after logging in is for company information

- Enter all information on your company
  - **Especially make sure to enter data for all drop-down questions**

- Click "Save" at the bottom when you are done with this page

Company Information Page

TIPS & TRICKS

- Under "Primary County," the "OR-Washington" option is for Washington county in Oregon. It is NOT an OR/WA state combination option.

- Hover your mouse over a question field and a small tooltip box will appear with an explanation for the field.

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Finding Job Matches

- Under the "Match Jobs/Enter Data" tab is where you enter your compensation data.

- Jobs are sorted into job families on the left-hand side. Clicking on a job family will bring up all the positions in that family.

- Clicking on a position in the middle screen will bring up the job description below.
  - A position is considered a reasonable match if the core duties of your job match up with **at least 70%** of the core duties listed in the job description.

Finding Job Matches

- When you find a position that is a good fit, you can either enter your compensation data now and click "Save," **OR** you can click the "Match Only" button to save as a match and enter compensation data later.

- Don't forget there are normally multiple pages of jobs listed in each job family, so the job you are looking for might be a little farther back.

Finding Job Matches

TIPS & TRICKS

- Under the "Help/Downloads" tab, download a .pdf file called "Regional Job Descriptions" on the right-hand side. This is a list of all the jobs in the survey with their job code, family and description.

- Do a ctrl+f search for key words to make job matches easier. Once you have found a match in the .pdf, you can use your knowledge of the job code and family to find the job in the survey and enter the data.

Job Code	Job Title	Job Family	Job Description
9800O	Artistic Director	Arts, Music, Theater, and Related Services	Responsible for an artistic organization's selection and planning of productions including performances and exhibitions such as artistic, historical and specialty museums, galleries and emerging venues. Responsible for the long term artistic vision and strategic planning. Directs staff and the production's administrative operations. Reports to the Executive Director.
9802O	Exhibitions Director/Manager	Arts, Music, Theater, and Related Services	Provides administrative and operations oversight for exhibitions program, including budget development and management, contract management, and supervision of exhibitions program staff. May report to CFO or Chief Curator. Directs and manages a function with reporting staff in a nonprofit organization. Establish financial and operational goals. Decisions have serious and long term impacts. Reports to the Executive Director.
9803E	Costume Shop Manager	Arts, Music, Theater, and Related Services	Manages costume operation including budgeting, scheduling, employment and artistic control. May report to Production Manager/Director.
9805N	Curator	Arts, Music, Theater, and Related Services	Reports to Chief Curator in larger organizations; may be the top position in smaller museums. In collaboration with others, plans, organizes and prepares exhibitions and helps administer curatorial programs.
9807E	Librarian	Arts, Music, Theater, and Related Services	Directs and oversees the operation and administration of libraries in support of all collections, publications, and educational/programmatic functions. Catalogs and classifies materials according to accepted library standards.
9809N	Production Assistant	Arts, Music, Theater, and Related Services	Provides coordination and communication in all aspects of a performing arts production. Performs administrative and logistic support for both office and stage activities. Provides general office administrative support and coordination. Serves as the point of contact for the crew, artists, management and director during rehearsals and performance. Arranges transport, set-up and breakdown of equipment. Maintain internal and external contacts including venue contact, artist, technical and creative service providers. Intermediate level business support. Applies learned skills and procedures to complete semi-routine tasks. Receives general guidance on assignments and interactions with customers and callers. Typically requires High School education and 2-4 years of experience.

Entering Your Data

- Back on the "Match Jobs" tab, you can find the positions you saved as a match under the "My Job Matches" field.

- Enter your compensation data for the selected job in the fields at the bottom of the page. Provide as much data as possible.

- When you have finished a position, click "Save" – you must save each position individually, it will not save as you go.

Entering Your Data

FREQUENTLY ASKED QUESTIONS

- Enter current compensation data as of the day you are participating.

- Incumbents is the number of employees in that position.

- In the salary row, your average pay rate MUST match the salary value type
  - If you enter an hourly rate, you need to select hourly in the value type. If you enter an annual rate, you need to select annual in the value type.

Entering Your Data

TIPS & TRICKS

- Hovering over an input field will bring up a tooltip box with an explanation for what that field is asking for.

- Use the "Title (Co.)" or the "Comments" fields as notes for yourself. This can help you complete the survey the following year.
    - E.g. If our "Social Media Specialist" is a good match for your "Facebook Marketing Specialist," you might write a note in the "Title" or "Comment" field that this was a match for the Facebook position.

Past Participants

- If you have participated before, please review and update any information on the Company Info page, then click "save."

- When you click on your job matches, you will see the last time you updated your data for a position under the "Last Update" column.

- Update all positions that are out of date. Make sure to click "save" for each position.

Past Participants

- Please click "save" even if a position hasn't had any data change. This let's us know that the data is considered current as of the save date.

- If a position is no longer in your organization, you can select "Delete this Match" to remove the job.
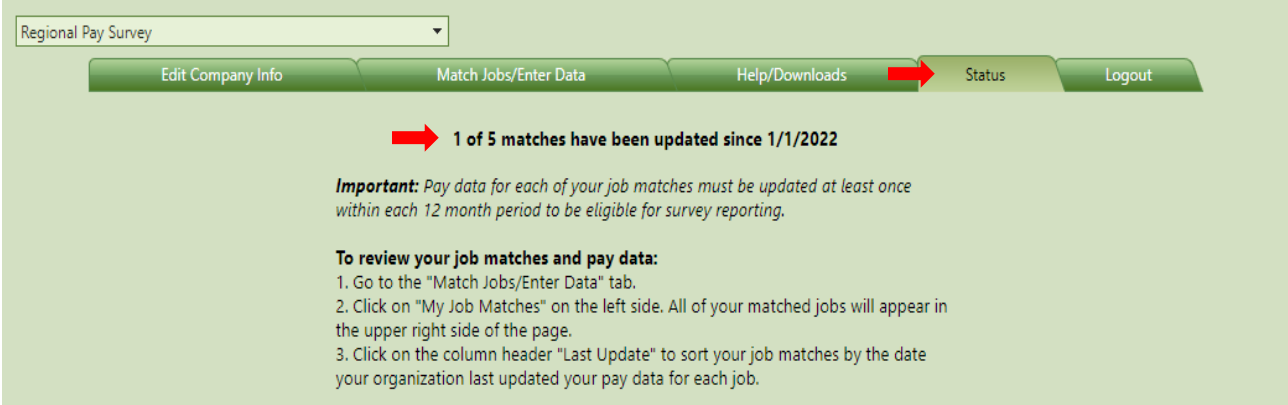
Past Participants

TIPS & TRICKS

- To verify you have updated all your positions, you can refresh the "Match Jobs" page once done and click on the "Last Update" column to sort by save date. Make sure all dates are current.

- You can also go to the "Status" tab. This will list the number of matches that you have and how many have been updated since 1/1 of the current year. Make sure all matches have been updated.

Q&A

Contact McKenna Arnold at marnold@cascadeemployers.com
or surveys@cascadeemployers.com with any questions,
comments, etc.