MERCER JOB LIBRARY
ACCESING MERCER WIN®

QUICK REFERENCE

ON THE MERCER WIN HOMEPAGE, ACCESS THE *MERCER JOB LIBRARY* RESULTS TAB WHICH OFFERS SEARCH AND REPORTING CAPABILITIES TO CUSTOMIZE YOUR DATA.

You can find competitive market data, and many helpful ways to obtain and analyze job level information with Mercer Job Library.

Mercer Job Library produces results at both a granular level, to capture specific skill sets, and in various data combinations to give you alternative ways to understand the complex labor markets you are facing today. With Mercer Job Library you can view the following results sets:

- **Job** — basic survey results representing a specific type of work at a specific Career Level
- **Core Job** — an aggregate of underlying Jobs within a Sub-Family at a specific Career Level
- **Mercer Combined Job** — job combinations and aggregated data, prepared by Mercer

With Mercer Job Library we …	So you can …
Streamline job codes and provide consistency in the underlying job descriptions	Rely on the same job being defined consistently across Mercer global products
Use consistent language across all Career Levels and make all relevant Levels available for matching	Match against the appropriate Career Level, as well as Specialization
Update the following results sets: • Core Jobs • Mercer Combined Jobs	Analyze the market in different ways, and ensure consistency across markets
Add Typical Titles and Match Notes	More easily find appropriate matches
Switch from PDF to Excel reports	View and sort your data in new ways

START EXPLORING MERCER JOB LIBRARY NOW!

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FROM THE MERCER WIN HOMEPAGE, VIEW THE NEW PUBLISHED EXCEL REPORTS

FROM MERCER MARKET DATA, DISCOVER USEFUL FEATURES ON THE MERCER JOB LIBRARY TAB

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SEARCHING MERCER MARKET DATA BY JOB

Mercer WIN provides an intuitive interface to search for specific job data to include in your analysis; the information below explains the changes to searching and selecting data in a Job view in the Mercer Job Library tab.

ENHANCED! Search by Job Title/Job Code using the KEYWORD field

Click on the "Search for job title, job code, or typical title" field (look for blinking cursor); enter the job title or code. The Mercer Job Library tab allows a keyword search, which functions similarly to other search engines:

1. **Multiple titles or codes** can be searched at the same time; simply include a comma (,) or semicolon (;)

2. **Title** searches will search the **Mercer Job Library Job Title** and **Typical Titles** associated with that Job

3. **Partial words** are now accepted:

   • For an exact phrase use double quotation marks (" ")

   • For containing or partial words, include an asterisk wildcard (*) before and/or after the entry.

   • For partial job codes must include a period (.), e.g., FIN.* will return all Finance family jobs.

REVISED! Search by Family by clicking the FAMILY button

Select entire Job Family by clicking in the box to the left of Family name, or click the plus sign to unveil Sub-Families.

1. **Select entire Sub-Family** by clicking in the box to left of Sub-Family name, or click on plus sign to unveil Specializations belonging to Sub-Family. NOTE: Some Sub-Families contain long lists, which are broken up by Navigation Groups; in those cases, there is an additional level of plus signs to click to reach Specializations.

2. **Repeat** for each Job Family.

3. Alternatively, or additionally, click **once in keyword search box** to the right of the fly-out (look for blinking cursor); enter a keyword and select desired result to include in search.

4. Click **Apply**.

EXPLORE SEARCH FEATURES
THROUGH THE FAMILY FILTER

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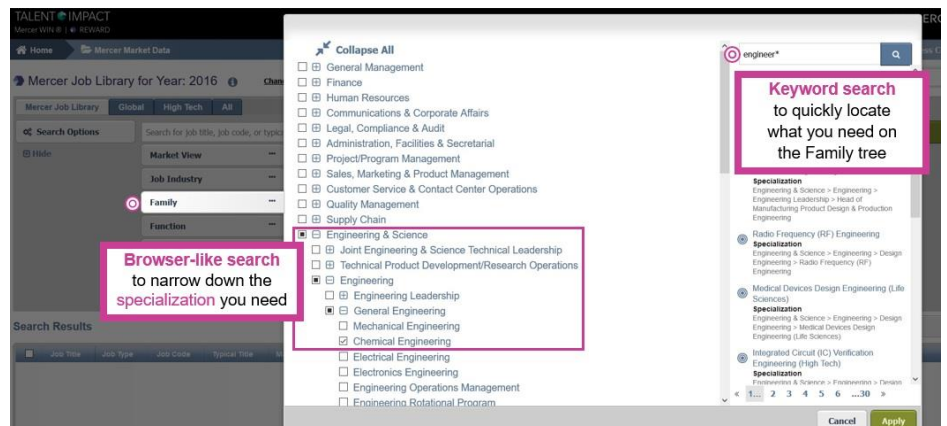
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Search by Function by clicking the FUNCTION button

1. **Select entire Function** by clicking in the box to the left of Function name, or click the plus sign to unveil Departments.

2. **Repeat** for each Function.

3. Alternatively, or additionally, **click once in keyword search box** to the right of the fly-out (look for blinking cursor); enter a keyword and select desired result to include in search.

4. Click **Apply**.

Search by Job Industry by clicking the JOB INDUSTRY button

1. Select Job Industry to filter on relevant industry-specific positions in the Mercer Job Library.

2. Click **Apply**.

Search by Job Type by clicking the JOB TYPE button

1. Select Job Types - Job, Core Job, or Mercer Combined Job - to include in your search.

2. Click **Apply**.

VIEW JOB INFORMATION


USING MERCER MARKET DATA RESULTS

Alongside existing customization options, such as market refinements and Peer Groups*, the Mercer Job Library tab makes finding competitive market data easier; this includes a results fly-out containing suggested alternative comparators that reflect the complex labor markets in which you compete.

*For participants only

MERCER JOB LIBRARY
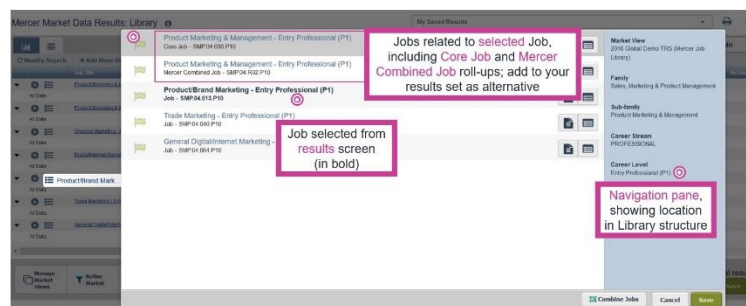## ACCESING MERCER WIN®

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THE RESULTS FLY-OUT
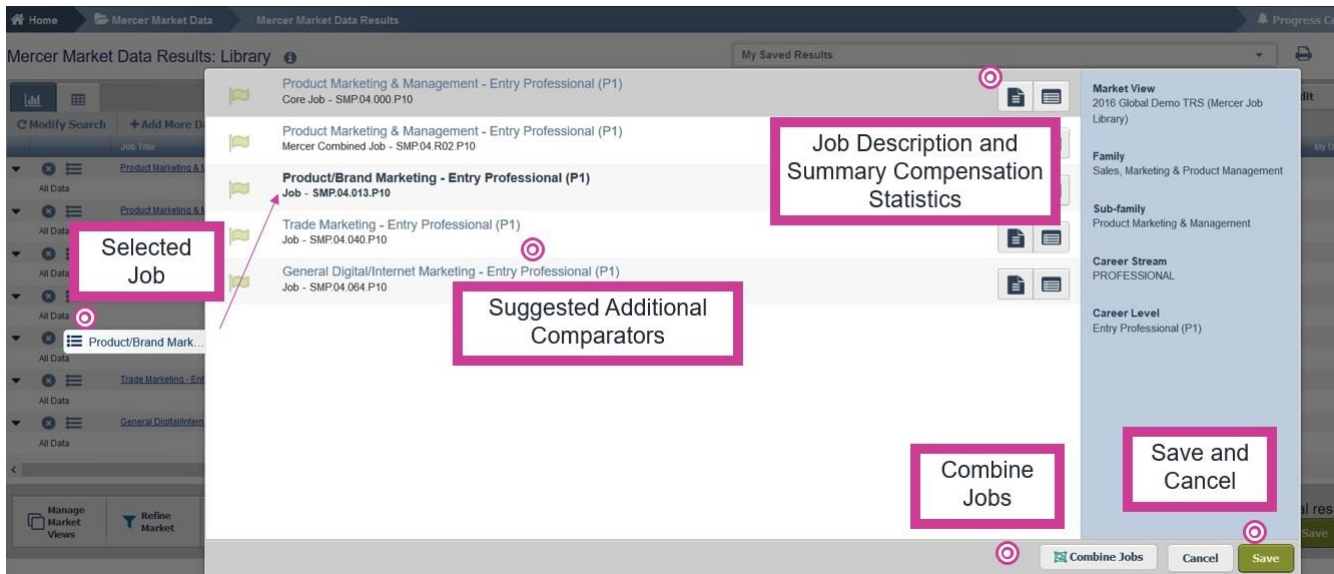
1. Select the **icon** next to the Job from your results set to analyze; a fly-out will appear, highlighting the Job you selected in bold. The Core Job in which the selected Job is included, as well as any Mercer Combined Jobs – in which it is included – are listed at the top. The other Jobs within the same Sub-Family are also displayed.

2. Click on the **Job Description** and **Summary Compensation Statistics** buttons to the right of each Job to view further information about those Jobs.

3. Click on the **flag** to the left of the Job, turning it green, if you wish to add it to your results set; **click again** to remove. Click the **Combine Jobs** button to create your own Job combinations.

4. Once all of your selections for addition to your results set are made, click **Save** to return to the results set. Alternatively, if you decide not to make any changes you have selected, click **Cancel**.

View Job Description and Summary Compensation Statistics

1. Within the results fly-out, decide which Core Job, Mercer Combined Job, or Job for which you would like more information.
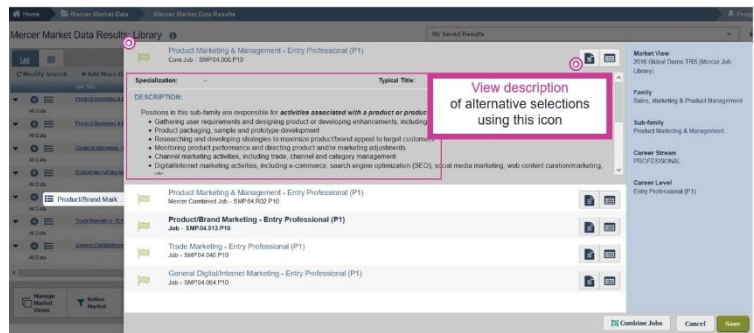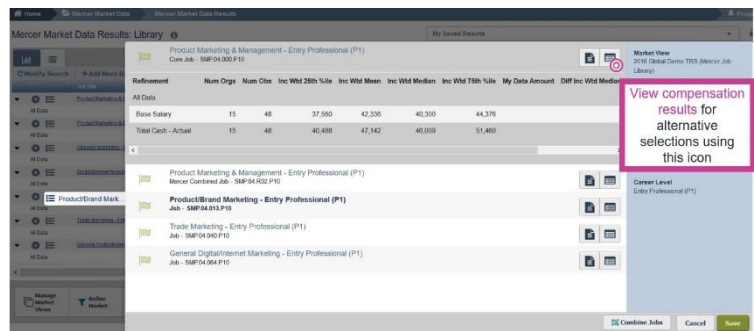

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2. Click on the first icon to the right of the Job; this will unveil the **job description**.

3. Click on the second icon to the right of the Job; this will unveil the **summary compensation statistics** for that Job. NOTE: All compensation elements and refinements in your view will appear.

Combine Jobs

This workflow describes how to combine any combination of Jobs within the results fly-out; the ability to combine jobs from the main Results screen is also still available.

1. Within the results fly-out, click the **Combine Jobs** button.

2. **Select two or more** Jobs from the fly-out list by clicking in the box to the left of each.

3. Click once in the "**Combined Job Title**" field (look for blinking cursor); enter a job title in the field.

4. Click once in the "**Combined Job Code**" field; enter a job code in the field.

5. Click the **check mark** to the right to add the new "My Combined Job" to the fly-out results. Note that you can view the Job Description and Summary Compensation Statistics for the new My Combined Job as described above.

6. In order to add this new Job to your main results set, you must **click Save** on the fly-out screen; if you click **Cancel**, you will lose your work.

HAVE QUESTIONS OR WANT TO LEARN MORE?

Visit www.imercer.com/mercerjoblibrary or contact your local Mercer consultant.

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