

3 Easy Steps to Good Job Matching

TLOMA Business Services Compensation Survey (TBS)

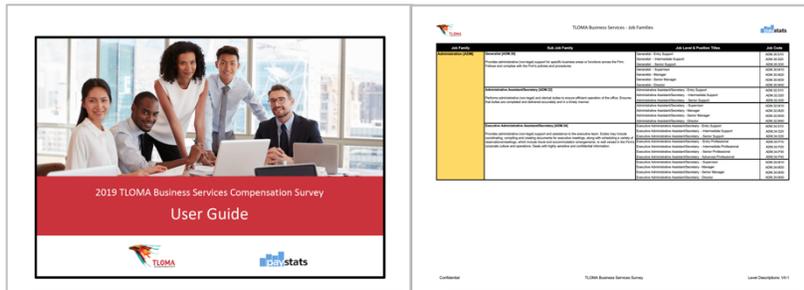


1. Gather Your Firm's Job/Role Information

Before you start to complete your 2019 TBS Input Template (Excel), gather all of the job documentation and compensation information you have available. It is important that you are able to understand and assess the full scope of accountability that is associated with each job in your organization. If you are not closely familiar with all roles, it is recommended that you seek input from managers who directly oversee the roles. You will also want to access the TBS User Guide which contains a list of all survey job descriptions and other reference material.

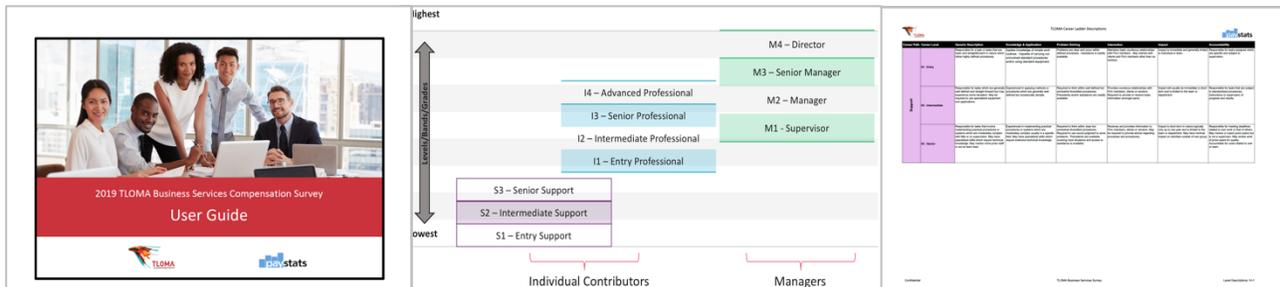
2. Initial TBS Role Match

Referring to the TBS User Guide, start at the beginning of section VII. Read the content for each role description in the column "Sub Job Family". Use the description – not the title - to determine if you have a role in your Firm that is a good match. Good matches possess 70% or more of the role's accountability. This is a subjective assessment but an important one. If your Firm's role matches less than 70% of the description then do not provide a match for that Sub job Family in your submission. When you have a match, proceed to Step 3 to determine the appropriate level. If not, proceed to the next Sub Job Family.



3. Confirm Job Level (Using Career Ladder)

Again, referring to the TBS User Guide, at this step you will determine the right career level for the role in your Firm that you matched to a Sub job Family in step 2. Start at the beginning of section V and VI. On page V-1 you will see a Career Ladder diagram which illustrates the relationship between Individual Contributor roles and Manager roles. Within the Individual Contributors there are Support Roles and Professional Roles. Using the descriptions in section VI you can assess the most appropriate level of the role you have in your Firm. It is important to assess the level of the role rather than the level of the individual (or person) in the role. In other words – match jobs not people. Again, use the full descriptions of each level and not the titles, or headings, only.



Together, the combination of Sub Job Family and Career Level will provide the Job Code in your submission template. An example job code is ADM.32.S20 which is Administrative Assistant – Intermediate Support.

Repeat steps 2 and 3 for each Sub Job Family in section VII.