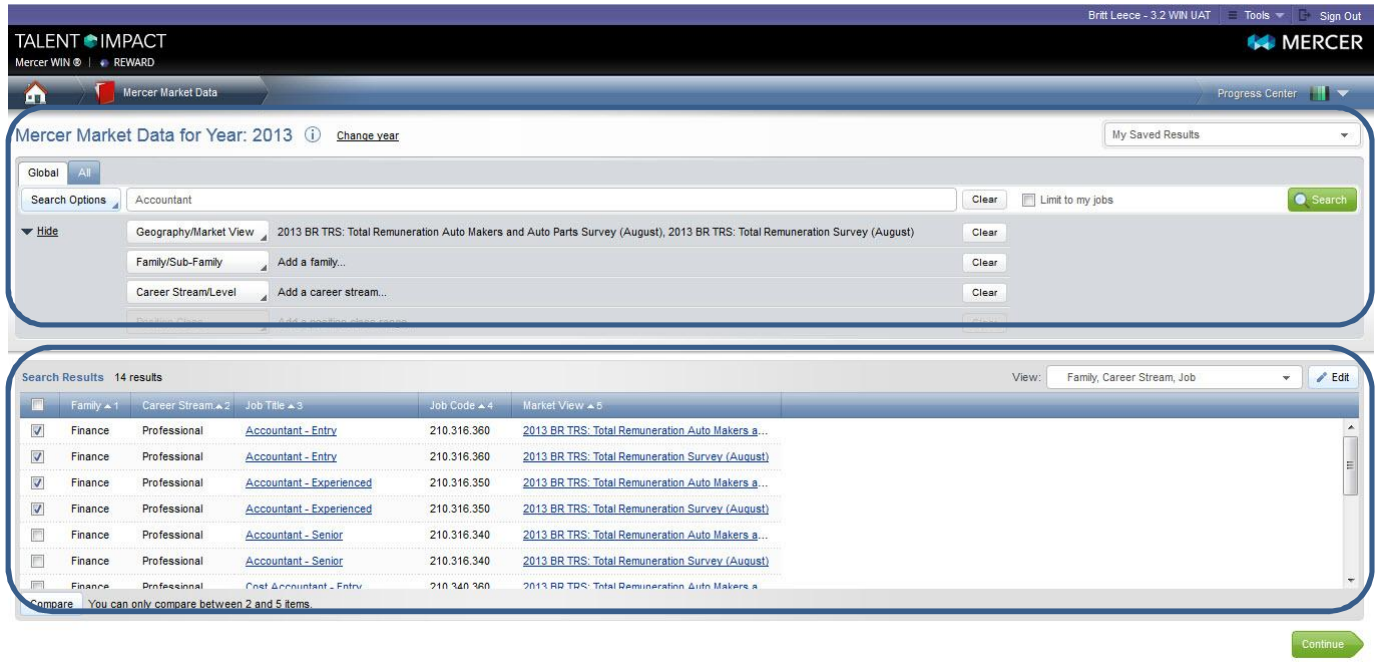
Searching Mercer Market Data by Job - Quick Reference Card

TALENT

STEP 1: Enter your search criteria. You may filter your search by;

- Year
- Job Title or Job Code
- Geography/Market View
- Family
- Career Stream



STEP 2: Review results returned based on your search criteria and select which jobs you would like to include in your analysis.

Mercer WIN provides you with an intuitive interface to search for specific job data to include in your analysis. This quick reference card will explain the fundamentals of searching and selecting data.

SEARCHING MERCER MARKET DATA BY JOB

Mercer WIN offers several search options. Based on the search criteria that you enter, Mercer WIN will scan your data and return only the rows that meet your criteria. NOTE: Mercer WIN will only return jobs that meet ALL of the criteria that you selected.

To get started, enter your search criteria for your analysis.

1. Click on the Change year link and select the years to include.
2. If you are interested in a specific job title or job code, enter it in the keyword field.
3. Click on the Geography/Market View button to filter your results on specific market views or Regions.
4. Click on the Family/Sub-Family button to filter on one or more job families.
5. Click on the Career Stream/Level button to filter on specific career streams.
6. Select Limit to my Jobs if you want to add another filter and only return jobs that match your search criteria AND are jobs which you included in your participation data.
7. Click the Search button to see your results.
8. Your results will display at the bottom of the page. Select the rows that you want to include in your analysis by clicking the box next to each job.
9. Once all of your selections are made, click Continue to see the data for the jobs selected.

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SEARCH OPTIONS

Search Tabs

Depending on the type of market views purchased, one or more search tabs will appear on the page. Each tab searches a particular type of market view.

- All – displays if you have purchased at least one market view. Allows you to search local coded (non-MUPCS) market views. *NOTE: All of your data is accessible when searching using this tab. However, you will notice that you do not have as many search options.*
- Global – displays if you have purchased market views using the Mercer Universal Position Coding System (MUPCS).

Search by Job Title/Job Code

To search by a specific job title or job code, use the keyword field.

1. Click once in the Title, Code… field. You will see a blinking cursor. Enter a job title or job code in the field. TIP: Partial words are accepted.

Searching by Geography/Market View

1. Click the Geography/Market Views button. Note: *Market Views are grouped by Region and Country. You may include multiple market views in your analysis – across Regions and Countries.*
2. To find a particular market view, first click on the Region.
3. A list of market views grouped by Country appears to the right.
   - Select the checkbox next to a country name to select all of the market views in a country.
   - Select the checkbox next to an individual market view to limit a search to a particular Market View.
   - Select the All Countries checkbox at the top of the list to include all market views for the geographic region.
4. Once you have selected all of the market views that you want to include in your analysis, click the Apply button.

Searching by Job Family

1. Click the Family/Sub-Family button.
2. Select a Job Family by clicking on the family name in the left column.
3. A list of Sub-Families displays in the right column. Click the checkbox next to each sub-family you want to include in your analysis. Select the All Sub-Families checkbox to include all sub-families within the selected family.
4. Repeat for each Job Family you want to include in your search.
5. Click the Apply button.

Searching by Career Stream

1. Click the Career Stream button.
2. Select a Career Stream by clicking on the career stream name in the left column.
3. A list of Career Stream Levels displays in the right column. Click the checkbox next to each career level you want to include in your analysis. Select the All Career Levels checkbox to include all levels within the selected career stream.
4. Repeat for each career stream you want to include in your search.
5. Click the Apply button.

Refine by Year

1. Click the Change year link at the top of the page, above the keyword field.
2. Select a year from the drop-down list.
3. The year you selected will display at the top of the page.

For further instruction on searching for Mercer Market Data and reviewing the results, refer to the Mercer WIN Quick Reference Guide or visit the online Help.

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