Quick Reference for Web Matching

The OSU Staff/Market Survey Web Matching System is a simplified process of matching staff positions with market descriptions. This process allows for the decentralized matching of university staff positions for the purposes of collecting market salary information.

How the Staff/Market Survey Matching System works:

STEP 1  Go to [https://hr.osu.edu/comp/jobmatch/login.aspx](https://hr.osu.edu/comp/jobmatch/login.aspx) in Internet Explorer and login.

STEP 2  Select how to view the employee listing – click on a column heading to change the order in which employees are listed.

STEP 3  Select the employee you want to work on – click on the employee’s name in the bottom half of the screen.

STEP 4  Select a job family – There are 30 families of jobs available in the database.

STEP 5  Select a matching survey job title – over 1369 titles are available

STEP 6  Enter the percentage – If matching to one job, it should always be 100%; if two jobs, should add to 100%

STEP 7  Save your work – Check the approved option and click SAVE

For more information, please contact your OHRC Consultant.
What is Staff/Market Survey Web Matching?

According to the Academic Plan, in order to recruit and maintain the finest possible staff we must provide staff members with competitive compensation. The Staff/Market Survey Web Matching process is part of the University-wide Competitive Compensation Initiative. Since the Compensation Initiative will require a more intense sharing and analysis of market salary information than in the past, we are undergoing two processes for collecting market data. For faculty, market data will be obtained on the discipline level from university benchmark institutions, other comparison groups, or a combination of both. For staff, market data will be obtained through the Staff/Market Survey Web Matching process which is an intensive matching effort to obtain the best market comparisons.

In order to obtain the highest level of data integrity, you are being asked to assist in the matching process of staff to the market survey descriptions provided in the salary surveys in which we participate. To that end, a database has been developed that contains all of the market survey descriptions for which market data is available and a roster of all regular staff members. Instructions for accessing the database and instructions for matching are provided below.

ACCESSING THE DATABASE:

To access the database, the web address is [https://hr.osu.edu/comp/jobmatch/login.aspx](https://hr.osu.edu/comp/jobmatch/login.aspx) or you can get to the site by clicking on the link on the OSU Human Resources Web site.
Job Aids:

In order to facilitate the matching process, you have the ability, after logging in, to print out the following lists for your use in the process prior to submitting the information electronically:

1. List and descriptions for all of the **market survey titles by job family**. A job family is a grouping of job titles of positions according to business functions (i.e. accounting, purchasing, human resources, etc.) The descriptions provided are survey descriptions and are not intended to be position descriptions. A complete listing of the job families and sub-families is included at the end of this packet to assist you in locating where a possible match may be housed.

2. **Staff listing** including name, job title, and prior survey match, if one has been made in the past. There is a number of sorting options available to you for this printout: “Department then by classification”, “Classification, then name”, “Department, then name”, “Name”, “Unapproved Matches”, and “Undecided Matches”. The employee listing displayed depends upon your login. For example, if you have been designated as the responsible person for the entire Office of Human Resources, your access has been set up as “47XX”, meaning that the listing will include employees from all areas within the Office of Human Resources, organized by departments (i.e. administration, employee relations, benefits, etc.). The database only includes employees in staff positions. Faculty, executive employees, and hospital personnel are not included in the database. The database will be updated on a daily basis to include changes to the staff population.

These job aids are accessible by clicking on the links at the top of the screen. Both open through Adobe Acrobat.
Entering matches into the system:

In addition to the two job aids described above, this screen provides an alphabetic listing of the employees in your area/department including name, department, classification, and approval / undecided indicators. You can display the names in different groupings by clicking any of the table headings: Name, Department, Classification, Approved, or Undecided. You can filter the list of employees by VP/College level, Organization level, and/or approval status. You can also search for a phrase or keyword in the employee’s name, employee id, department number, classification, position number, and function statement.

Once you are ready to view an employee’s record or to enter information for that employee, click on the employee’s name.

Once you click on the employee’s name, the screen below will be displayed. If the employee has been matched in the past and is still in the same jobcode, the match title will default into the “Work is comparable to this job” box. **Each employee must be reviewed to determine if the prior match is still appropriate or, in the case where no match was made before, if a market match exists for his/her current position.** If an appropriate match exists in the database, the title of the match must be selected and approved. We’ve updated the website to include the function statement of the OSU position. If the Function Statement matches the Market Description 70% or better then it is considered a good match.
Once you have determined the appropriate survey title(s) to which the employee is being matched, that title(s) must be entered into the database. In order to display the list of survey titles within a specific Job Family and sub-family, click on the drop down arrow of the “Job Family” box and select the appropriate job family. Once you select the Job Family, the “Sub-family” box will come up.
Click the drop down arrow to the right of the “Sub-job family” box to see the complete list of sub-families for the selected job family.

Once you select the Sub-job family, the “Job Title” box will come up containing a complete list of all of the titles within the selected family/sub-family.

Once a title is selected, the survey description and available market data is provided.

Each employee can be matched to no more than two titles. If only one title is selected, the percentage should always be 100%. If two titles are selected, both percentages should add up to 100%. For example, if an employee functions as both a financial aid counselor and an academic advisor, the percentages should reflect the percentage of time the employee splits their time between these functions. Please note that the percentage is only included to indicate the best match to a title and not necessarily to indicate a 100 percent match to the description. If no match to a title in the database is appropriate, select the “No Match” option included in the job title listing. The descriptions provided are survey descriptions and are not intended to be position descriptions.

Once you have selected the appropriate match(es) or the “No Match” option, scroll down the page and click the “Approved” option.

The system automatically defaults to apply this match to only the person selected. If you wish to save this match for this person only, click the “SAVE” button to complete this action. However, you do have the option to apply this match to all employees in the same classification, either by department number or across all of your departments. Select the option you want and click “SAVE”.

If you do not wish to save this action, you can select “CANCEL” or “REVERT”. Selecting the REVERT button will return you to the initial matching previously completed.
Once you click any one of the buttons, you will be returned to the employee listing page. Once you have completed entering your matches, please logout of the database. To do so, scroll to the bottom of the page and click on LOGOUT, then close your web browser.

If you have questions or concerns, please click this link to find your Talent Management Consultant’s contact information. For technical assistance or to report technical difficulties, please contact the OHR systems helpdesk at help@hr.osu.edu or call (614) 292-8895.
Survey Brief Job Families

Academic Administration
Accounting, Budget & Finance
  Accounting
  Audit
  Budget
  Credit & Collections
  Finance
  Financial Aid
  Information Systems Audit
  Investment
  Risk Management
  Tax
  Treasury
Administrative Services & Support
  Clerical Support
  Customer Service
  Mail
  Office Equipment
  Telephone
  Travel
  Word Processing
Allied Health & Medicine
Analysis & Planning
Animal Care
Athletics
Aviation
Computer & Information Technology
  Administration
  Applications Analysis/Programming
  Business Systems
  Data Security & Disaster Recovery
  Database
  Documentation
  E-Commerce
  Help Desk
  IT Training
  Info Systems Audit
  Networking
  Operations
  Personal Computers/LANs
  Project Management
  Quality Assurance
  Telecommunications
  Web
Continuing Education
Counseling & Advising
Development & Alumni
Engineering & Architecture/ Design
  Archit/Drafting
  Eng Supervision
  Engineering
  Para Engineering
Enrollment Services
Executive Administration
Facilities & Labor/Trades
  Equipment Operation
  Facilities
Facilities & Labor/Trades (continued)
  Labor/Mtn/Janitorial
  Production
  Quality Control
  Trades
  Trades Supv
Food Services
Hotel
Human Resources
  Administration
  Benefits
  Child Care
  Comp
  EAP
  EEO/AA
  Employee Communications & Services
  Employee Relations
  Employment/Recruiting
  Generalists
  HRIS
  Labor Relations
  OD & Training
  Payroll
  Records
  TQM
  Work Life
Insurance & Banking
International
Legal & Contracts
Library
Marketing & Advertising
  Advertising
  Marketing
  Sales
  Telemarketing
Project Mgmt & Special Programs
Publications & Public Information
  Printing
  Public Affairs
  Public Rltns/Pubns
Purchasing, Inventory & Stores
  Bookstore
  Distribution/Warehouse
  Inventory
  Logistics
  Purchasing
Records Management
Research
Safety & Security
  Environmental
  Law Enforcement
  Safety
  Safety & Security
Student Activities, Programs & Services
Utilities