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Introduction
Introduction

- Welcome to Talent|REWARD™, Towers Watson’s Global Grading System (GGS) platform
- Talent|REWARD is a web-based system. You will be provided with a unique URL in order to access your database using your assigned user names and passwords
- This guide is designed to provide users with step by step instructions for navigating throughout the newly upgraded system
- For information regarding GGS job analysis methodology or for any other information regarding your job grading initiatives, please consult your implementation and training materials or contact your compensation consultants
Logging On

- Change Password to One of Your Choice
Logging On

Enter User Name and Password

If password is forgotten:
- Click on Forgot Your Password?
- Answer challenge questions
- Reset your password
Change Password to One of Your Choice
Change Password to One of Your Choice

When you reset your password, you're asked to supply two things:

1. A new password, and
2. A new answer to the security question of your choosing

- At this point, we're not checking the old value. We're asking for a NEW value. We've already thrown the old value away
- You're resetting your password now. You need to provide a new password, and also provide a new answer to the secret question. You may choose a new secret question, too
- By the time we're asking you to pick a new password and security-answer, we've THROWN AWAY the old values. So it's fine to choose the same as before. Or not.

If you are authenticating for the very first time please follow the instructions on the Password Reset screen
Change Password to One of Your Choice

Choose a new Secret Question

You can also Change your password by clicking on the Tools tab

Tools ➔ User ➔ Change Your Password
The Home Page

- After you have logged on, you will see this **Home** screen
- Always return to this screen by clicking the **Home** tab
Business Units

- Adding A New Business
- Edit, Delete, Set User Rights
- Viewing Jobs Within A Business Unit
Business Units

- To view/edit existing Business Units or to add a new one, click on **Global Grading**

You can use this as an example for Add/Edit/Delete of the Job Family and Country Setup features
To add a new Business Unit, click on Add

After clicking Add, this screen allows you to add a new business; enter your scoping data
1. Enter data

2. Click Calculate Grades to see the grading results for each scoping dimension

3. Click Save to finalize your scoping decision
Business Units — Edit, Delete, Set User Rights

- To edit an existing business, click the Pencil icon.
- To delete an existing business click the X icon — please note that you cannot delete a business if it already has jobs assigned to it, these jobs would have to be deleted or assigned to a different business unit first.
- GGS does not assume that all Users can see your newly added Business Unit. To give access to other Users please click on the ‘set user rights’ icon. Here you can give either View or Change access to all or selected Users. Save.

### Business Setup

<table>
<thead>
<tr>
<th>Business</th>
<th>Code</th>
<th>Business Grade</th>
<th>Sales Volume</th>
<th>Employees</th>
<th>Diversity/Complexity</th>
<th>Geographic Breadth</th>
<th>Total Jobs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Company</td>
<td>7</td>
<td>22</td>
<td>5000</td>
<td>18000</td>
<td>High (H)</td>
<td>International (I)</td>
<td>134</td>
</tr>
<tr>
<td>Client Example (C)</td>
<td>A</td>
<td>22</td>
<td>6200</td>
<td>19500</td>
<td>Medium (M)</td>
<td>Global (G)</td>
<td>10</td>
</tr>
<tr>
<td>Example I</td>
<td>6</td>
<td>22</td>
<td>9000</td>
<td>12000</td>
<td>Medium (M)</td>
<td>International (I)</td>
<td>37</td>
</tr>
<tr>
<td>New Business</td>
<td>NEW</td>
<td>21</td>
<td>2000</td>
<td>5000</td>
<td>Medium (M)</td>
<td>International (I)</td>
<td>0</td>
</tr>
</tbody>
</table>
Business Units — Viewing Jobs Within a Business

- From **Business Setup** you can see all the grading results to jobs associated with a particular business unit.
- You can access the same information from the **Jobs** screen by clicking on the Job tab (see next section for details on viewing, grading and editing jobs).
Jobs

- Searching for a Job to View
- Using the Search Screen
- Viewing the Jobs Screen
- Modifying and Grading a Job
- Adding a Job
- Grading a Job
- Deleting a Job
- Copying a Job
Jobs: Searching for A Job to View

Click this icon to launch search window
Perform a simple search based on one data element
Available simple search criteria are provided in a drop-down menu.

Write in the text box a word contained in your desired search.
Perform a complex search based on multiple data elements.
For example, to search for all jobs, in Global Grade 8 and above in the Accounting/Finance job family, enter the first element of your criteria Global Grade.

Click Add Expression to move the expression to the search expression field.
Jobs: Using the Search Screen

Click Add Expression

Then enter the second element of your criteria Job Family

Click on Lookup Values to see the options available in the selected criteria and click on the desired option
Jobs: Using the Search Screen

If this search is something that you would like to keep for future use then make sure you give it a search name; once saved this search will belong to your personal search library.

Once all the criteria have been added to the expression builder, click Search.
When finished, use the Search drop-down menu and select Show All Jobs to clear your search; your saved searches will also appear here.

After clicking Search, only jobs meeting your search criteria will be displayed on the Jobs screen.
Jobs: Viewing the Jobs Screen

Use the arrows to scroll through the jobs available for viewing.

Use the “Page Rows” Scoreboard to control the number of rows appearing at one time; note the other scoreboard options do not apply to the global grading module of Talent|REWARD.
Jobs: Viewing the Jobs Screen

- Jobs can be sorted in ascending and descending order based on any column heading.
- Note that the system will always remember your last set of sorting and search instructions when you log back in.

Click the header to be used as the sorting criteria.
Jobs: Modifying and Grading a Job

This action list allows users to:

- Jobs
  - Add
  - Copy
  - Delete

- Job Leveling
  - GGS - evaluate job (i.e., grade the job)
  - GGS - copy an evaluation
  - GGS - delete an evaluation
Jobs: Adding a Job

- To Add a job

In the Action drop-down menu under Jobs select Add
Add Job

**Basic Job Information**

- **Job Code**: 295289
- **Qualifier**: New Business (NEW)
- **Region**: UK

**Job Title, Job Family and Country**

- **Job Title**: Audit Manager
- **Job Family**: Accounting/Finance
- **Country**: US United States

**Indicate if you would like to flag for review**

- **Indicate Flag**: No

**Job Properties**

- **Admin Grade is Overridden**: No
- **eLevel Administered Grade**:
- **True Administered Grade**:
- **Career Framework Role**:
- **Band**:
- **Denchmark**: No
- **Broad Band**:
- **Midpoint**:
- **Business Unit**:
- **Business Unit Grade**:
- **Country**:
- **Exclude From Regression Reason**: No
- **Exclude Job**: No
- **Global Grade**:
- **Hay Points**:
- **Job Code Effective Status**:
- **Job Code Qualifier**:
- **Report/Sort Group**:
- **Job Specific Range Maximum**:
- **Job Specific Range Midpoint**:
- **Job Specific Range Minimum**:
- **SE Mercer IPE Grade**:
- **Review**: No

---

**Message**

The job has been added.

---

**Do not exit using the Menu icons**

*(Home, Views, Costing, Reports or Tools)*

If you do it will Padock the job and will not clear for 30 minutes. Always use the **Save**, **Cancel** or **Close** buttons to exit from this screen.
Jobs: Grading a Job

To Grade a job

- Find the job you have just added or any job you would like to re-grade/or edit/look at grades chosen (previous section provides information on searching for a job)

In the Action drop-down menu under Job Leveling select GGS – Evaluate a Job
Jobs: Grading a Job

- Once you have selected a job for grading, ensure the job is linked to the right business by selecting the correct business name and code.
- Then click Next.

Business (step 1 of 3)

<table>
<thead>
<tr>
<th>Select</th>
<th>Business</th>
<th>Code</th>
<th>Business Grade</th>
<th>Sales Volume</th>
<th>Employees</th>
<th>Diversity/Complexity</th>
<th>Geographic Breadth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>18000</td>
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<tr>
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<td>21</td>
<td>2000</td>
<td>5000</td>
<td>Medium (M)</td>
<td>International (I)</td>
</tr>
</tbody>
</table>

You have chosen to grade this job: Audit Manager (299266 NEW UK)
Now choose a business unit in whose context this job will be banded and graded.
Jobs: Grading a Job

- Band the job by answering **Yes** or **No** to each question as appropriate
- Then click **Next**

### Band (step 2 of 3)

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Job Region</th>
<th>Job Qualifier</th>
<th>Job Title</th>
<th>Business Name</th>
<th>Business Grade</th>
<th>Band</th>
<th>Global Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>299266</td>
<td>UK</td>
<td>NEW</td>
<td>Audit Manager</td>
<td>New Business</td>
<td>21</td>
<td>4M</td>
<td>Not yet graded</td>
</tr>
</tbody>
</table>

Answer all questions to determine the band for job: **Audit Manager**

- Managing people a focus?
  - Yes
  - No
- Manage professionals/managers?
  - Yes
  - No
- Set or significantly influence functional strategy?
  - Yes
  - No
Jobs: Grading a Job

- Grade job by selecting appropriate factor descriptors
- Then click Grade
- If you are happy with the result, click Save

Grade (step 3 of 3)
Jobs: Grading a Job

- New band and grade decisions can be viewed on the Jobs screen

![Image of Jobs screen with highlighted new global grade]

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Jobs: Deleting a Job

To **Delete** a job

1. Check the job(s) to be deleted

2. In the Action drop-down menu under Jobs select **Delete**

3. The system will prompt you to confirm your decision
Jobs: Copying a Job

To **Copy** a job

- Once a job is copied it is important to navigate through all the **Evaluate a Job** screens in order to finalize the grading decision as linking it to a different business unit may change the final grading result.

1. **Check the job(s) to copy**

2. **In the Action drop-down menu under Jobs select Copy**

3. **Enter one or more of the parameters to be changed in order to create the new job and click on Save; a pop-up box will appear advising that your job has been copied, click OK; all other parameters will remain the same, including the band and global grade**
Reports: Selecting the Report Format
Reports: Selecting the Report Format

- Reports can be filtered, grouped and sorted in order to obtain only the information you need.
- For example, you may wish to view a grading overview report of all jobs with a Global Grade less than 16 within the Finance family, sorted in descending order, by Global Grade.

**Click Filter to set the parameters of what should be included in the report.**
1. Enter the title you would like to use

2. Enter your filter criteria and click Add Expression; repeat this process until all expressions have been entered

3. Click Save
Click Sort to set the sorting and grouping criteria (group with page eject means there will be forced page breaks separating the sorted criteria, such as Grade in this example.)
Reports: Selecting the Report Format

- You can save a report filter to your report library to use in the future and it will always print what is current

Click Save Current Settings

A pop-up box Explorer User Prompt will appear; re-type your Filter Heading

Click OK

Your report filter will now be available to use another time
Reports: Selecting the Report Format

Reports can be output in:

- PDF or Excel
System Administration

- System Administrators will be able to make the following changes from the **Tools** tab:
  - **Global Grading**
    - Add Business Units, Job Family and Country selection to current drop-down menus
  - **User**
    - Add/delete users, user profiles and reset passwords
  - **User Rights**
    - Assign user restrictions, such as ability to view only grading results in certain business units, job families or countries
    - Assign system administration rights to other users
My Dashboard: Training Resources

- You find this option extremely useful as it contains Training Videos on how to use certain features within GGS (and other suites in Talent|REWARD)
- The Release notes on any new and enhanced features are also included
Training Resources
Training Resources: Screen

WebCasts

Webcasts are divided into logical sections for easy downloading.

- Aug 15, 2009: Click here to view training videos for the new version 5.8, to be released August 24.
- May 14, 2009: Click here to get the Advanced Reports Training #2 Webcast. You'll need Windows Media Player to play the movie.
- May 5, 2009: Click here to get the Advanced Reports Training #1 Webcast. You'll need Windows Media Player to play the movie.
- May 1, 2009: Click here to get the Advanced Reports User Guide!
- April 27, 2009: Learn About Release 5.7
  This is a special training video that goes over the same information that was discussed in our two webcasts.

Click on this Hyper link to go to the Training Webcasts
GGS Support Contact Details

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Career Map
Administration and Navigation Guide
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</tr>
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Introduction

- Job Model Basics
- Global Job Model
Welcome to Talent|REWARD™, Towers Watson’s Career Map platform

Talent|REWARD is a web-based system. You will be provided with a unique URL in order to access your database using your assigned user names and passwords.

This guide is designed to provide users with step by step instructions for navigating throughout the newly upgraded system.

For information regarding Career Map job analysis methodology or for any other information regarding your job grading initiatives, please consult your implementation and training materials or contact your compensation consultants.
Job Model Basics
Introduction: Job Model Basics

- A Job Model is a framework for evaluating jobs that allows users to classify jobs by identifying the primary role and the specific level (from a career ladder) of the job.

- The main components of a job model are:
  - Functional Area
  - Function
  - Discipline
  - Band
  - Band Level
  - Band Sub-Level*  

- Talent | REWARD also allows users to enter additional information that an organization would like to collect at a job level:
  - This is typically used to collect information (such as experience required or certifications required) to generate job descriptions or profiles.

* Indicates an optional component.
Introduction: Job Model Basics

- A job model is set up with a specific hierarchy for defining the purpose and level of the position
  - Disciplines are a subset or Functions, which are a subset of Functional Areas
  - Sub Levels are a subset of Level, which are a subset of Band
Introduction: Job Model Basics

- Criteria can be used to help determine the correct level for a role
- Criteria are company-identified factors or competencies that are important at the organization
- Criteria are differentiated for each level, and in REWARD we call these differentiated criteria descriptors

### Criteria Descriptors

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Problem Solving</th>
<th>Customer Focus</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Entry Level</strong></td>
<td>Uses existing procedures to solve routine or standard problems; applies limited judgment and discretion.</td>
<td>Responds to standard requests from internal and/or external customers.</td>
</tr>
<tr>
<td><strong>Intermediate Level</strong></td>
<td>Identifies and solves a range of problems in straightforward situations; analyzes possible solutions and assesses each using standard procedures.</td>
<td>Responds to non-standard requests from internal and/or external customers; investigates with assistance from others as needed.</td>
</tr>
<tr>
<td><strong>Career Level</strong></td>
<td>Solves complex problems; takes a new perspective on existing solutions.</td>
<td>Interprets customer needs, assesses requirements and identifies solutions to nonstandard requests.</td>
</tr>
</tbody>
</table>
Global Job Model
Towers Watson has developed a pre-defined set of Bands, Levels, Functional Areas, Functions and Disciplines, called the Global Job Model (GJM)

The GJM jobs (unique combinations of Discipline and Level) are mapped to jobs that are defined in salary surveys

The GJM jobs are also mapped to the organization’s job model

Talent|REWARD uses these mappings to identify recommended matches for the jobs within an organization
Logging On

- Change Password
Logging On

Enter **User Name** and **Password**

If password is forgotten:
- Click on **Forgot Your Password?**
- Answer challenge questions
- Reset your password
Change Password
Logging On: Change Password

When you reset your password, you will be asked to supply two things:

1. A new password, and
2. A new answer to the security question of your choosing

- At this point, REWARD is not checking the old value. It is asking for a NEW value.
- You will be asked to reset your password now. You need to provide a new password, and also provide a new answer to the secret question. You may choose a new secret question, too
- By the time REWARD asks you to pick a new password and security-answer, it has THROWN AWAY the old values. So it's fine to choose the same as before. Or not.
Logging On: Change Password

Password reset

Please supply your user ID, and then select the question that you answered when you originally registered your account. Then provide the answer to that question. If you get the wrong answer, your logon will be denied. Then type your new password twice.

Select a **Question**, enter an answer, and then enter your new password twice.

You can also Change your password by clicking on the **Tools** tab.

Tools → User → Change Your Password
After you have logged on, you will see this **Home** screen

You can always return to this screen by clicking the **Home** tab.
Jobs

- Searching for a Job to View
- Using the Search Screen
- Viewing the Jobs Screen
- Modifying and Mapping a Job
- Adding a Job
- Mapping a Job
- Deleting a Job
- Copying a Job
Jobs: Searching for a Job to View
Jobs: Searching for a Job to View

Click this icon to launch search window
Jobs: Using the Search Screen
Jobs: Using the Search Screen

Simple search - jobs

Job Title contains the words

search

Perform a simple search based on one data element

Advanced search - jobs

Your saved search name

Expression builder

Connector ( Column Operator Value )

<table>
<thead>
<tr>
<th>Connector</th>
<th>Column</th>
<th>Operator</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Job Title</td>
<td>Not Equals</td>
<td></td>
</tr>
</tbody>
</table>

Search Expression

When apostrophes are used, an additional apostrophe is required e.g. [joe’s dog] must read as [joe”s dog]

search view search library add new search
Available simple search criteria are provided in a drop-down menu.

Write in the text box a word contained in your desired search.
Perform a complex search based on multiple data elements

When apostrophes are used, an additional apostrophe is required e.g. [joe's dog] must read as [joe''s dog]
Jobs: Using the Search Screen

Simple search - jobs

Job Title contains the words search

Advanced search - jobs

For example, to search for all jobs, in Global Grade 8 and above in the Accounting/Finance job family, enter the first element of your criteria Global Grade

Click Add Expression to move the expression to the search expression field

When apostrophes are used, an additional apostrophe is required e.g. [joe's dog] must remain as [joe's dog].
Jobs: Using the Search Screen

Simple search - jobs

Advanced search - jobs

Then enter the second element of your criteria **Job Family**

Click on **Lookup Values** to see the options available in the selected criteria and click on the desired option

Click **Add Expression**
If this search is something that you would like to keep for future use then make sure you give it a search name; once saved this search will belong to your personal search library.

Once all the criteria have been added to the expression builder, click Search.
After clicking **Search**, only jobs meeting your search criteria will be displayed on the **Jobs** screen.

When finished, use the **Search** drop-down menu and select **Show All Jobs** to clear your search; your saved searches will also appear here.
Jobs: Viewing the Jobs Screen
Jobs: Viewing the Jobs Screen

Use the arrows to scroll through the jobs available for viewing.

Use the “Page Rows” Scoreboard to control the number of rows appearing at one time; note the other scoreboard options do not apply to the global grading module of Talent|REWARD.
Jobs: Viewing the Jobs Screen

- Jobs can be sorted in ascending and descending order based on any column heading.
- Note that the system will always remember your last set of sorting and search instructions when you log back in.

**Click the header to be used as the sorting criteria**
Jobs: Modifying and Mapping a Job
This action list allows users to:

- Jobs
  - Add
  - Copy
  - Delete
- Job Leveling
  - CM – Map a Job
  - CM – Copy a Mapping
  - CM – Delete a Mapping
Jobs: Adding a Job
Jobs: Adding a Job

- To **Add** a job

In the **Action** drop-down menu under **Jobs** select **Add**
Jobs: Adding a Job

Enter the following:

- Job Code
- Qualifier (Business Unit)
- Region (if applicable)
- Job Title, Job Family and Country
- Indicate if you would like to flag for review
- Then click **Save**

This screen appears after you have saved the added job

*Do not exit using the Menu icons (Home, Views, Costing, Reports or Tools). If you do it will Padock the job and will not clear for 30 minutes. Always use the **Save, Cancel** or **Close** buttons to exit from this screen.*
Jobs: Mapping a Job
Jobs: Mapping a Job

- To map a job to your job model, start from the Jobs view
### Jobs: Mapping a Job

Select the job(s) you are mapping

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Job Title</th>
<th>Region Code</th>
<th>Job Family</th>
<th>EEs</th>
<th>Avg Pay</th>
<th>Benchmark Status</th>
<th>Market Value (Base)</th>
<th>Comparator</th>
<th>Grade</th>
<th>Market Predicted Grade</th>
<th>Structure Name</th>
<th>Grade Min</th>
</tr>
</thead>
<tbody>
<tr>
<td>288011</td>
<td>Accountant Sr.</td>
<td>US</td>
<td>Accounting/Finance</td>
<td>1</td>
<td>$ 49,632</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2010-11 US Structure</td>
<td>$ 38,5</td>
</tr>
<tr>
<td>287892</td>
<td>Attorney II</td>
<td>US</td>
<td>Legal</td>
<td>8</td>
<td>$ 95,727</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2010-11 US Structure</td>
<td>$ 80,0</td>
</tr>
<tr>
<td>288282</td>
<td>Cost Accounting Director</td>
<td>US</td>
<td>Accounting/Finance</td>
<td>29</td>
<td>$ 105,826</td>
<td>L</td>
<td>$ 151,976</td>
<td>50th %tile</td>
<td>17</td>
<td>16</td>
<td>2010-11 US Structure</td>
<td>$ 94,7</td>
</tr>
<tr>
<td>287414</td>
<td>Dir Corp Acctg</td>
<td>US</td>
<td>Accounting/Finance</td>
<td>5</td>
<td>$ 112,744</td>
<td>L</td>
<td>$ 123,957</td>
<td>50th %tile</td>
<td>16</td>
<td>15</td>
<td>2010-11 US Structure</td>
<td>$ 86,6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td>$ 165,484</td>
<td>B</td>
<td>$ 156,722</td>
<td>50th %tile</td>
<td>17</td>
<td>18</td>
<td>2010-11 US Structure</td>
<td>$ 94,7</td>
</tr>
</tbody>
</table>
In the **Action** drop-down menu under **Jobs** select **CM - map a job**.
Select the appropriate Functional Area for the job, and click next.
Select the appropriate Function for the job, and click next

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFIN</td>
<td>Finance</td>
<td>Responsible for conducting financial and economic analyses, developing and preparing the organization's financial plans and budgets, interpreting financial reports and tax returns, and maintaining good corporate relations with the investment and banking communities. Also responsible for establishing and maintaining accounting policies and controls, preparing financial reports and safeguarding the organization's assets.</td>
</tr>
<tr>
<td>AHR</td>
<td>Human Resources</td>
<td>Responsible for designing, implementing and monitoring human resource programs and policies to best achieve the organization’s objectives. Typical areas of responsibility include anticipating and planning for long-term human resource needs and trends; ensuring that current employees have the necessary skills for future requirements; overseeing the implementation of human resource policies; developing and administering compensation and benefits programs; developing and maintaining a diverse workforce; and maintaining human resource information systems.</td>
</tr>
<tr>
<td>AIT</td>
<td>Information Technology</td>
<td>Responsible for the design, development and implementation of short- and long-term solutions to information technology needs through new and existing applications, systems architecture, network systems and applications infrastructure. Reviews IT requirements and business processes, codes, tests, debugs and implements software solutions.</td>
</tr>
</tbody>
</table>
Select the appropriate Discipline for the job, and click next.
Jobs: Mapping a Job

Select the appropriate Band for the job, and click next.
Select the appropriate Level for the job, and click next.

To choose the level by reviewing descriptors for this job, click Help Me Choose.
Jobs: Mapping a Job

Job Profile Wizard

Profile Status
- Functional Area: Administration
- Function: Human Resources
- Discipline: Benefits
- Band: Supervisory/Managerial Career Band
- Level: Group Manager
- SubLevel

Select the appropriate SubLevel for the job, and click Go To Summary

Select a Sub-Level to Continue

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>M4D</td>
<td>Group Manager - Director Level</td>
<td>Considered internally to be a director-level position; not considered a managerial-level position.</td>
</tr>
<tr>
<td>M4M</td>
<td>Group Manager - Mgmt Level</td>
<td>Considered internally to be a managerial-level position; not considered a director-level position.</td>
</tr>
</tbody>
</table>
Jobs: Mapping a Job

- The Job Profile screen will appear, which will allow users to enter additional, job-specific information if the system administrator has set up these additional fields.

**Job Profile Wizard: Summary**

<table>
<thead>
<tr>
<th>Profile Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional Area</td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td></td>
</tr>
<tr>
<td>Function</td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td></td>
</tr>
<tr>
<td>Discipline</td>
<td></td>
</tr>
<tr>
<td>Benefits</td>
<td></td>
</tr>
<tr>
<td>Band</td>
<td></td>
</tr>
<tr>
<td>Supervisory/Managerial Career Band</td>
<td></td>
</tr>
<tr>
<td>Level</td>
<td></td>
</tr>
<tr>
<td>Group Manager</td>
<td></td>
</tr>
<tr>
<td>SubLevel</td>
<td></td>
</tr>
<tr>
<td>Group Manager - Mgmt Level</td>
<td></td>
</tr>
</tbody>
</table>

**Enter Optional Additional Information**

- Accountabilities
- Skills
- General
- Job Specifications
- Accreditations

Add additional information for each job from the summary page.
Jobs: Deleting a Job
Jobs: Deleting a Job

To **Delete** a job

1. Check the job(s) to be deleted

2. In the **Action** drop-down menu under **Jobs** select **Delete**

3. The system will prompt you to confirm your decision
Jobs: Copying a Job
To **Copy** a job

- Once a job is copied it is important to navigate through all the **Evaluate a Job** screens in order to finalize the grading decision as linking it to a different business unit may change the final grading result.

1. Check the job(s) to copy

2. In the **Action** drop-down menu under **Jobs** select **Copy**

3. Enter one or more of the parameters to be changed in order to create the new job and click on **Save**; a pop-up box will appear advising that your job has been copied, click **OK**; all other parameters will remain the same, including the band and global grade.
Reports: Selecting the Report Format
Reports: Selecting the Report Format

Reports ➔ Standard Reports ➔ Global Grading Report Overview ➔ Tools

Available Reports:
- Compa Ratio Detail
- Compa Ratio Summary
- Employee Data
- Employee Data Report (no market)
- Employee-To-Job Validation
- Employees Above Max
- Employees Below Minimum
- Excluded Employees
- Job Data
- Job Pivot Table Report
- Market and Pay Movement Report
- Market Comparison
- Pay Ratios
- Salary Structure Divisions
- Salary Structures
- Job Match Summary
- Market Pricing Report
- Market Pricing Report (no pay)
- Market Value Summary
- Survey Job Description Report
- Survey Job Description Report Line
- Survey Utilization
- Band/Level Descriptors
- Global Grading Job Comparison
- Global Grading Report Data
- Career Map Job Description
- User Profiles

Tools:
- Sort: BusinessCode, JobFamily, JobTitle
- Group: BusinessCode (page break); JobFamily (line break)
- Filter
- Subtitle
- Top Rows: all
- save current settings: -- restore saved settings --
Reports: Selecting the Report Format

- Reports can be filtered, grouped and sorted in order to obtain only the information you need.
- For example, you may wish to view a grading overview report of all jobs with a Global Grade less than 16 within the Finance family, sorted in descending order, by Global Grade.

<table>
<thead>
<tr>
<th>Tools</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sort</td>
<td>BusinessCode, JobFamily, JobTitle</td>
</tr>
<tr>
<td>Group</td>
<td>BusinessCode (page break); JobFamily (line break)</td>
</tr>
<tr>
<td>Filter</td>
<td></td>
</tr>
<tr>
<td>Subtitle</td>
<td></td>
</tr>
<tr>
<td>Top Rows</td>
<td>all</td>
</tr>
<tr>
<td>save current settings</td>
<td>-- restore saved settings --</td>
</tr>
</tbody>
</table>

Click **Filter** to set the parameters of what should be included in the report.
1. Enter the title you would like to use

2. Enter your filter criteria and click Add Expression; repeat this process until all expressions have been entered

3. Click Save
### Reports: Selecting the Report Format

**Tools**

<table>
<thead>
<tr>
<th>Sort</th>
<th>BusinessCode, JobFamily, JobTitle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group</td>
<td>BusinessCode (page break); JobFamily (line break)</td>
</tr>
<tr>
<td>Filter</td>
<td>All</td>
</tr>
<tr>
<td>Subtitle</td>
<td>All</td>
</tr>
<tr>
<td>Top Rows</td>
<td>All</td>
</tr>
<tr>
<td>save current settings</td>
<td>▼ restore saved settings ▼</td>
</tr>
</tbody>
</table>

**Click Sort to set the sorting and grouping criteria (group with page eject means there will be forced page breaks separating the sorted criteria, such as Grade in this example)**

The report is currently sorted as follows: BusinessCode, JobFamily, JobTitle

<table>
<thead>
<tr>
<th>Sort by</th>
<th>Grade</th>
<th>□ Asc</th>
<th>□ Desc</th>
<th><strong>Group with page eject</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>...and then by</td>
<td>Business Unit</td>
<td>□ Asc</td>
<td>□ Desc</td>
<td>□ None</td>
</tr>
<tr>
<td>...and then by</td>
<td>Country</td>
<td>□ Asc</td>
<td>□ Desc</td>
<td>□ None</td>
</tr>
<tr>
<td>...and then by</td>
<td>- End Of Sort --</td>
<td>□ Asc</td>
<td>□ Desc</td>
<td>□ None</td>
</tr>
<tr>
<td>...and then by</td>
<td>- End Of Sort --</td>
<td>□ Asc</td>
<td>□ Desc</td>
<td>□ None</td>
</tr>
<tr>
<td>...and then by</td>
<td>- End Of Sort --</td>
<td>□ Asc</td>
<td>□ Desc</td>
<td>□ None</td>
</tr>
</tbody>
</table>

**save ▼ close ▼ set to default settings**

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You can save a report filter to your report library for use in the future and it will always print current data.

- Click **Save Current Settings**

A pop-up box **Explorer User Prompt** will appear; re-type your Filter Heading.

- Click **OK**

Your report filter will now be available to use at another time.
Reports: Selecting the Report Format

Reports can be output in:
- PDF or Excel
My Dashboard
My Dashboard: Training Resources

- You may find this option extremely useful as it contains Training Videos on how to use certain features within Career Map (and other suites in Talent|REWARD)
- The Release notes on any new and enhanced features are also included
Training Resources

WebCasts

Webcasts are divided into logical sections for easy downloading.


- Aug 15, 2009: Click here to view training videos for the new version 5.8, to be released August 24.

- May 14, 2009: Click here to get the Advanced Reports Training #2 Webcast. You'll need Windows Media Player to play the movie.

- May 5, 2009: Click here to get the Advanced Reports Training #1 Webcast. You'll need Windows Media Player to play the movie.

- May 1, 2009: Click here to get the Advanced Reports User Guide!

- April 27, 2009: Learn About Release 5.7
  This is a special training video that goes over the same information that was discussed in our two webcasts.

Click on this Hyper link to go to the Training Webcasts
System Administration
System Administration

- System Administrators will be able to make the following changes from the **Tools** tab:
  - **Career Map Admin**
    - Add, modify, or delete career map parameters
  - **User**
    - Add/delete users, user profiles and reset passwords
  - **User Rights**
    - Assign user restrictions, such as ability to view only grading results in certain business units, job families or countries
    - Assign system administration rights to other users
Career Map Administration

- Step 1: Set Up the Job Model
- Step 2: Map the Job Model to the Global Job Model
- Step 3: Link Surveys to the Global Job Model
Career Map Administration – Setting up a Job Model

- The basic process for using the Job Model functionality is as follows:
  - **STEP 1:** Set up the client’s customized job model
  - **STEP 2:** Link the customized job model disciplines and levels to the Global Job Model
    - This step is only necessary if the client is using the recommended matches feature
  - **STEP 3:** Link the client’s surveys to the surveys in the Global Job Model
    - This step is only necessary if the client is using the recommended matches feature
- There are four ways to set up a job model for a client within REWARD:
  - Set up each component manually
    - Users can key in the component starting with a blank page, or copy an existing component and edit the copied component so that it contains the correct information
  - Copy an existing job model and then manually make changes within REWARD
  - Clone a job model as it has been set up from a salary survey (if it is a survey that has functions, disciplines, bands and levels)
  - Import a job model from an Excel spreadsheet
STEP 1: Set Up the Job Model
Career Map Administration: Step 1: Set Up the Job Model

Tools → Career Map Admin
Career Map Administration: Step 1: Set Up the Job Model

- The Career Leveling Administration window appears

Click here to create a new Job Model

One organization can have more than one job model

Users can import a job model from an Excel file
Career Map Administration: Step 1: Set Up the Job Model

- Creates a new job model by copying the existing job model
- Allows users to view, add or modify the job model components
- Allows a user to modify the properties of a job model
- Exports an existing job model to an Excel file
- Creates a new job model based upon the framework of a salary survey
When setting up or editing the career map components, the screen is the same regardless of which component you are adding/editing:

- Code, Label, and Description must be entered for the job model component.
- Users can format the description and check the spelling of text in the description.
- Be sure that the component is visible to users when they are going through the mapping process.
- Click Save when finished or Cancel to go back to the previous screen.
Career Map Administration: Step 1: Set Up the Job Model

- Create and Edit Functional Areas, Functions, and Disciplines by starting with a review of the Functional Areas.

### Custom Job Models

<table>
<thead>
<tr>
<th>Code</th>
<th>Label</th>
<th>Description</th>
<th>Created By</th>
<th>Created On</th>
<th>Last Updated By</th>
<th>Last Updated On</th>
<th>Actions</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1XX</td>
<td>Another CJA Copied</td>
<td>Copying Test</td>
<td>hawkins</td>
<td>1/21/2011</td>
<td>henrichs</td>
<td>5/24/2011</td>
<td>Edit, Copy, Clone, Export to Excel</td>
<td>Functional Areas</td>
</tr>
<tr>
<td>001A</td>
<td>Demo Client Job Model</td>
<td>This is the custom job model developed for use with the Demo database. It contains...</td>
<td>qauser3</td>
<td>8/21/2011</td>
<td>qauser3</td>
<td>6/21/2011</td>
<td>Edit, Copy, Clone, Export to Excel</td>
<td>Functional Areas Bands Profile Additional Content</td>
</tr>
</tbody>
</table>

Click on **Functional Areas** to view or modify the Functional Area detail.
### Career Map Administration: Step 1: Set Up the Job Model

#### Career Leveling Administration

<table>
<thead>
<tr>
<th>Code</th>
<th>Label</th>
<th>Description</th>
<th>Created By</th>
<th>Created On</th>
<th>Last Updated By</th>
<th>Last Updated On</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM</td>
<td>Administration</td>
<td>Administrative positions include those in the following functions: Finance ...</td>
<td>qauser3</td>
<td>6/21/2011</td>
<td>qauser3</td>
<td>6/21/2011</td>
<td>-</td>
</tr>
</tbody>
</table>

- **Click here to create a new Functional Area**
- **Click on Functions to view or modify the Functions that exist within this Functional Area**
- **Users can edit this Functional Area, copy these properties to a new Functional Area, or delete this Functional Area**

One row of data appears for each Functional Area.
Create and Edit Functions then review the Disciplines

<table>
<thead>
<tr>
<th>Code</th>
<th>Label</th>
<th>Description</th>
<th>Created By</th>
<th>Created On</th>
<th>Last Updated</th>
<th>Last Updated On</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFIN</td>
<td>Finance</td>
<td>Responsible for conducting financial an...</td>
<td>qauser3</td>
<td>6/21/2011</td>
<td>6/21/2011</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>AHR</td>
<td>Human Resources</td>
<td>Responsible for designing, implementing and monitoring human resource programs and policies to best...</td>
<td>qauser3</td>
<td>6/21/2011</td>
<td>6/21/2011</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>AT</td>
<td>Information Technology</td>
<td>Responsible for the design, development and implementation of short- and long-term solutions to informat...</td>
<td>qauser3</td>
<td>6/21/2011</td>
<td>6/21/2011</td>
<td></td>
<td>Edit</td>
</tr>
</tbody>
</table>

Users can edit this Function, copy these properties to a new Function, or delete this Function.

Click on Disciplines to view or modify the Disciplines that exist within this Function.

Click here to create a new Function.

One row of data appears for each Function.
### Career Map Administration: Step 1: Set Up the Job Model

- Create and Edit Disciplines then link the Disciplines to the Global Job Model

#### screenshot of Talent REWARD interface

**Welcome, v70tester3**

![Talent REWARD interface](image)

**Career Leveling Administration**

<table>
<thead>
<tr>
<th>Code</th>
<th>Label</th>
<th>Description</th>
<th>Created By</th>
<th>Created On</th>
<th>Last Updated By</th>
<th>Last Updated On</th>
<th>Actions</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-REEN</td>
<td>Benefits</td>
<td>Develops, implements and administers benefits programs that are cost effective and provide strong co...</td>
<td>qauser3</td>
<td>6/21/2011</td>
<td>qauser3</td>
<td>5/21/2011</td>
<td>Edit, Copy, Delete</td>
<td><a href="#">Constraints</a> Link to Global Job Model</td>
</tr>
<tr>
<td>A-RCMP</td>
<td>Compensation</td>
<td>Develops, implements, and administers compensation programs that are cost-effective and that provide...</td>
<td>qauser3</td>
<td>6/21/2011</td>
<td>qauser3</td>
<td>6/21/2011</td>
<td>Edit, Copy, Delete</td>
<td><a href="#">Constraints</a> Link to Global Job Model</td>
</tr>
<tr>
<td>A-REER</td>
<td>Employee Relations</td>
<td>Manages employee relations programs to ...</td>
<td>qauser3</td>
<td>6/21/2011</td>
<td>qauser3</td>
<td>8/21/2011</td>
<td>Edit, Copy, Delete</td>
<td><a href="#">Constraints</a> Link to Global Job Model</td>
</tr>
<tr>
<td>A-RGEN</td>
<td>HR Generalist</td>
<td>Serves as a partner to business management formulating HR plans. Develops and implements a variety of...</td>
<td>qauser3</td>
<td>6/21/2011</td>
<td>qauser3</td>
<td>8/21/2011</td>
<td>Edit, Copy, Delete</td>
<td><a href="#">Constraints</a> Link to Global Job Model</td>
</tr>
</tbody>
</table>

**Note:**
- Users can edit this Discipline, copy these properties to a new Discipline, or delete this Discipline.
- Click here to create a new Discipline.
- One row of data appears for each Discipline.

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Career Map Administration: Step 1: Set Up the Job Model

- Create and Edit Bands, Levels, and Sub-Levels by starting with a review of the Bands

### Custom Job Models

<table>
<thead>
<tr>
<th>Code</th>
<th>Label</th>
<th>Description</th>
<th>Created By</th>
<th>Created On</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1XX</td>
<td>Another CJA Copied</td>
<td>Copying Test</td>
<td>hawkins</td>
<td>1/2/2011</td>
<td>henrichss</td>
<td>5/24/2011</td>
<td>Edit, Copy, Clone, Export to Excel</td>
<td>---------</td>
</tr>
<tr>
<td>001A</td>
<td>Demo Client Job Model</td>
<td>This is the custom job model developed for use with the Demo database. It contains...</td>
<td>qausar3</td>
<td>6/21/2011</td>
<td>qausar3</td>
<td>6/21/2011</td>
<td>Edit, Copy, Clone, Export to Excel</td>
<td>---------</td>
</tr>
</tbody>
</table>

Click on **Bands** to view or modify the Bands.
Career Map Administration: Step 1: Set Up the Job Model

- Create and Edit Bands then review the Levels of that Band

<table>
<thead>
<tr>
<th>Code</th>
<th>Label</th>
<th>Description</th>
<th>Created By</th>
<th>Created On</th>
<th>Last Updated By</th>
<th>Last Updated On</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT</td>
<td>Supervisory/Managerial Career Band</td>
<td>Accountable for managing a team of people, setting direction and deploying resources; typically is r...</td>
<td>qauser3</td>
<td>6/23/2011</td>
<td>qauser3</td>
<td>6/23/2011</td>
<td>Edit, Copy, Delete</td>
</tr>
<tr>
<td>PRO</td>
<td>Professional Career Band</td>
<td>Work is primarily achieved by an individual or through project teams. Requires the application of e...</td>
<td>qauser3</td>
<td>6/23/2011</td>
<td>qauser3</td>
<td>6/23/2011</td>
<td>Edit, Copy, Delete</td>
</tr>
</tbody>
</table>

Click here to create a new Band

One row of data appears for each Band

Users can edit this Band, copy these properties to a new Band, or delete this Band

Click to view or modify the Levels that exist within this Band
Career Map Administration: Step 1: Set Up the Job Model

- Create and Edit Levels then review the Sub-Levels or link the level to the Global Job Model

Click here to create a new Level

Click Sub-Levels to view or modify the Sub-Levels that exist within this Level

Users can edit this Level, copy these properties to a new Level, or delete this Level

One row of data appears for each Level
Career Map Administration: Step 1: Set Up the Job Model

- Create and Edit Sub-Levels

One row of data appears for each Sub-Level

Click here to create a new Sub-Level

Users can edit this Sub-Level, copy these properties to a new Sub-Level, or delete this Sub-Level
Career Map Administration: Step 1: Set Up the Job Model

- Descriptors are defined behaviors, characteristics, or competencies that are expected for each level
- Users can use Descriptors to help select the appropriate level when evaluating a job

Click to add, delete, view or modify the Descriptors that are associated with this Level.
## Descriptors For Band PRO: Professional

<table>
<thead>
<tr>
<th>Level</th>
<th>Applying and Anticipating</th>
<th>Building and Maintaining</th>
<th>Business Understanding</th>
<th>Communicating, Negotiating and Influencing</th>
<th>Customer Response</th>
<th>Financial Responsibility</th>
<th>Planning and Organising</th>
<th>Problem Solving</th>
<th>Teamwork, Coaching and Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry Level 1</td>
<td>Applies knowledge and skills to complete own work</td>
<td>Responds to routine or standard requests from internal and/or external customers</td>
<td>Understands relationships between work processes and the organisation and their impact</td>
<td>Communicates information, asks questions and checks for understanding</td>
<td>Responds to routine or standard requests from internal and/or external customers</td>
<td>Is aware of costs related to own work</td>
<td>Organises own work to meet deadlines set by others</td>
<td>Uses existing procedures to solve routine problems; applies limited judgment and discretion</td>
<td>Builds team effectiveness skills within own work team</td>
</tr>
<tr>
<td>Associate Level 2</td>
<td>Applies knowledge and skills to a variety of standard activities</td>
<td>Applies effectiveness skills; contributes to the achievement of team goals</td>
<td>Understands the key business drivers; uses this knowledge in own work</td>
<td>Explains information and persuades others in straightforward situations</td>
<td>Responds to non-standard requests from internal or external customers; investigates with assistance</td>
<td>Works to control costs related to own work</td>
<td>Prioritises and organises own work to meet deadlines</td>
<td>Identifies and solves a range of problems in straightforward situations; analyses possible solutions</td>
<td>Applies team effectiveness skills; contributes to the achievement of team goals</td>
</tr>
<tr>
<td>Career Level 3</td>
<td>Applies knowledge and skills to a wide range of standard and non-standard situations; uses expertise</td>
<td>Interprets internal and external customer needs, assesses requirements and identifies solutions to improve services in own domain</td>
<td>Uses best practices and knowledge of internal/external business issues to improve services in own client</td>
<td>Interprets internal and external customer needs, assesses requirements and identifies solutions to improve services in own domain</td>
<td>Explains difficult issues and works to establish consensus</td>
<td>Monitors and controls costs within own work</td>
<td>Manages own time to meet agreed targets; develops plans for short-term work activities in own area</td>
<td>Solves moderately complex problems; takes a new perspective on existing solutions</td>
<td>Promotes teamwork; coaches and guides others</td>
</tr>
<tr>
<td>Specialist Level 4</td>
<td>Applies in-depth skills and broad knowledge of the business to address complex problems and non-standard situations</td>
<td>Motivates other team members; may be team leader</td>
<td>Interprets internal/external business issues/opportunities and recommends best practices in own discipline</td>
<td>Explains difficult concepts and persuades others to adopt a point of view</td>
<td>Anticipates customer needs and identifies solutions</td>
<td>Manages costs for specific projects</td>
<td>Manages own time to meet objectives; forecasts and plans resource requirements</td>
<td>Solves complex problems; takes a broad perspective to identify innovative solutions</td>
<td>Motivates other team members; may be team leader</td>
</tr>
<tr>
<td>Critical Expert Level 5</td>
<td>Uses expertise to recommend service improvements which impact the organisation; applies expertise to...</td>
<td>Anticipates customer needs to influence the development of innovative solutions</td>
<td>Anticipates internal/external business and regulatory issues/opportunities; recommends process/service improvements</td>
<td>Anticipates customer needs and identifies solutions</td>
<td>Manages resource requirements and business needs for projects</td>
<td>Manages unique and complex projects</td>
<td>Manages unique and the most complex problems; develops innovative solutions and ensures solutions are...</td>
<td>Takes leadership role; acts as a facilitator and mentor</td>
<td></td>
</tr>
</tbody>
</table>

**Click the pencil icon to view the entire Descriptor or to modify the Descriptor**
Career Map Administration: Step 1: Set Up the Job Model

Constraints

- In order to limit the choices a user has to select from, administrators can set constraints linking either the Functional Area, Function or Discipline to one or more Bands, Levels or Sub-Levels.
- Start by clicking on Constraints from the Functional Area, Function, Discipline, Band, Level or Sub-Level that is being linked.

### Setting Constraints For Function AHR/Human Resources

<table>
<thead>
<tr>
<th>Band</th>
<th>Level</th>
<th>Sub-Level</th>
<th>Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Career Band</td>
<td>Entry</td>
<td></td>
<td>🚫 Delete</td>
</tr>
<tr>
<td>Professional Career Band</td>
<td>Intermediate</td>
<td></td>
<td>🚫 Delete</td>
</tr>
<tr>
<td>Professional Career Band</td>
<td>Career</td>
<td></td>
<td>🚫 Delete</td>
</tr>
<tr>
<td>Supervisory/Managerial Career Band</td>
<td>Manager</td>
<td></td>
<td>🚫 Delete</td>
</tr>
</tbody>
</table>

[Return To Function List]
Career Map Administration: Step 1: Set Up the Job Model

- Create the constraints using the drop-down menus

Setting Constraints For Function AHR/Human Resources

<table>
<thead>
<tr>
<th>Band</th>
<th>Level</th>
<th>Sub Level</th>
<th>Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Career Band</td>
<td>Entry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Career Band</td>
<td>Intermediate</td>
<td></td>
<td>Delete</td>
</tr>
<tr>
<td>Professional Career Band</td>
<td>Career</td>
<td></td>
<td>Delete</td>
</tr>
<tr>
<td>Supervisory/Managerial Career Band</td>
<td>Manager</td>
<td></td>
<td>Delete</td>
</tr>
</tbody>
</table>

Select the Functional Area/Function/Discipline or Band/Level/Sub-Level that is being linked

Click to establish the link

Return To Function List

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Career Map Administration: Step 1: Set Up the Job Model

- Use Talent|REWARD to collect additional job information

Use Profile Additional Content to collect additional information from users as they evaluate jobs
Career Map Administration: Step 1: Set Up the Job Model

- The list of additional information to be collected appears

<table>
<thead>
<tr>
<th>Profile Additional Content</th>
<th>Created By</th>
<th>Created On</th>
<th>Last Updated By</th>
<th>Last Updated On</th>
<th>Tools</th>
<th>Free-Form or Pick-List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountabilities</td>
<td>paul</td>
<td>2/24/2011</td>
<td>henrichss</td>
<td>5/10/2011</td>
<td>Edit</td>
<td>Free-Form</td>
</tr>
</tbody>
</table>

One row appears for each data element to be gathered as users are evaluating a job.

Users can edit and delete the additional content and edit the options in a pick-list.

Data fields can be free form or a pick-list.
STEP 2: Map Job Model to GJM
Career Map Administration: Step 2: Map Job Model to the GJM

- In order for the Recommended Matches feature of Talent|REWARD to work, the Job Model must be mapped to the GJM
- From the Disciplines setup screen, map the Disciplines to the Global Job Model

**Career Leveling Administration**

**Disciplines for: Human Resources**

<table>
<thead>
<tr>
<th>Code</th>
<th>Label</th>
<th>Description</th>
<th>Created By</th>
<th>Created On</th>
<th>Last Updated By</th>
<th>Last Updated On</th>
<th>Actions</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-HREEN</td>
<td>Benefits</td>
<td>Develops, implements and administers benefits programs that are cost effective and provide strong co...</td>
<td>qauser3</td>
<td>6/21/2011</td>
<td>qauser3</td>
<td>6/21/2011</td>
<td>Edit, Copy, Delete</td>
<td>Constraints, Link to Global Job Model</td>
</tr>
<tr>
<td>A-HRCMP</td>
<td>Compensation</td>
<td>Develops, implements, and administers compensation programs that are cost-effective and that provide...</td>
<td>qauser3</td>
<td>6/21/2011</td>
<td>qauser3</td>
<td>6/21/2011</td>
<td>Edit, Copy, Delete</td>
<td>Constraints, Link to Global Job Model</td>
</tr>
<tr>
<td>A-HREEER</td>
<td>Employee Relations</td>
<td>Manages employee relations programs to ...</td>
<td>qauser3</td>
<td>6/21/2011</td>
<td>qauser3</td>
<td>6/21/2011</td>
<td>Edit, Copy, Delete</td>
<td>Constraints</td>
</tr>
<tr>
<td>A-HRGEN</td>
<td>HR Generalist</td>
<td>Acts as a partner to business management formulating HR plans. Develops and implements a variety of...</td>
<td>qauser3</td>
<td>6/21/2011</td>
<td>qauser3</td>
<td>6/21/2011</td>
<td>Edit, Copy, Delete</td>
<td>Constraints, Link to Global Job Model</td>
</tr>
</tbody>
</table>
Career Map Administration: Step 2: Map Job Model to the GJM

- Map each Discipline to the GJM

### Link to Global Job Model

<table>
<thead>
<tr>
<th>Functional Area</th>
<th>Function</th>
<th>Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>General &amp; Administration</td>
<td>Human Resources</td>
<td><img src="image" alt="Select the appropriate Functional Area, Function and Discipline(s) from the GJM drop-down list" /></td>
</tr>
</tbody>
</table>

When finished, click on Add Links
Career Map Administration: Step 2: Map Job Model to the GJM

Link to Global Job Model

<table>
<thead>
<tr>
<th>GJM Disciplines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive - Compensation</td>
</tr>
<tr>
<td>Executive - Compensation &amp; Benefits</td>
</tr>
<tr>
<td>Compensation - General</td>
</tr>
<tr>
<td>Compensation &amp; Benefits</td>
</tr>
<tr>
<td>Compensation - Executive</td>
</tr>
<tr>
<td>Compensation - International</td>
</tr>
</tbody>
</table>

A list of the mappings for this Discipline will appear
Career Map Administration: Step 2: Map Job Model to the GJM

- From the Levels setup screen, map the levels to the GJM

Click to link this Level to Levels within the GJM
Select the appropriate Band and Level(s) from the GJM drop-down lists.

When finished, click on Add Links.
Link to Global Job Model

A list of the mappings for this Level will appear
STEP 3: Link Surveys to GJM
Career Map Administration: Step 3: Link Surveys to GJM

- The Survey Wizard is used to link the client’s surveys to the Global Job Model surveys
  - This is necessary because clients have flexibility to name surveys anything
  - Each survey is loaded once into the GJM, where the survey jobs are mapped to the GJM
    - This allows for efficiencies in mapping a survey one time rather than mapping the survey for each client using that survey
- The link to the Survey Wizard is found in the Tools menu

![Survey Wizard Configuration](image)
**Career Map Administration: Step 3: Link Surveys to GJM**

Choose the survey from the drop-down list that corresponds to your survey name on the left.

- **When finished, Click Save**

---

<table>
<thead>
<tr>
<th>Survey Description</th>
<th>Vendor</th>
<th>Effective Date</th>
<th>Select Corresponding Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010 IBEC Mgmt Exec Salary Survey</td>
<td>IBEC</td>
<td>9/1/2010</td>
<td>- pick from the Survey Wizard Library -</td>
</tr>
<tr>
<td>2010 SIRS BENCHMARK REPORT - PUERTO RICO</td>
<td>SIRS</td>
<td>4/1/2010</td>
<td>- pick from the Survey Wizard Library -</td>
</tr>
<tr>
<td>2010 SIRS BENCHMARK REPORT - US NON SUPERVISORY</td>
<td>SIRS</td>
<td>4/1/2010</td>
<td>- pick from the Survey Wizard Library -</td>
</tr>
<tr>
<td>2010 SIRS BENCHMARK REPORT - US SUPERVISORY</td>
<td>SIRS</td>
<td>4/1/2010</td>
<td>- pick from the Survey Wizard Library -</td>
</tr>
<tr>
<td>Pharmacological Ireland, Annual Report on Managerial and Executive Salaries 2010</td>
<td>IBEC</td>
<td>7/1/2010</td>
<td>- pick from the Survey Wizard Library -</td>
</tr>
</tbody>
</table>