

## **IACT Annual Salary Survey Frequently Asked Questions**

### **Can I save the survey online and return to it later?**

*Yes! Survey Monkey will automatically save your survey (you do not need to push a “save” button. It does this automatically). However, it saves according to your computer. Therefore, to view your survey responses again, you must use the same computer. To go back to your survey, simply click on the link and it will take you to the page where you were last!*

### **Can I print my online survey when I am finished?**

*Unfortunately, there is not an easy way to do this. If you would like to print your survey responses from the online survey, you will need to print each “page.” There are a few ways you might like to do this: 1) Once you have completed the survey, before you click “done,” print off each “page.” You can navigate back and forth throughout the survey using the “Prev” and “Next” buttons at the bottom each page (or screen). 2) Another option may be to print each page before you click “next.” Remember you will get your results back, when we send all the results to you in early May.*

### **How do I submit the survey online?**

*At the end of the survey (on the last “page”), there will be a button “Done.” Click “Done” to submit your survey. Once you click “Done,” you will not be able to view the survey again.*

### **Can more than one person complete the survey?**

*We only want/need one survey per municipality. However, we understand you may want more than one person to help complete the survey. This is where the PDF document will be helpful. If you have multiple people who will contribute to the survey, consider emailing each the PDF and ask them to complete their portion. Then, assign one person to enter it all into the online survey. Remember Survey Monkey automatically saves your responses by computer. Therefore, you must enter your responses online from the same computer.*

### **What will the results look like?**

*We will send a PDF of the results, broken into four categories based on population, including: 1<sup>st</sup>/2<sup>nd</sup> class cities, 3<sup>rd</sup> class cities, towns greater than 2,000 and towns less than 2,000. You will receive all the results for each breakdown. Further, we will send you an excel file so that you can sort the results to meet your needs.*

### **What should we do not have a position listed on the salary survey?**

*You may type in NA or leave the response space blank. If you leave a position’s salary blank, we will assume you do not have this position in your municipality.*

**What should we do if we have positions not included in the salary survey?**

*At the end of the survey, space is provided for you to enter other positions you would like to report.*

Thank you for your interest in the 2015 Salary Survey! If you have any questions or suggestions for future surveys, please let us know.

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