

2025: ADMIN & SUPPORT STAFF SAMPLE SURVEY QUICK GUIDE

DATA OVERVIEW

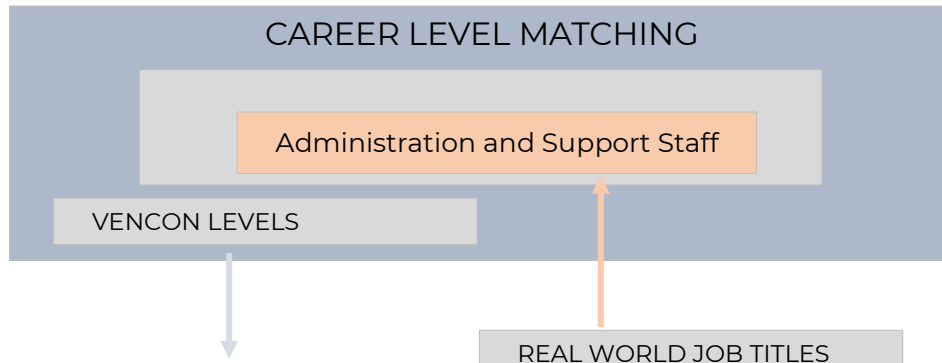
FILENAMES	Admin-Survey_Data-Sheets.xlsx Admin-Survey_Presentation.pdf
COUNTRY MARKET	Greenland (fictional)
CITY	All cities
SCOPE	Non-Client facing employees
NUMBER OF FIRMS	8
NUMBER OF INCUMBENTS	1,000+

EXCEL DATA SHEETS



PDF PRESENTATION FORMAT





	REAL WORLD JOB TITLES
Administration (L0)	Front of House, Clerk, Administrator
Para-Professional (L1)	Administrative Assistant, Analyst, Executive Assistant, Support Officer, Technician, Administrative Professional
Professional (L2)	Snr Executive Assistant, Snr Analyst, Associate, Coordinator, Service Desk Team Leader, Specialist, Snr Specialist, Engineer, Advisor, Controller
Expert (L3)	Lead, Group Lead, Lead Engineer, Research Expert, Lead Counsel, Snr Consultant, Technical Lead, Lead Controller
Management (L4)	Supervisor, Manager, Solution Manager, Senior Lead, Snr Manager, Regional Manager, Director, Engagement Manager, International Manager, PMO Lead, Global Head
Director / Executive (L5)	Associate General, Director, Snr Director, VP, Executive VP, Global Director, Chief of Staff, Head of Department, Regional Director, Global Director, Corporate Counsel
C-Suite (L6)	Chief Financial Officer, Chief People Officer, CEO, CTO, Chief Analytics Officer

DT CONTENT OVERVIEW

1. Tabs in the DT

Every Administration & Support Staff Survey produced by Vencon Research is accompanied by a complete set of Microsoft Excel-based Worksheets ('Data Tables') including the survey's background data and further tools for analysis.

Introduction

Firms Included

- **Two introductory tabs** include information on the report type, basic reference definitions as well as the participants list and each firm's career levels.

Summary Dashboard

- These are followed by the **Summary Dashboard**. This tab provides an interactive overview of all the data contained in the report.

Basic Salary

- The remaining tabs make up the **main data tables** of the report. The data sets in these tabs are divided current (target) and previous (actual) year. Each set contains the same remuneration components, for both the current (target) and previous (actual) year.

Target/Actual	Component
t- / a-	Basic Salary
t- / a-	Allowances*
t- / a-	Base Salary*
t- / a-	Bonus %
t- / a-	Bonus
t- / a-	TCC

* These components are included in reports 'with allowances' only.
See **section 5** for a full description of all components.

2. Dashboard Layout

The Summary Dashboard tab allows for a one-stop perusal of all data included in the report, quickly allowing you to access specific data sets from the report with customisable controls.

2.1. Dashboard Controls

By selecting from each of the parameters available in the Dashboard you are able to filter, combine and compare data from within the report as a whole.

The following selections can be made:

- Year/Status, i.e., actual or target year.
- Remuneration Components
- Departments and Sub-departments
- Career Levels

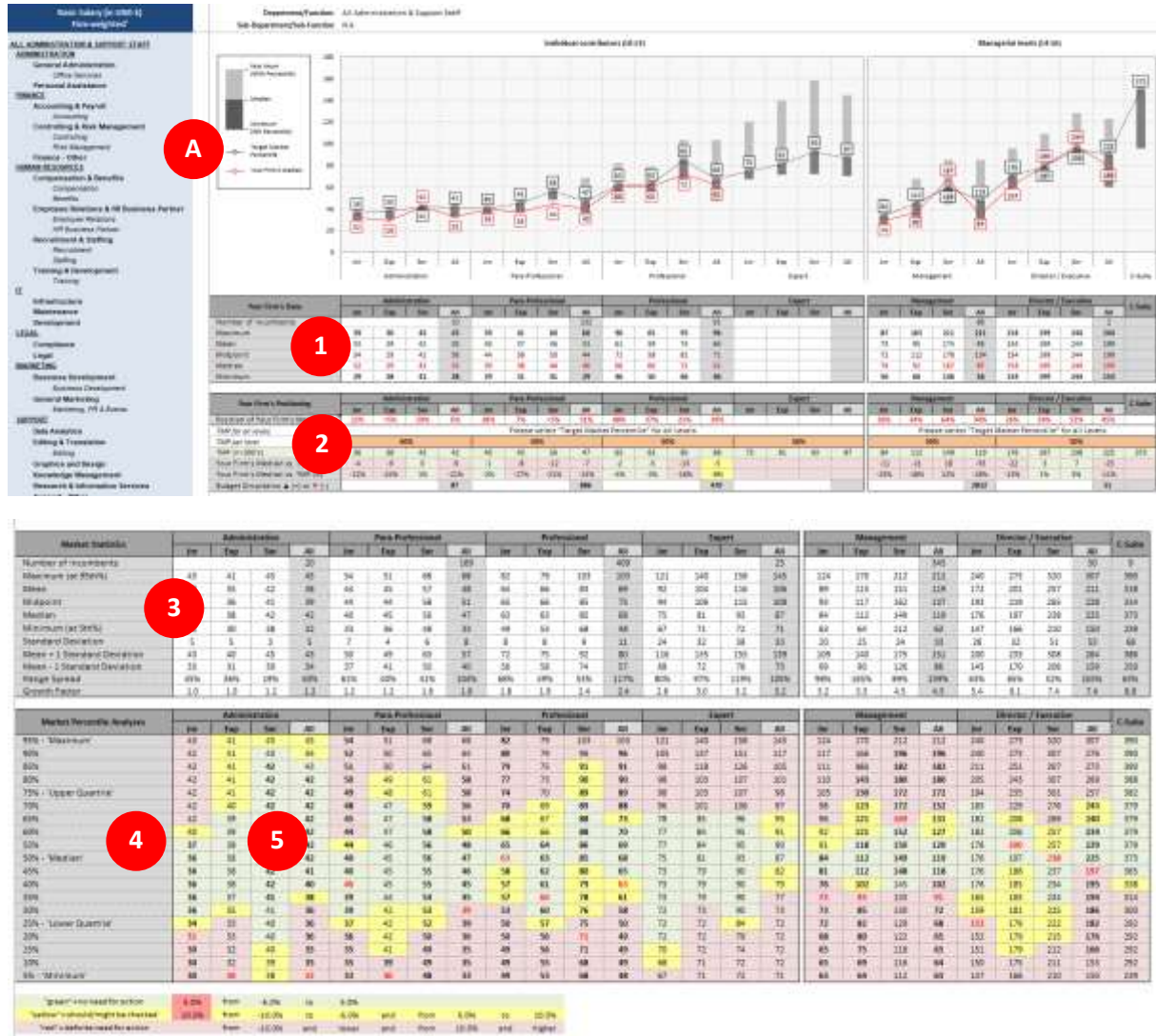
2.2. Dashboard Data Viewer



Once a selection is made using the Dashboard controls, the corresponding data is displayed in the following tabular and graphical forms within the same tab:

- Numeric percentile differentiated table, with Your Firm and Market data.
- Graphical representation showing spread of data.
- Graphical and numeric representation of incumbent distribution.
- To switch between views, use the - / + symbols at the top of the data window to minimise and maximise each view respectively.

3. Worksheet Layout



On each tab customisable interrelated data-sets are presented:

A – Department and Sub-departments: Click on the department and sub-department of interest to see related data.

1 – Your firm's data. Presents **statistical analyses** for your firm at each career level and sub-level; including Maximum, Minimum, Mean, Median and Midpoint.

2 – The parameters of comparison and compa-ratio are shown here and can be customised. By default, Your Firm is compared against: the 50th market percentile (market median), but can be adjusted to compare against any percentile. The compa-ratio allows you to compare your Firm at a given percentile vs a target market percentile of your choice.

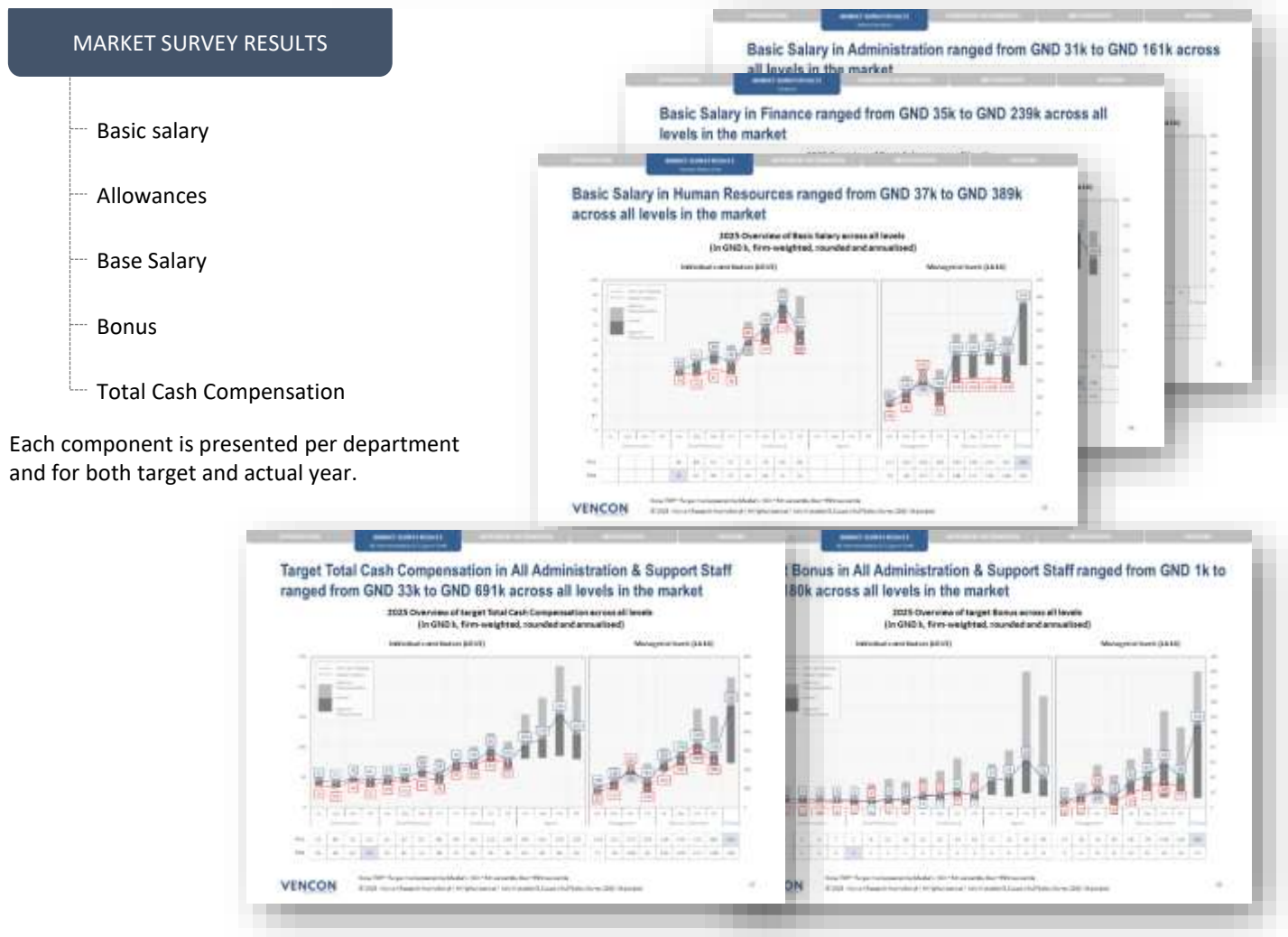
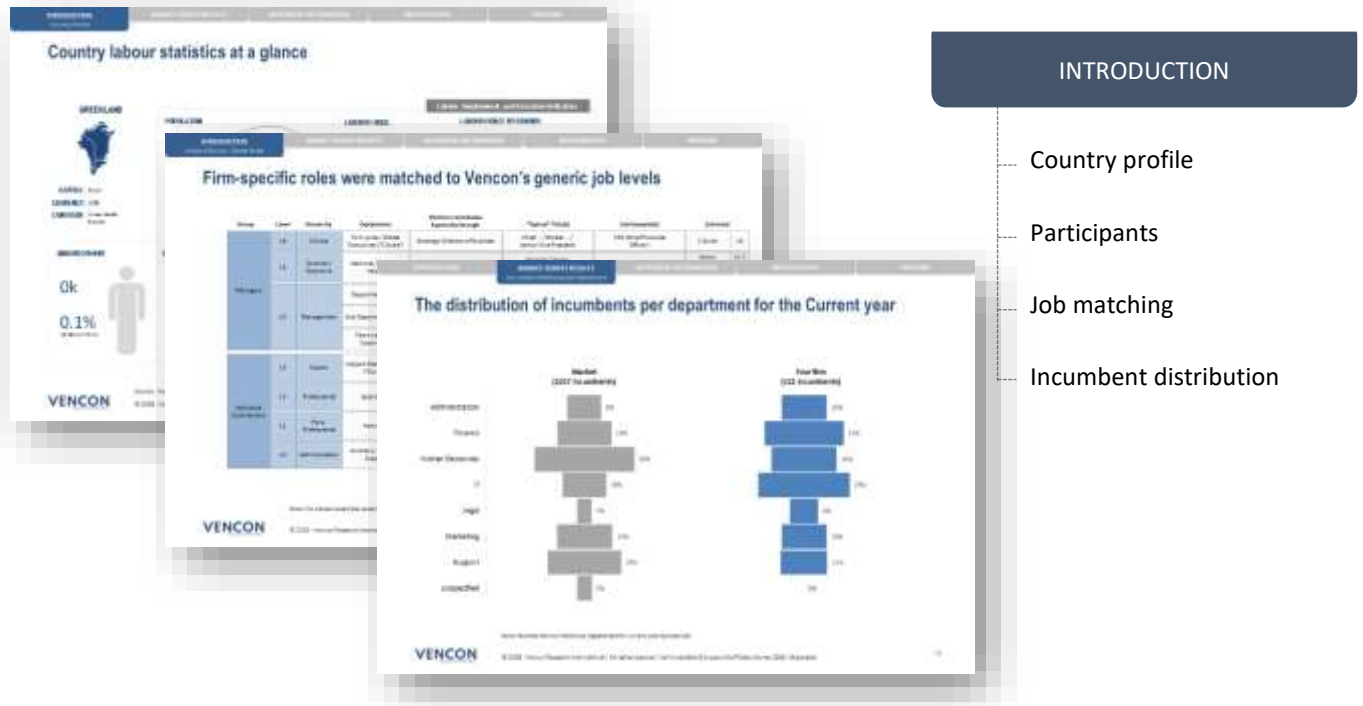
3 – The Market data. Presents **statistical analyses** for the market at each career level and sub-level; including Maximum, Minimum, Mean, Median and Midpoint.

4 – Percentile Analyses: The table provides a detailed **percentile analysis** of the data points from table 3. Thus, at a glance the user may determine the values of the Lower Quartile (25%), Median (50%) and Upper Quartile (75%), or indeed any percentile value in 5% steps across the full sample of firms.

5 – This '**interactive chart**' presents the Maximum, Mean, Median and Minimum (as found in the statistical analyses) as range bars for each sub-career level. The red line shows the positioning within these ranges of Your Firm. The green dotted line shows the market percentile chosen in Table 2 for comparison.

PDF CONTENT OVERVIEW

Discover valuable insights beyond the Excel sheets with our accompanying PDF. This resource provides a holistic view of the salary survey results and essential employment practices among participating firms, including yearly salary changes, required educational background, vacation days, overtime policies, and additional benefits.



Each component is presented per department and for both target and actual year.

ADDITIONAL CAREER ISSUES

- Salary changes
- Required educational background
- Overtime payment
- Vacation days
- Additional benefits



Report-specific data regarding the educational background required for Individual Contributors and Managers showed the following:

	Individual Contributors (ICs)	Managers (MGRs)
Level 1	General Education - High School Graduate	General Education - High School Graduate
Level 2	General Education - High School Graduate	General Education - High School Graduate
Level 3	General Education - High School Graduate	General Education - High School Graduate
Level 4	General Education - High School Graduate	General Education - High School Graduate
Level 5	General Education - High School Graduate	General Education - High School Graduate
Level 6	General Education - High School Graduate	General Education - High School Graduate
Level 7	General Education - High School Graduate	General Education - High School Graduate
Level 8	General Education - High School Graduate	General Education - High School Graduate
Level 9	General Education - High School Graduate	General Education - High School Graduate
Level 10	General Education - High School Graduate	General Education - High School Graduate

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426

Report-specific data regarding payment for overtime and time-off in lieu showed the following:

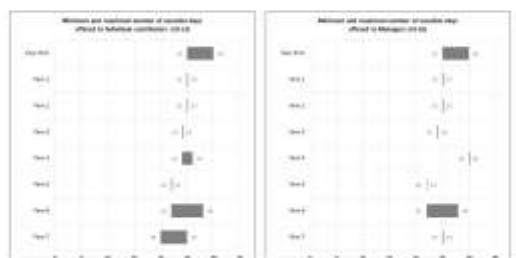
	Individual Contributors (ICs)				Managers (MGRs)			
	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8
Level 1	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Level 2	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Level 3	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Level 4	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Level 5	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Level 6	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Level 7	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Level 8	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Level 9	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Level 10	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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Vacation days offered to Individual Contributors and Managers



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Most firms offered some form of additional benefits to their employees (1...)

	Health Insurance	Life Insurance	Disability Insurance	Retirement Plan	Employee Stock Ownership Plan (ESOP)	Flexible Spending Account (FSA)	Other Benefits
Level 1	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Level 2	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Level 3	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Level 4	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Level 5	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Level 6	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Level 7	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Level 8	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Level 9	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Level 10	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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426