

ALAN JONES SALARY SURVEY: QUESTIONNAIRE

PLEASE ENTER YOUR COMPANY DETAILS:

COMPANY NAME

NAME OF CONTACT

JOB TITLE

ADDRESS

POSTCODE

TELEPHONE NUMBER

E-MAIL

COMPANY TURNOVER (£M):

NUMBER OF EMPLOYEES:

LOCATION OF EMPLOYEES

DATE OF LAST SALARY REVIEW

AVERAGE % INCREASE GIVEN

DATE OF NEXT SALARY REVIEW

Please return your completed questionnaire as soon as possible to:

**ALAN JONES & ASSOCIATES LTD
APEX HOUSE
WONASTOW ROAD
MONMOUTH**

NP25 5JB
TEL 01600 716916
FAX 01600 715521
E-MAIL: clients@alan-jones.co.uk

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Guide

Please fill in the Company Details worksheet giving your company information.

- 1 Give your company name.
- 2 Enter your name, job title, company address, telephone number and email address
- 3 Please give company data: company turnover (annual £m), number of employees and location of the employees.
- 4 Give the date of your last major salary review, the average percentage increase given, and the date of your next salary review.
- 5 Indicate the format you would like your survey results to be in and indicate if you would like any additional analyses/copies.
- 6 Answer any other questions which may be asked.

NOTE

Copies of the survey are sent to you at the dates you have specified. These can be changed at any time by contacting Alan Jones & Associates.

JOB MATCHING

For each job title assess whether there is a job within your organisation covering the typical responsibilities. Each company has small differences it is the broad fit of the description and organisation which is important. We do not expect companies to match every job. Only jobs based in the Cambridge area are to be included.

DATA INPUT

Use these notes to help you fill in the Questionnaire section.

1 **Alternative Job Title**

Please give here the job title/s you have in your organisation for the job role (if there are a number of job titles, a sample will do).

2 **Job Holder Referencer (Optional)**

Where you have a code/reference which identifies the job holder you have matched to the survey job role, and you would like to have this information for future reference, give it here and we will add it to the database. This information will not be used by us except to help you identify your matches.

3 **Job Match (+,=,-)**

In this column of the questionnaire please indicate your assessment of the job match, i.e. as compared with the job specification does your job match have more responsibility (+), is the job a good match for the generic job description (=) or does your job have less responsibility (-) than described.

4 **Number of Job Holders**

Show the number of job holders against each salary. If there are job holders with the same salary, additions, car, etc., these may be grouped.

5 **Basic Salary**

Give annual basic salary, i.e. monthly contractual pay x 12. Exclude any shift and overtime pay. Include any fixed elements of salary paid as part of monthly pay, e.g. regional allowances. Give full-time equivalent for any part-timers.

6 **Bonus**

Please give any additional cash paid to the job. This may include company bonus, Christmas bonus, profit share, performance bonus, etc. Bonus may be variable or fixed. Do not give shift or overtime pay or company car allowance. Express as an annual amount. Give the most recent 12 month figures available to you. Give full-time equivalent for any part-timers.

7 **On Target Bonus %**

Where you have on target bonus payments, please give here the percentage of basic salary paid to the job holder when targets are achieved. Bonus targets may be based on individual, team or company performance (or a combination of these). Give the most recent on-target figures available to you.

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Please refer to the job descriptions before completing this questionnaire.

The job descriptions are available for reference on our website at:

http://www.alan-jones.co.uk/AJ_Information/AJAworjd.doc

Part-time salaries should be expressed as full-time equivalents or left out.

If you have more job holders than boxes already provided, please insert rows.

Job Code	Job Title	Alternative Job Title	Job Holder Reference (optional)	Job Match (+,=,-)	No. of Job Holders	Basic Salary	Bonus	On Target Bonus %
10.01	<i>Example</i>	<i>Programmer</i>	<i>PJC256</i> <i>RJW122</i>	= =	1 1	30000 32000	500 500	10% 10%
10.01	Analyst Programmer - Entry							
10.02	Analyst Programmer - Development							
10.03	Analyst Programmer - Established							
10.04	Project Team Leader							
10.05	IT Team Leader							
10.06	PC Support Specialist							
10.07	Senior PC Support Specialist							
10.08	Helpdesk Administrator							
10.09	Helpdesk Manager							
10.10	Database Analyst							
10.11	Senior Database Analyst							
12.01	Accounts Clerk							
12.02	Senior Accounts Clerk							
12.03	Credit Controller							

Job Code	Job Title	Alternative Job Title	Job Holder Reference (optional)	Job Match (+,=,-)	No. of Job Holders	Basic Salary	Bonus	On Target Bonus %
12.04	Part-qualified Accountant							
12.05	Accounts Supervisor							
12.06	Qualified Accountant - Entry							
12.07	Qualified Accountant - Development							
12.08	Qualified Accountant - Established							
12.09	Accounts Section Head							
12.10	Accounting Manager							
12.11	Senior Accounting Manager							
14.01	Payroll Administrator							
14.02	Senior Payroll Administrator							
14.03	Payroll Team Leader							
14.04	Payroll Manager							
16.01	HR Administrator							
16.02	HR Officer							
16.03	Senior HR Officer							
16.04	HR Manager							
16.05	Senior HR Manager							
16.06	Learning & Development Officer							

Job Code	Job Title	Alternative Job Title	Job Holder Reference (optional)	Job Match (+,=,-)	No. of Job Holders	Basic Salary	Bonus	On Target Bonus %
16.07	Senior Learning & Development Officer							
16.08	Learning & Development Manager							
22.01	Marketing Assistant							
22.02	Assistant Product Manager							
22.03	Product Manager							
22.04	Marketing Manager							
23.01	Sales Representative							
23.02	1st Line Sales Manager							
23.03	2nd Line Sales Manager							
23.04	National Account Manager							
24.01	Customer Service Administrator							
24.02	Senior Customer Service Administrator							
24.03	Customer Service Team Leader							
24.04	Customer Service Manager							
24.05	Customer Support Co-ordinator							
25.01	Graduate - Technical/Science							
25.02	Graduate - Other							
25.03	Sandwich Student							

Job Code	Job Title	Alternative Job Title	Job Holder Reference (optional)	Job Match (+,=,-)	No. of Job Holders	Basic Salary	Bonus	On Target Bonus %
26.01	Assistant Buyer							
26.02	Buyer							
26.03	Senior Buyer							
26.04	Purchasing Manager							
27.01	Secretary 1							
27.02	Secretary 2							
27.03	Secretary 3							
27.04	Secretary 4							
28.01	Administrator 1							
28.02	Administrator 2							
28.03	Administrator 3							
28.04	Administrator 4							
28.05	Receptionist							
28.06	Senior Receptionist							
29.01	Materials & Waste Operator							
29.02	Facilities Supervisor							
29.03	Facilities Manager							

Job Code	Job Title	Alternative Job Title	Job Holder Reference (optional)	Job Match (+,=,-)	No. of Job Holders	Basic Salary	Bonus	On Target Bonus %
29.04	Occupational Health Nurse							
29.05	Health & Safety Officer - Qualified							
29.06	Health & Safety Manager							
29.07	Environment Health & Safety Manager							
30.01	Technical Customer Support Engineer							
31.01	Field Service Engineer							
31.02	Technical Service Engineer							
32.01	General Labourer							
32.02	Apprentice 1st Year							
32.03	Apprentice 2nd Year							
32.04	Apprentice 3rd Year							
32.05	Mechanical Craftsperson							
32.06	Electrical Craftsperson							
32.07	Multi-skilled Craftsperson							
32.08	Senior Craftsperson							
32.09	Maintenance Team Leader							
34.01	Production Low Skilled Operator							
34.02	Production Medium Skilled Operator							

Job Code	Job Title	Alternative Job Title	Job Holder Reference (optional)	Job Match (+,=,-)	No. of Job Holders	Basic Salary	Bonus	On Target Bonus %
34.03	Production Skilled Operator							
34.04	Production Senior Operator							
34.05	Production Technical Operator							
34.06	Production Team Leader							
34.07	Shift Manager							
36.01	Assembly/Packaging Low Skill Operator (Entry)							
36.02	Assembly/Packaging Trained Operator							
36.03	Assembly/Packaging Team Leader							
38.01	Stock Controller							
38.02	Senior Stock Controller							
38.03	Materials Mover							
38.04	Stores/Warehouse Operator							
38.05	Stores/Warehouse Senior Operator							
38.06	Stores/Warehouse Team Leader							
38.07	Master Scheduler							
38.08	Supply Chain Manager							
40.01	QC Viewer/Inspector							
40.02	QC Engineer/Scientist							

Job Code	Job Title	Alternative Job Title	Job Holder Reference (optional)	Job Match (+,=,-)	No. of Job Holders	Basic Salary	Bonus	On Target Bonus %
40.03	QA Engineer/Scientist							
40.04	Quality Manager							
41.01	Project Manager 1							
41.02	Project Manager 2							
41.03	Project Manager 3							
42.01	Laboratory Technician (GCSE or Equivalent)							
42.02	Laboratory Technician (A Level/ONC)							
42.03	Laboratory Technician (HNC/HND)							
44.01	Engineer - Entry							
44.02	Engineer - Development							
44.03	Engineer - Established							

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Please use this space to give us any comments/suggestions you have about the survey questionnaire and/or job descriptions. We are particularly interested to hear how you think the input process could be made easier for you.

Comments: Survey Questionnaire/Data Input

Comments: Survey Jobs

You can include here any suggestions for jobs you would like to see added to the survey.

Additional Companies to Invite into the Survey

If there are companies in your area you would like to see in the survey, please give us any details you can and we will add them to our mailing list.

Thank you for taking time to complete this section