



Cascade Employers  
Association

# Regional Pay Survey Instructions



*Building better workplaces through compliance, culture, connection*

# Logging in Basics

## Survey Link:

[evergreen.periscopeiq.com/salarytrends/](https://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](mailto:marnold@cascadeemployers.com) with your organization name and preferred contact email for your login.



The screenshot shows a web browser window with the address bar displaying "evergreen.periscopeiq.com/salarytrends/". The page title is "Regional Pay Survey". The main content area has a light green background and contains the following elements:

- The text "Regional Pay Survey" is displayed at the top of the form area.
- Below it, the text "Regional Pay Survey" is repeated.
- There are two input fields: "Username:" with the value "C000001" and "Password:" which is empty.
- A "Login" button is located below the password field.
- At the bottom, a message reads: "If you have forgotten your Username and/or Password or have not yet received them, please contact your survey provider or email [surveys@salarytrends.com](mailto:surveys@salarytrends.com)."

# 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

Regional Pay Survey

Edit Company Info Match Jobs/Enter Data Help/Downloads Status Logout

**zz-TEST ORG NAME**

Organization Name: zz-TEST ORG NAME

Address:

City:  State:  Zip Code:

Primary County:

☐ Operations in more than one county ?

Person Completing Survey:

Telephone:

Fax:

Email: marnold@cascadeemployers.com

Person to Receive Results:

Receiver Email:

Password: Test001

Principal Product/Service:

Industry Type:

Other Industry Type:

Union Status:

Organization Type:

Number of Employees:

Work Hrs/Week:

Organization Revenue:

Required: Enter the Zip Code associated with the mailing address for the organization you are reporting on.

Organization names will not be linked to pay data in survey reports nor will individual participant data be shared with any other organization. However, if you do not want your organization name included on the list of survey participants, please click the box below.

☐ Do not list my organization as a participant in this survey

[Survey Privacy Policy](#)

Save Cancel



# 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.

Regional Pay Survey

Edit Company Info Match Jobs/Enter Data Help/Downloads Status Logout

**zz-TEST ORG NAME**

Organization Name: zz-TEST ORG NAME

Address:

City: State: Zip Code:

Primary County: OR-Washington

☐ Operations in more than one county ?

Person Completing Survey: Telephone: Fax: Email: marnold@cascadeemployers.com

Person to Receive Results: Receiver Email: Password: Test001

Principal Product/Service: Industry Type: Select Industry Other Industry Type: Union Status: Select Status Organization Type: Select Status Number of Employees: Select Employee Count Work Hrs/Week: Organization Revenue: Select Revenue

Required: Use the dropdown box to indicate if ANY members of your organization are represented by a union.

Organization names will not be linked to pay data in survey reports nor will individual participant data be shared with any other organization. However, if you do not want your organization name included on the list of survey participants, please click the box below.

☐ Do not list my organization as a participant in this survey

[Survey Privacy Policy](#)

Save Cancel



# 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.

Regional Pay Survey

Edit Company Info Match Jobs/Enter Data Help/Downloads Status Logout

My Job Matches ?

All Survey Jobs ?

- Arts, Music, Theater, and Related Services
- Assembly, Finishing, Processing
- Banking, Financial Services
- Construction, Real Estate Services
- Engineering, Scientific, Chemical, R & D, Technical, Design
- Executive, Administrative, Legal, Staff, General Office**
- Fabrication, Welding
- Finance, Accounting, Billing, Credit, Payroll
- Human Resources, Recruiting, Compensation, Safety, Training
- Info Systems, Data Processing, Systems Analysis, Software Development
- Machine Operation, Tooling
- Maintenance, Repair, Installation, Cleaning (Facilities)
- Material Handling, Shipping, Receiving, Warehousing
- Medical, Nursing, Child Care, and Related Services
- Mental Health, Counseling, and Related Services

Job Code	Job Title	Match	Data Saved	Last Update
14750	Chief Executive Officer			
14770	Chief Operating Officer			
14790	Chief Executive Multi-Function Responsibility			
14810	Chief Operations Executive Non-Manufacturing			
14830	Chief Staff Legal Counsel			
14850	Chief Government Relations Executive			

Page size: 10 67 items in 7 pages

Job Description

**14750 - Chief Executive Officer** - Determines the basic objectives of the organizational unit; formulates plans and policies and allocates resources for the achievement of these objectives. Interprets and applies policies established by the owners of the enterprise or their representatives (Bd. of Directors, Trustees, etc.). Organizes the unit and determines allocation of duties and authorities to subordinates. Exercises controls to see that objectives are achieved in accordance with basic organization policy. Fully accountable for the results of the activity of the organizational unit. This is usually a single incumbent position.

Job: Incumbents: Job Status Union Status Match Degree Title (Co):

Salary: Avg: Value Type Start: Low: High:

Bonus: # Receiving: Avg Yearly:

Misc: Hours/Week: Comments:

Save Cancel Delete This Match Match Only Refresh



# 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.

The screenshot displays the 'Regional Pay Survey' web application interface. At the top, there is a navigation bar with tabs: 'Edit Company Info', 'Match Jobs/Enter Data' (which is active), 'Help/Downloads', 'Status', and 'Logout'. Below the navigation bar, on the left, is a sidebar titled 'My Job Matches' with a sub-section 'All Survey Jobs'. It lists various job families, with 'Executive, Administrative, Legal, Staff, General Office' highlighted in orange. The main content area on the right shows a table of job matches. The table has columns: 'Job Code', 'Job Title', 'Match', 'Data Saved', and 'Last Update'. The first row, with Job Code '14750' and Job Title 'Chief Executive Officer', is highlighted in orange. Below the table, there is a 'Job Description' section for the selected job, which reads: '14750 - Chief Executive Officer - Determines the basic objectives of the organizational unit; formulates plans and policies and allocates resources for the achievement of these objectives. Interprets and applies policies established by the owners of the enterprise or their representatives (Bd. of Directors, Trustees, etc.). Organizes the unit and determines allocation of duties and authorities to subordinates. Exercises controls to see that objectives are achieved in accordance with basic organization policy. Fully accountable for the results of the activity of the organizational unit. This is usually a single incumbent position.' At the bottom of the page, there is a form with fields for 'Job:', 'Incumbents:', 'Job Status', 'Union Status', 'Match Degree', 'Title (Co):', 'Salary:', 'Avg:', 'Value Type', 'Start:', 'Low:', 'High:', 'Bonus:', '# Receiving:', 'Avg Yearly:', 'Misc:', 'Hours/Week:', and 'Comments:'. At the bottom right, there are buttons: 'Save', 'Cancel', 'Delete This Match', 'Match Only', and 'Refresh'. Red arrows point to the 'Match Only' button in the top right and the 'Match Only' button in the bottom right.


Job Code	Job Title	Match	Data Saved	Last Update
14750	Chief Executive Officer			
14770	Chief Operating Officer			
14790	Chief Executive Multi-Function Responsibility			
14810	Chief Operations Executive Non-Manufacturing			
14830	Chief Staff Legal Counsel			
14850	Chief Government Relations Executive			



# 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.



The screenshot shows the 'Regional Pay Survey' interface. At the top, there's a dropdown menu for 'Regional Pay Survey'. Below it are tabs: 'Edit Company Info', 'Match Jobs/Enter Data', 'Help/Downloads' (highlighted with a red arrow), 'Status', and 'Logout'. Under the 'Help/Downloads' tab, there are two sections: 'Help' and 'Downloads'. The 'Help' section lists links: 'Edit/Enter Company Info', 'Show only My Job Matches', 'Show All Survey Jobs', 'Match A New Job', 'Job Match Guidelines', 'Enter/Edit Job Pay Data', and 'Job Matching Options'. The 'Downloads' section lists two PDF files: 'Regional Job Descriptions' (highlighted with a red arrow) and 'Comprehensive Survey Instructions'. Below the interface is a table with job matches.

Job Code	Job Title	Job Family	Job Description
98000	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.
98020	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.



Regional Pay Survey

Edit Company Info Match Jobs/Enter Data Help/Downloads Status Logout

**My Job Matches ?**

- Executive, Administrative, Legal, Staff, General Office
- Info Systems, Data Processing, Systems Analysis, Software Development
- Medical, Nursing, Child Care, and Related Services

**All Survey Jobs ?**

- Arts, Music, Theater, and Related Services
- Assembly, Finishing, Processing
- Banking, Financial Services
- Construction, Real Estate Services
- Engineering, Scientific, Chemical, R & D, Technical, Design
- Executive, Administrative, Legal, Staff, General Office
- Fabrication, Welding
- Finance, Accounting, Billing, Credit, Payroll
- Human Resources, Recruiting, Compensation, Safety, Health
- Info Systems, Data Processing, Systems Analysis, Software Development
- Machine Operation, Tooling
- Maintenance, Repair, Installation, Cleaning (Facilities)

Job Code	Job Title	Match	Data Saved	Last Update
1475O	Chief Executive Officer			
1790O	Chief Information Officer			
9090E	Nurse Practitioner			

**Job Description**

**9090E - Nurse Practitioner** - Examines and treats patients independently and in autonomous collaboration with other health care professionals. This includes performing examinations, ensuring proper diagnostic tests, establishing diagnosis and prescribing medication. Also instructs patient or family members about continuing care. Typically requires State Registered Nurse licensure and licensure as an Advanced Registered Nurse Practitioner.

**Job:** Incumbents:  Job Status:  Union Status:  Match Degree:  Title (Co.):

**Salary:** Avg:  Value Type:  Start:  Low:  High:

**Bonus:** # Receiving:  Avg Yearly:

**Misc:** Hours/Week:  Comments:

**Save** **Cancel** **Delete This Match** **Refresh**



# 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.



Regional Pay Survey

Edit Company Info Match Jobs/Enter Data Help/Downloads Status Logout

**My Job Matches ?**

- Executive, Administrative, Legal, Staff, General Office
- Info Systems, Data Processing, Systems Analysis, Software Development
- Medical, Nursing, Child Care, and Related Services

**All Survey Jobs ?**

- Arts, Music, Theater, and Related Services
- Assembly, Finishing, Processing
- Banking, Financial Services
- Construction, Real Estate Services
- Engineering, Scientific, Chemical, R & D, Technical, Design
- Executive, Administrative, Legal, Staff, General Office
- Fabrication, Welding
- Finance, Accounting, Billing, Credit, Payroll
- Human Resources, Recruiting, Compensation, Safety, Health
- Info Systems, Data Processing, Systems Analysis, Software Development
- Machine Operation, Tooling
- Maintenance, Repair, Installation, Cleaning (Facilities)

Job Code	Job Title	Match	Data Saved	Last Update
14750	Chief Executive Officer			
17900	Chief Information Officer			
9090E	Nurse Practitioner			

**Job Description**

**9090E - Nurse Practitioner** - Examines and treats patients independently and in autonomous collaboration with other health care professionals. This includes performing examinations, ensuring proper diagnostic tests, establishing diagnosis and prescribing medication. Also instructs patient or family members about continuing care. Typically requires State Registered Nurse licensure and licensure as an Advanced Registered Nurse Practitioner.

**Job:** Incumbents:  Job Status:  Union Status:  Match Degree:  Title (Co.):

**Salary:** Avg:  Value Type:  Start:  Low:  High:

**Bonus:** # Receiving:  Avg Yearly:

**Misc:** Hours/Week:  Comments:

Save Cancel Delete This Match Refresh

# 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.

The screenshot shows the 'Regional Pay Survey' web application. At the top, there's a dropdown menu for 'Regional Pay Survey' and navigation buttons: 'Edit Company Info', 'Match Jobs/Enter Data' (which is active), 'Help/Downloads', 'Status', and 'Logout'. On the left, there's a sidebar with two main sections: 'My Job Matches' (with a question mark icon) and 'All Survey Jobs' (also with a question mark icon). Under 'My Job Matches', there's a list of job categories: Executive, Administrative, Legal, Staff, General Office; Info Systems, Data Processing, Systems Analysis, Software Development; Medical, Nursing, Child Care, and Related Services; Arts, Music, Theater, and Related Services; Assembly, Finishing, Processing; Banking, Financial Services; Construction, Real Estate Services; Engineering, Scientific, Chemical, R & D, Technical, Design; Executive, Administrative, Legal, Staff, General Office; Fabrication, Welding; Finance, Accounting, Billing, Credit, Payroll; Human Resources, Recruiting, Compensation, Safety; Info Systems, Data Processing, Systems Analysis, Software Development; Machine Operation, Tooling; and Maintenance, Repair, Installation, Cleaning (Facilities). The 'All Survey Jobs' section is currently empty. The main content area displays a table of job matches. The table has columns: Job Code, Job Title, Match, Data Saved, and Last Update. The table contains three rows: 14750 Chief Executive Officer, 17900 Chief Information Officer, and 9090E Nurse Practitioner (which is highlighted in orange). Below the table, there's a 'Job Description' section for the selected job (9090E - Nurse Practitioner), which includes a detailed description of the role. At the bottom, there's a form for entering data. It includes fields for Job (Incumbents), Job Status, Union Status, Match Degree (with a red arrow pointing to it), Title (Co.), Salary (Avg, Value Type, Start, Low, High), Bonus (# Receiving, Avg Yearly), Misc (Hours/Week, with a red arrow pointing to it), and Comments. There are also buttons for Save, Cancel, Delete This Match, and Refresh.

Job Code	Job Title	Match	Data Saved	Last Update
14750	Chief Executive Officer			
17900	Chief Information Officer			
9090E	Nurse Practitioner			

**Job Description**  
9090E - Nurse Practitioner - Examines and treats patients independently and in autonomous collaboration with other health care professionals. This includes performing examinations, ensuring proper diagnostic tests, establishing diagnosis and prescribing medication. Also instructs patient or family members about continuing care. Typically requires State Registered Nurse licensure and licensure as an Advanced Registered Nurse Practitioner.

**Job:** Incumbents:  Job Status:  Union Status:  Match Degree:  Title (Co.):

**Salary:** Avg:  Value Type:  Start:  Low:  High:

**Bonus:** # Receiving:  Avg Yearly:

**Misc:** Hours/Week:  Comments:



# 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.

The screenshot displays the 'Regional Pay Survey' web application interface. At the top, there is a navigation bar with tabs: 'Edit Company Info', 'Match Jobs/Enter Data' (which is active), 'Help/Downloads', 'Status', and 'Logout'. Below the navigation bar, on the left, is a sidebar with two main sections: 'My Job Matches' (highlighted with an orange box) and 'All Survey Jobs'. The 'My Job Matches' section lists various job categories. The 'All Survey Jobs' section lists various job titles. The main content area shows a table of job matches. The first row is highlighted in orange and shows '14750' as the Job Code, 'Chief Executive Officer' as the Job Title, and '2/28/2022' as the Last Update. Below the table, there is a 'Job Description' section for the '14750 - Chief Executive Officer' position. At the bottom of the page, there is a form for entering survey data. The form includes fields for 'Job' (Incumbents: 1, Exempt: [dropdown], Non-Union: [dropdown], Match: [dropdown], Title (Co.): [text]), 'Salary' (Avg: 100,000.00, Yearly: [dropdown], Start: 90,000.00, Low: [text], High: [text]), 'Bonus' (# Receiving: 1, Avg Yearly: 2,000.00), and 'Misc' (Hours/Week: 40, Comments: [text]). At the bottom right of the form, there are buttons for 'Save', 'Cancel', 'Delete This Match', and 'Refresh'. A red arrow points to the 'Save' button.

Job Code	Job Title	Match	Data Saved	Last Update
14750	Chief Executive Officer			2/28/2022
17900	Chief Information Officer			
9090E	Nurse Practitioner			
2627E	E-commerce Analyst			
2677E	Social Media Specialist			

**Job Description**  
**14750 - Chief Executive Officer** - Determines the basic objectives of the organizational unit; formulates plans and policies and allocates resources for the achievement of these objectives. Interprets and applies policies established by the owners of the enterprise or their representatives (Bd. of Directors, Trustees, etc.). Organizes the unit and determines allocation of duties and authorities to subordinates. Exercises controls to see that objectives are achieved in accordance with basic organization policy. Fully accountable for the results of the activity of the organizational unit. This is usually a single incumbent position.

**Job:** Incumbents: 1 Exempt: [dropdown] Non-Union: [dropdown] Match: [dropdown] Title (Co.): [text]  
**Salary:** Avg: 100,000.00 Yearly: [dropdown] Start: 90,000.00 Low: [text] High: [text]  
**Bonus:** # Receiving: 1 Avg Yearly: 2,000.00  
**Misc:** Hours/Week: 40 Comments: [text]

**Buttons:** Save Cancel Delete This Match Refresh



# 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.

The screenshot shows the 'Regional Pay Survey' web application. At the top, there's a dropdown menu for 'Regional Pay Survey' and navigation tabs: 'Edit Company Info', 'Match Jobs/Enter Data' (which is active), 'Help/Downloads', 'Status', and 'Logout'. On the left, under 'My Job Matches', there's a list of job categories including 'Executive, Administrative, Legal, Staff, General Office' and 'All Survey Jobs'. The main area displays a table of job matches:

Job Code	Job Title	Match	Data Saved	Last Update
14750	Chief Executive Officer		→	2/28/2022
17900	Chief Information Officer			
9090E	Nurse Practitioner			
2627E	E-commerce Analyst			
2677E	Social Media Specialist			

Below the table is a 'Job Description' section for the selected job (14750 - Chief Executive Officer). At the bottom, there are input fields for job details: Job (Incumbents: 1, Exempt, Non-Union, Match, Title (Co.)), Salary (Avg: 100,000.00, Yearly, Start: 90,000.00, Low, High), Bonus (# Receiving: 1, Avg Yearly: 2,000.00), and Misc (Hours/Week: 40, Comments). At the bottom right, there are buttons: 'Save' (with a red arrow pointing to it), 'Cancel', 'Delete This Match' (with a red arrow pointing to it), and 'Refresh'.



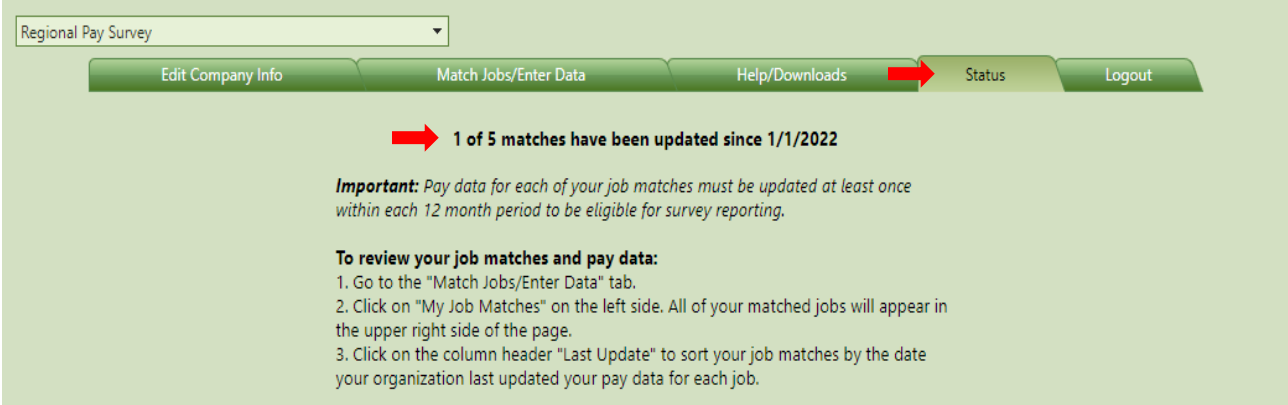
# Past Participants

## 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.



Job Code	Job Title	Match	Data Saved	Last Update
14750	Chief Executive Officer			2/28/2022
17900	Chief Information Officer			
9090E	Nurse Practitioner			
2627E	E-commerce Analyst			
2677E	Social Media Specialist			



1 of 5 matches have been updated since 1/1/2022

**Important:** Pay data for each of your job matches must be updated at least once within each 12 month period to be eligible for survey reporting.

**To review your job matches and pay data:**

1. Go to the "Match Jobs/Enter Data" tab.
2. Click on "My Job Matches" on the left side. All of your matched jobs will appear in the upper right side of the page.
3. Click on the column header "Last Update" to sort your job matches by the date your organization last updated your pay data for each job.



# Q&A

Contact McKenna Arnold at [marnold@cascadeemployers.com](mailto:marnold@cascadeemployers.com)  
or [surveys@cascadeemployers.com](mailto:surveys@cascadeemployers.com) with any questions,  
comments, etc.

