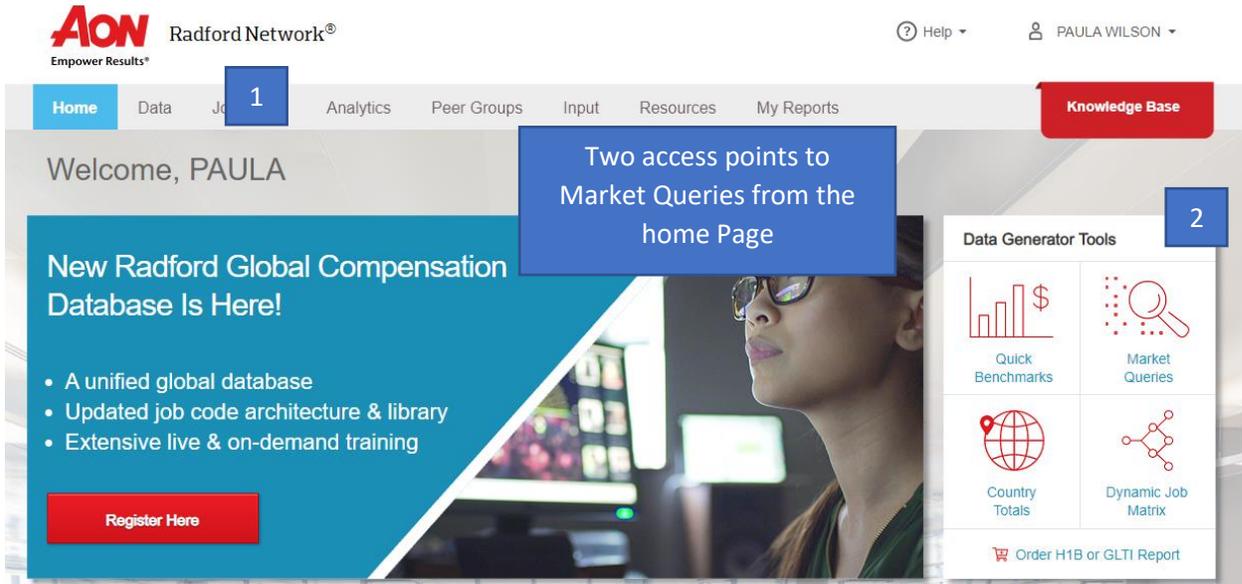


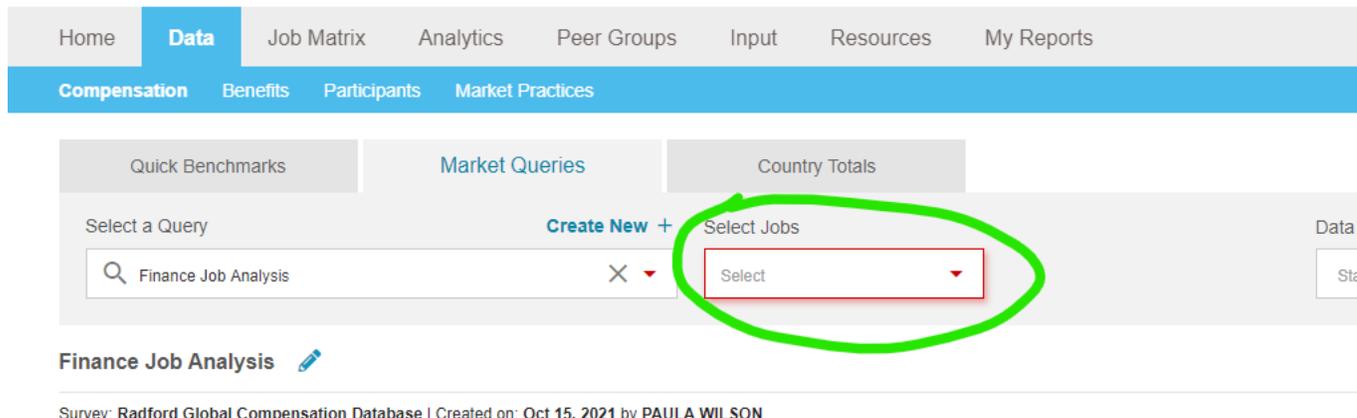
How to Create a Job List in Market Queries

Clients can create custom job lists in Market Queries. Job Lists can be saved and once saved, appear as a drop-down in the “Select Jobs” section of the Market Queries creation process.

1. To start, use any of the access points on the home page to go to Market Queries.

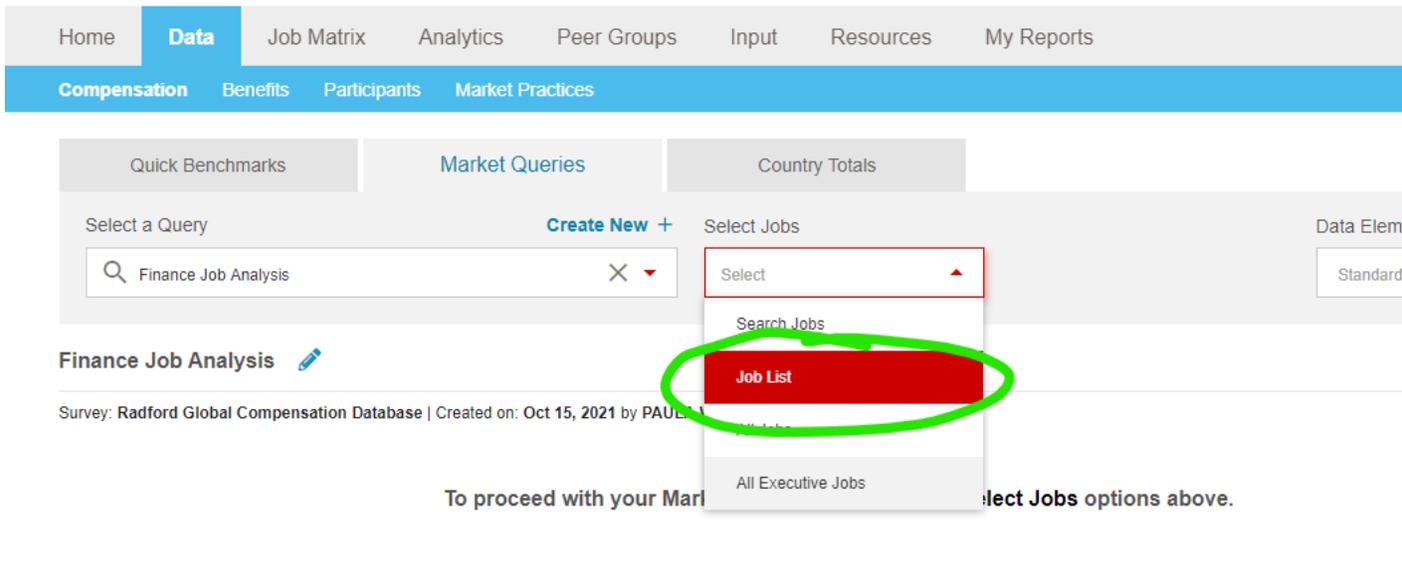


2. After selecting Open or Create a Market Query, click on the red down triangle to display the drop-down.

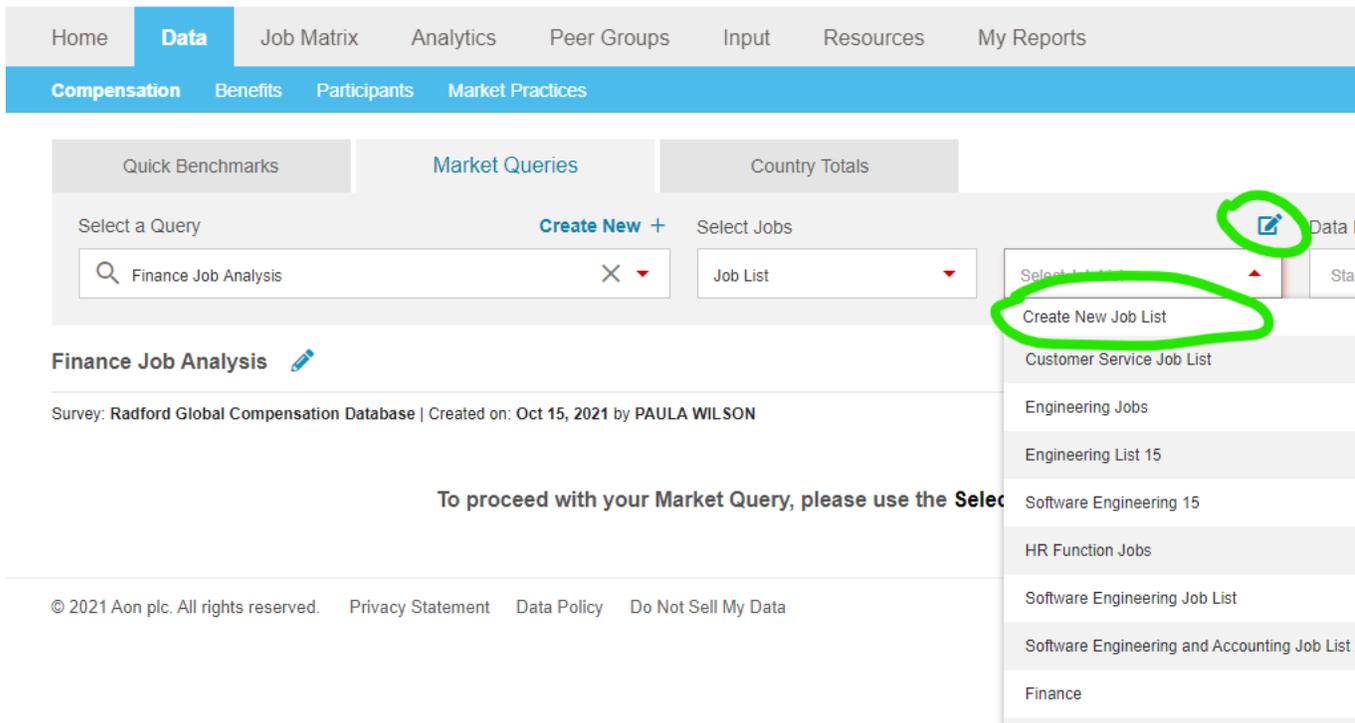


To proceed with your Market Query, please use the **Select Jobs** options above.

3. From the drop-down click on “Job List”.



- There are two ways to create a job list, select the “Create New Job List” in the drop-down or by selecting the pencil icon. Either will take you to the Job List pop-up window.



- Give the job list a unique name.

Job List

Create | Open / Edit | Duplicate

Finance Job Family

Search by Keyword, Job Title, Job code or Legacy Code

Search

Functions

Job Categories

Job Catalog

1878 items found

Leadership

General

	Code	E	M	P	T	S	Info
<input type="checkbox"/> Executive Chairman	LE.GLXC	●					i
<input type="checkbox"/> Chief Executive Officer	LE.GLEC	●					i
<input type="checkbox"/> Chief Operating Officer	LE.GLOC	●					i
<input type="checkbox"/> Group President	LE.GLPG	●					i
<input type="checkbox"/> Division President	LE.GLPD	●					i
<input type="checkbox"/> Business Unit Executive	LE.GLBE	●					i
<input type="checkbox"/> Division/Business Unit Management	LE.GLBM		●				i

My Selected Jobs

Please select jobs to continue

Reset

6. Use any of the search features to add jobs to your list.

You can search by Category

Job List

[Create](#) |
 [Open / Edit](#) |
 [Duplicate](#)
Finance Job Family

Finance

Job Catalog

91 items found

	Code	E	M	P	T	S	Info
▼ Finance	FI						
▼ <input type="checkbox"/> General	FI.GL						
<input type="checkbox"/> Top Finance	FI.GLFI	●					i
<input type="checkbox"/> Finance Function	FI.GLFC	●					i
<input type="checkbox"/> Multi-Focus	FI.GLMF	●					i
<input type="checkbox"/> Multi-Focus	FI.GLMF		●	●			i
<input type="checkbox"/> All Focuses Roll-Up	FI.GL00	●					i
▼ <input type="checkbox"/> Accounting	FI.AC						
<input type="checkbox"/> Head of Accounting	FI.ACAD	●					i

My Selections

Job Categories

[Select All](#)

Executive

Management

Professional

Technical

Support

You can search by Function

Job List

[Create](#) |
 [Open / Edit](#) |
 [Duplicate](#)
Finance Job Family

Functions
Job Categories

Job Catalog

1878 items found

	Code	E	M
▼ Leadership	LE		
▼ <input type="checkbox"/> General	LE.GL		
<input type="checkbox"/> Executive Chairman	LE.GLXC	●	
<input type="checkbox"/> Chief Executive Officer	LE.GLEC	●	
<input type="checkbox"/> Chief Operating Officer	LE.GLOC	●	
<input type="checkbox"/> Group President	LE.GLPG	●	
<input type="checkbox"/> Division President	LE.GLPD	●	
<input type="checkbox"/> Business Unit Executive	LE.GLBE	●	
<input type="checkbox"/> Division/Business Unit Management	LE.GLBM	●	

Functions

[Select All](#)

Creative

Customer Service / Support

Environmental Health & Safety

Engineering

Energy Operations

Cross-Function Roll-Up

Finance

Field Operations

Gaming

[Apply](#)

You can use the Search Field to look up job families by Job Title, job code, or Legacy Code.

The screenshot shows the 'Job List' interface. At the top, there is a blue header with the text 'Job List'. Below the header, there are navigation options: 'Create', 'Open / Edit' (with a dropdown arrow), and 'Duplicate' (with a dropdown arrow). To the right, there is a yellow box labeled 'Finance Job Family'. Below this, there is a search bar with a magnifying glass icon and the text 'Search by Keyword, Job Title, Job code or Legacy Code'. To the right of the search bar, there is a dropdown menu currently set to 'Finance' and a 'Job Categories' dropdown. The main content area is divided into two sections: 'Job Catalog' and 'My Selected Jobs'. The 'Job Catalog' section shows a table with 91 items found. The table has columns for 'Code', 'E', 'M', 'P', 'T', 'S', and 'Info'. The 'My Selected Jobs' section is currently empty and contains the text 'Please select jobs to continue.' At the bottom right, there is a 'Reset' button.

	Code	E	M	P	T	S	Info
<input type="checkbox"/> Multi-Focus	FI.GLMF	●					i
<input type="checkbox"/> Multi-Focus	FI.GLMF		●	●			i
<input type="checkbox"/> All Focuses Roll-Up	FI.GL00	●					i
<input checked="" type="checkbox"/> Accounting	FI.AC						
<input type="checkbox"/> Head of Accounting	FI.ACAD	●					i
<input type="checkbox"/> Accounts Payable	FI.ACAP		●			●	i
<input type="checkbox"/> Accounts Receivable	FI.ACAR		●			●	i
<input type="checkbox"/> Billing Operations	FI.ACBO		●	●		●	i
<input type="checkbox"/> Cost Accounting	FI.ACCA		●	●			i

Any of these search options can be used to make your Job List.

7. Remove jobs from the “My Selected Jobs” window by clicking on the red X, or start over by clicking on the “Reset” button or “Clear Selections” at the top of this dialogue to remove all selections.

Job List

Create | Open / Edit v | Duplicate v

Finance Job Family

Search by Keyword, Job Title, Job code or Legacy Code Search Finance Job Categories

Job Catalog							
91 items found							
	Code	E	M	P	T	S	Info
<input type="checkbox"/> Multi-Focus	FI.GLMF	●					i
<input type="checkbox"/> Multi-Focus	FI.GLMF		●	●			i
<input type="checkbox"/> All Focuses Roll-Up	FI.GL00	●					i
<input checked="" type="checkbox"/> Accounting	FI.AC						
<input checked="" type="checkbox"/> Head of Accounting	FI.ACAD	●					i
<input checked="" type="checkbox"/> Accounts Payable	FI.ACAP		●			●	i
<input checked="" type="checkbox"/> Accounts Receivable	FI.ACAR		●			●	i
<input checked="" type="checkbox"/> Billing Operations	FI.ACBO		●	●		●	i
<input checked="" type="checkbox"/> Cost Accounting	FI.ACCA		●	●			i

My Selected Jobs

- Accounting - Head of Accounting - FI.A...
- Accounting - Accounts Payable - FI.A...
- Accounting - Accounts Receivable - FI.A...
- Accounting - Billing Operations - FI.A...
- Accounting - Cost Accounting - FI.A...
- Accounting - Head of Financial Report...
FI.ACFC
- Accounting - Financial Reporting - FI.A...
- Accounting - Head of Management

Reset

8. Clicking “Save” will close the window and populate your Market Query with the job list.

Home **Data** Job Matrix Analytics Peer Groups Input Resources My Reports

Compensation Benefits Participants Market Practices

Quick Benchmarks **Market Queries** Country Totals

Select a Query [Create New +](#) Select Jobs [Data Elem](#)

Finance Job Analysis X Job List Finance Job Family Standard

Finance Job Analysis [✎](#)

Survey: Radford Global Compensation Database | Created on: Oct 15, 2021 by PAULA WILSON

[Add Breakout +](#) OR [Add Peer Group Breakout +](#)

Managing Job Lists

You can open, edit, or duplicate job lists.

Access job lists from the Job List drop-down. Click on the info icon to manage any of the lists.

Quick Benchmarks **Market Queries** Country Totals

Select a Query Create New + Select Jobs Data Elements

Finance Job Analysis Job List

Finance Job Family Standard Data

Finance Job Analysis

Survey: Radford Global Compensation Database | Created on: Oct 15, 2021 by PAULA WILSON

- Finance
- Finance Jobs
- Leadership
- Accounting Jobs
- Software Development Engineer
- HR 1 Job
- Human Business Partner
- Engineering Software Roles with CEO
- Finance Job Family**

Clicking on the “Open/Edit” button gives access to any saved job list, you can delete job lists from this view.

Job List

| |

Job Catalog	Code
Customer Service Job List <input type="button" value="X"/>	LE
Engineering Jobs <input type="button" value="X"/>	LE.GL
Engineering List 15 <input type="button" value="X"/>	LE.GLXC
Software Engineering 15 <input type="button" value="X"/>	LE.GLEC
HR Function Jobs <input type="button" value="X"/>	LE.GLOC
Software Engineering Job List <input type="button" value="X"/>	LE.GLPG
Software Engineering and Accounting Job List 2 <input type="button" value="X"/>	LE.GLPD
Finance <input type="button" value="X"/>	LE.GLBE
Finance Jobs <input type="button" value="X"/>	
Business Unit Executive <input type="checkbox"/>	

You can duplicate a list from the Job List pop-up.

Job List

Create | Open / Edit | Duplicate

Enter new name for Job List

Search by Keyword, Job Title, Job code or Legacy Code

Search

Functions

Job Categories

Job Catalog

	Code	E	M	P	T	S	Info
1878 items found							
Leadership	LE						
General	LE GL						
Executive Chairman	LE GLXC	●					Info
Chief Executive Officer	LE GLFC	●					Info

My Selected Jobs

- Customer Support - Head of Customer Support - CS.CSSD
- Customer Support - Call Center - CS.C
- Customer Support - Call Center - CS.C

Job lists are a great way to create a custom list of job families to use whenever needed in Market Queries.