

FREQUENTLY ASKED QUESTIONS (FAQ)

How long will it take me to complete this survey?

It depends on the size of your agency and how many jobs you have that can be matched to the job descriptions in the survey. We estimate roughly two hours, however if you have participated in the past, it should be easier since you'll already have matched up your positions. If you need help at any point, please let us know.

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.** You may fill out this paper survey or contact us for other options surveys@hrsourcem.org.

Do I have to give you data for everyone within my organization?

No. Please only provide data for your jobs that match at least 70% to the job descriptions within the survey. Providing data for bad matches only skews the data for everyone else.

Do you want my data even if I only have a couple of jobs that match?

YES! Please provide us with as many job matches as you have, even if only a few.

What happens if I need help filling out the questionnaire?

Call us! 800-448-4584 We are more than happy to help you either over the phone, or schedule a video meeting. 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? Can other organizations find out what we are paying?

We treat your organization's pay data with the utmost protection. We only report on jobs where five or more organizations submitted data. We only report aggregated data – never organization-specific data. If you elect to have your data also included in the Park and Recreation Supplemental Report (PRSR), your responses will be identified by your agency's name in that report only.

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, and to help you participate next year.

Can I earn HRCI credit for participation?

Yes. You can earn one leadership credit per year. Directions for claiming your credit will be provided on the confirmation page.

Where do I send my completed survey?

Email your data to surveys@hrsourcem.org, enter data online or upload it using your custom link that was sent in the invitation email.

How do I know that my data was received?

One you submit the survey online you will be taken to a confirmation page at which time you will be able to print/save a copy of your responses. Please make sure to do so in case we have any questions regarding your data. If email your data to us, we will email you back once your data has been received.