

# HKIHRM Hong Kong Pay Trend & Pay Level Survey 2010 Order Form

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<b>HKIHRM Hong Kong Pay Trend &amp; Pay Level Survey Reports 2010</b>	<b>HK\$3,200</b>	<b>HK\$3,800</b>	
<small>(A 70% discount offered for subsequent order of the same set of reports)</small>	HK\$3,200 + @ HK\$960	HK\$3,800 + @ HK\$1,140	

- My crossed cheque (No.: \_\_\_\_\_) made payable to "Hong Kong Institute of Human Resource Management Ltd." is enclosed.
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# HKIHRM Hong Kong Pay Trend & Pay Level Survey 2010



## An Important Reference to Your Pay Decisions

### The survey:

- Covers some 120,000 staff from 17 business sectors
- Covers some 110 local and multinational companies participating on a continuous basis
- Consists of five reports, namely:
  - January Pay Trend Survey 2010 (Publishing date: March 2010)
  - April Pay Trend Survey 2010 (Publishing date: June 2010)
  - Main Pay Trend Survey 2010 (Publishing date: November 2010)
  - Pay Level Survey 2010 (Publishing date: November 2010)
  - Topical Study 2010 (Publishing date: November 2010)

**And more special discounts and value-added services!  
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For more information,  
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香港人力資源管理學會  
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## A Snapshot of Key Contents of the 2010 Reports

### January 2010 Pay Trend Survey & April 2010 Pay Trend Survey

- Total Base Pay Adjustments
- Bonus Payments
- Distribution of Pay Adjustments

### 2010 Pay Trend Main Survey & Pay Level Survey

2011 Forecast Pay Adjustments (by industry)

2010 Data:

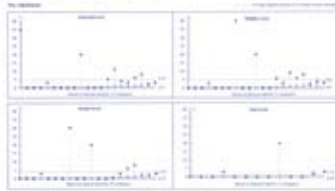
1. Pay & Bonus Adjustments in 2010 (by industry / size of company / company management)
  - Total Pay Adjustments
  - Distribution of Changes in Pay Adjustment (2010 vs. 2009)
  - Distribution of Pay Adjustments
  - Differential Pay Adjustments
  - Cumulative Total Pay Adjustments
  - Special Adjustments
  - Bonus Payments
  - Pay Practices & Structures
  - Guided Range of Adjustment of Individual Companies
  - Civil Service Pay Adjustments
2. Proportion of Benefits to Total Remuneration
3. Pay Levels (33 Job Fields / Occupations and 8 Categories of Fresh Graduates)
  - Actual Pay Levels
  - Changes in Targeted Entry Pay
  - Actual Entry Pay of New Recruits

### Trends of Pay and Bonus Adjustments Over the Last Five Years

1. Pay Adjustment analysed by:
  - Size of Company
  - Business Sector
  - Salary Level
  - Management of Company (Local vs. Multinational)
2. Bonus Payments:
  - Trend of Change in Guaranteed Bonus Policy
  - Trend of Change in Non-guaranteed Bonus Policy
  - Employees Eligible for a Bonus and Size of the Bonus

### Charts and graphs selected from the Reports

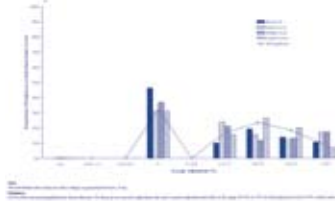
#### The Guided Ranges of Pay Adjustment: By Salary Level



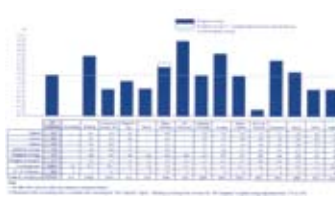
#### The Proportion of Each Benefit to Total Remuneration (Top and Senior Levels)



#### Distribution of Total Pay Adjustments: By Employee



#### Total Pay Adjustments: All Employees



## Statistics of Pay Trend Survey are mainly analysed by the following dimensions:

### Business Sectors:

- Accounting
- Banking
- Construction
- Engineering
- Financial Services
- Hi-Tech / Telecommunication
- Hotel
- Insurance
- Manufacturing
- Non-governmental Organisation
- Oil / Chemicals
- Property Development / Management
- Public Utility
- Retail
- Shipping / Terminal
- Trading
- Others

### Salary Levels:

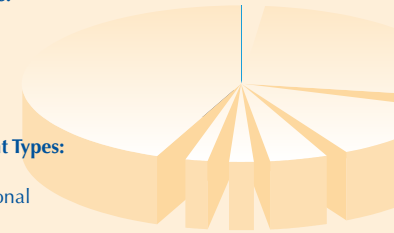
- General
- Middle
- Senior
- Top

### Management Types:

- Local
- Multinational

### Company Sizes:

- Small (100 to 499 employees)
- Medium (500 to 999 employees)
- Large (more than 1,000 employees)



## Occupations and types of fresh graduates covered in Pay Level Survey:

### Job Fields / Occupations

- Information Technology / Computer
- Engineering
- Accounting
- Finance
- Human Resources
- Public Relations
- Sales
- Marketing
- Procurement
- Logistics
- Customer Service
- Computer Operator / Network Support Assistant
- Senior Computer Operator / Senior Network Support Assistant
- Accounting Clerk
- Senior Accounting Clerk
- Clerk
- Senior Clerk
- Junior Secretary / Secretary
- Senior Secretary / Executive Secretary
- Pantry Attendant
- Cleaner
- Office Assistant
- Pool Car Driver
- Personal Driver
- Security Guard
- Receptionist / Telephonist
- Labourer
- Tradesman
- Assistant Merchandiser
- Senior Merchandiser
- Property / Facilities Maintenance Assistant
- Property / Facilities Maintenance Officer
- Property / Facilities Maintenance Manager

### Fresh Graduates

- Master Degree Holder (Business)
- Master Degree Holder (Engineering)
- Bachelor Degree Holder (Business)
- Bachelor Degree Holder (Engineering)
- Higher Diploma Holder
- Associate Degree Holder
- Diploma Holder
- Certificate Holder

### Other Special Features:

- Easy-to-use:** A loose-leaf binder for easy browsing and retrieval of information
- Informative:** More year-over-year comparison charts, enhanced executive summary
- User-friendly:** Reports in CD-ROMs containing user-friendly colour charts
- More benefits:** 40% discount and extra discount for enrolling in annual Pay Trend Seminar and selected HKIHRM C&B seminars respectively

