

2010 Online Compensation Survey Survey Primer – Getting Started

*Please print this document and refer to it as you
complete the online survey*

Welcome to the 2010 Aging Services Compensation Survey.

This primer is intended to help you gather all the information necessary to complete the online survey in one session, quickly and easily. If you find, however, that you need to stop and come back to the online survey form at a later time, you will be able to do so at any time by first clicking on the “**Continue**” button at the bottom of the page, then clicking on the “**Exit Survey and Return Later**” area that appears at the top right hand corner of each page of the survey. When you return to the survey you will automatically be taken to the point at which you left off provided that you are **using the same computer you used when you exited the survey**. Upon returning to the survey, you can make changes to prior pages or proceed forward through the survey.

Please note – Once you click on the Submit Survey button, which appears on the very last page of the survey, you will not be able to return to the survey to make any changes.

If you would like a copy of the survey, please print each section before you proceed to the next page.

If you have multiple communities, and need to complete the survey more than once, you must perform the following before starting the second and subsequent survey from the same computer.

Internet Explorer

1. Open your browser and click on "Tools"
2. Click on "Internet Options"
3. Click the "Delete" button
4. Click to "Delete Cookies"
5. Close your browser
6. Click on the link to the survey and begin again

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Firefox

1. Open your browser and click on "Tools"
2. Click on "Options"
3. Click on "Privacy"
4. Click the "Show cookies" button
5. Click the "Remove all cookies" button
6. Click "Close"
7. Close your browser
8. Click on the link to the survey and begin again

The following decision rules generally apply in completing the survey:

1. Report the number of employees as of January 1, 2010.
2. When completing the compensation information, please include pay ranges even if you do not have a formal pay range system.
3. When reporting typical hourly rates, do not include data if no one has been in the position for more than six months.
4. Compensation rates should be as of January 1, 2010.
5. **DO NOT** report data for contracted employees.

It is highly recommended that you use the Survey Worksheet to assemble the information you will need to complete the survey before going to the survey web site.

For questions or assistance, contact Dr. Harold Urman at hurman@vitalresearch.com or toll-free at 888-848-2511.