KORN FERRY

DATA SUBMISSION TOOL

Short User Guide

2025

DATA SUBMISSION TOOL OVERVIEW

01. LOGIN TO KORN FERRY PAY

https://products.kornferry.eu *

https://products.kornferry.com *

* based on your chosen hosting location

02. NAVIGATE TO 'ORGANIZATION DATA'

03. ONBOARDING SURVEY

Complete your **Organization Profile** in **Onboarding Survey** and add information about **subsidiaries** or **countries** that are part of your organization

04. LEADERBOARD

Create your own **leaderboard** to assign tasks to others in your organization and keep track of submission progress

05. UPLOAD DATA

Securely upload your employee data. Korn Ferry templates and prior year submissions are available to download in the tool

06. REVIEW YOUR DATA

Check and correct any **errors** we flag in your data upload, and review, edit and approve the **Job Matches to our profiles suggested by our AI**

Complete Upload

You can now make any final adjustments and submit your data for processing, expect to see and use your data within 24 hours

Visit the Resource Centre for additional information and supporting materials

- **Data Collection Tool User Guide**
- **Video Tutorials**
- **Training Webinars**
- **Job Architecture**
- **Participation Schedule**

GETTING STARTED

STEP 1: LOGIN TO KORN FERRY PRODUCT SUITE

Log in to **products.kornferry.com, products.kornferry.eu or products.kornferry.hk** with your username (your email address). If it is the first time you are logging in, please use the "**Forgot password?**" function to set up a new password.

We recommend using the **Google Chrome** browser.

STEP 2: ACCESS THE ORGANIZATION DATA SECTION

Via the menu in the top right-hand corner of your web browser page, go to the **menu** and click on **Organization Data.**
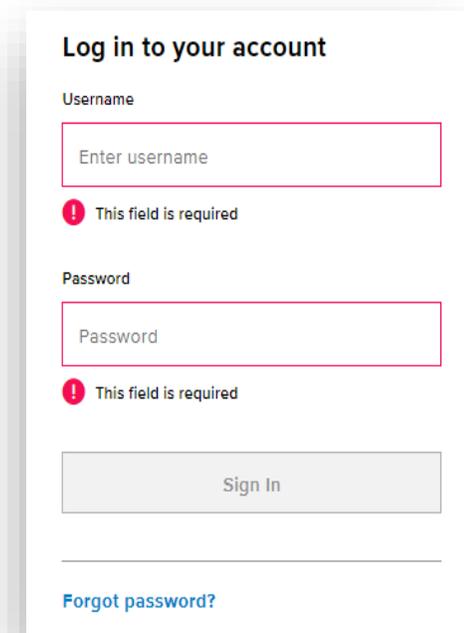
Log in to your account

Username

Enter username

⊗ This field is required

Password

Password

⊗ This field is required

Sign In

Forgot password?

ORGANIZATIONAL DATA

STEP 3: ONBOARDING SURVEY

The Onboarding Survey gathers the necessary information to create the profile of your organization and thus allows us to correctly categorize your organization in our databases. There are two sections which need to be completed. The first is the **parent organization** information and then adding **business units / subsidiaries.** You can also add more countries in both sections.
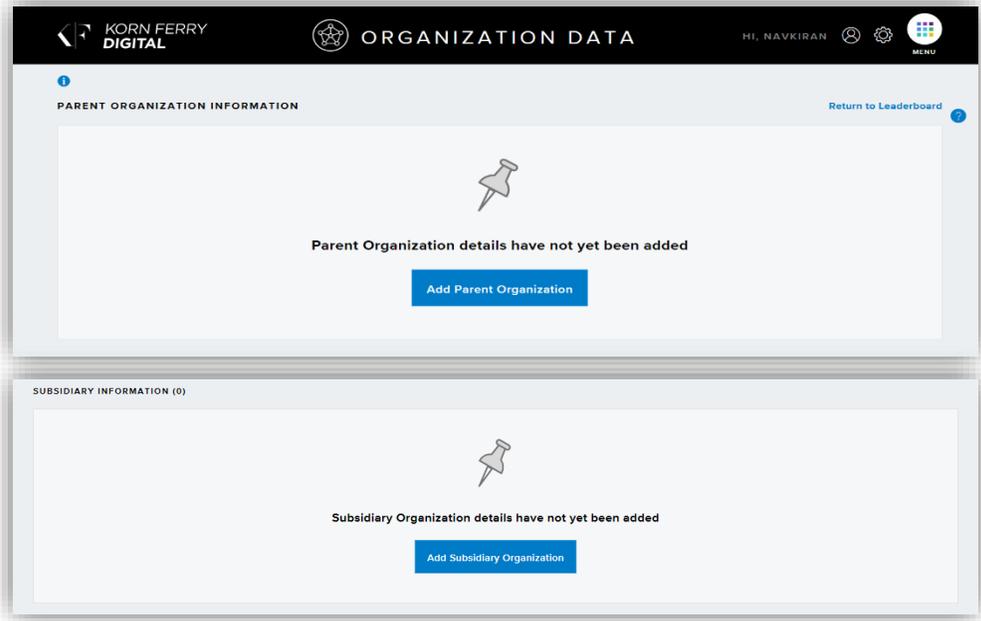
When you have completed the Onboarding questions, your **Leaderboard** will generate based on the entered information.

ASSIGNING TASKS

STEP 4: LEADERBOARD

Now that your leaderboard has been generated you can begin **assigning the data submission tasks** to yourself or your colleagues. You can create new user right under the Assign button.

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STEP 5: MULTI-COUNTRY UPLOAD

Multi-Entity / Multi-Country Submission button in the top page menu allows you to submit data for many countries / entities within one file.You can create your own groups of countries / subsidiaries in the 'Group my tasks' step and then submit the data accordingly. Created groups will be present as multiple upload tasks which can be assigned to any person within your organization.

PREPARING YOUR DATA SUBMISSION

STEP 6: DOWNLOAD THE TEMPLATE

You can download a blank data submission template or opt to use the pre-filled one with last years' data if it was previously submitted.

STEP 7: DATA SUBMISSION

Get started with your data submission

Click on the **Get Started** button next to the required task on the leaderboard. Before uploading, choose the data type that you are uploading – Non-Executives, Executives or both.

UPLOAD YOUR DATA AND CHECK FOR ERRORS
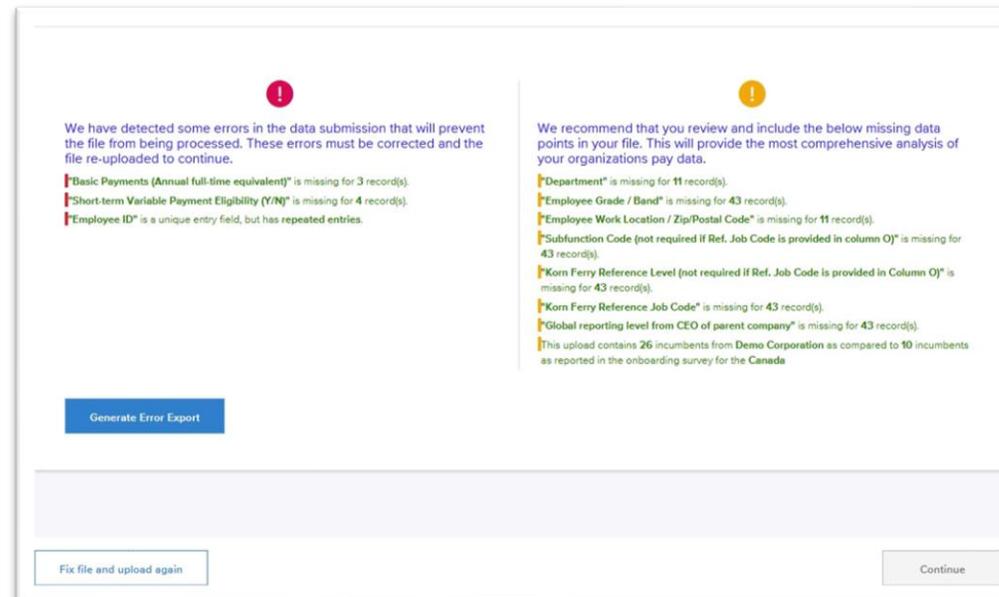
STEP 8: UPLOAD YOUR DATA

Once your file is ready, please select the relevant sector for your organization. **Upload or drag and drop your excel file** into the center of the screen. **Please make sure to remove any password** on the file before uploading.

STEP 9: INITIAL DATA CHECKS

When your file is uploaded, it will go through several initial data checks to ensure that you have provided us with all the required data. **Correct any errors, if necessary, and reupload the file.**

REVIEWING THE JOB MATCHES

STEP 10: ONBOARDING SURVEY

Once your data has been uploaded into the tool, you can review the job match suggestions made by the AI, we recommend you complete this activity to ensure correct matches, this information will feed through into your reports in Korn Ferry Pay. Select the "**Notify For Review**" button on the right-hand side of the page, once the job matches are ready to be reviewed you will be notified via email. Jobs can be reviewed in the Job Match Review Tool or in Excel.

COMPLETING YOUR UPLOAD

STEP 11: FINAL VALIDATIONS

After you have reviewed and confirmed your job matches, the file will go through **final data validations**. Click "**Ready for Final Review**" to go to the last data checks.
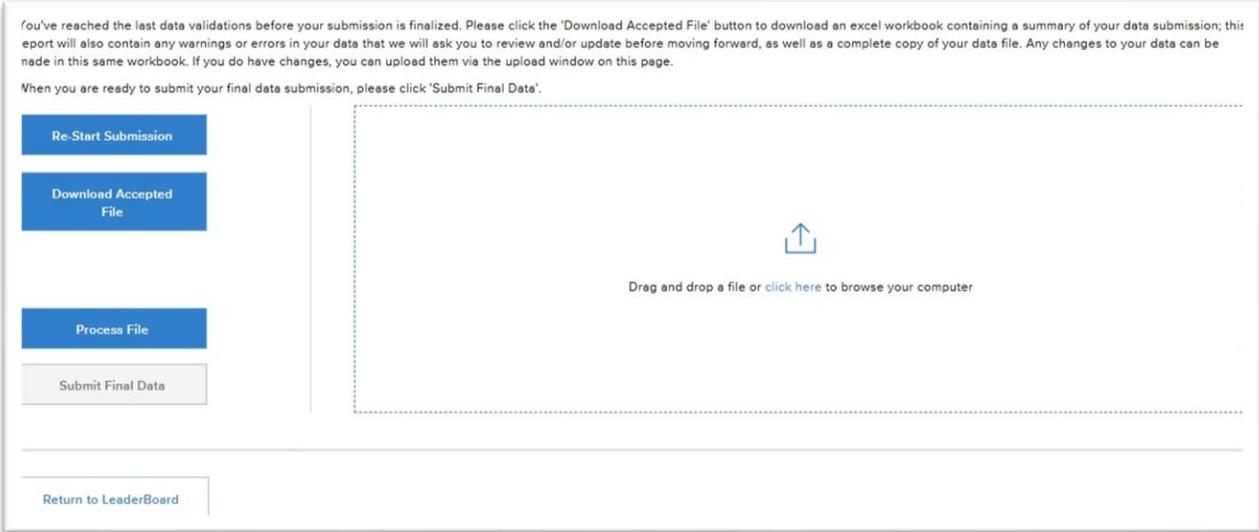
Click "**Download Accepted File**" to view a summary of your data submission highlighting any warnings within your data. You can make adjustments or confirm the original information is correct. Please apply any changes to the data **in your original worksheet**. When you have finished your data adjustments, upload the file and go through the data validations once again by clicking "**Process File**".

Once you are sure your data is correct and does not need any other amendments, click "**Submit Final Data**". The data submission steps will show as completed and the Korn Ferry reporting will be available the next day.

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Korn Ferry is a global organizational consulting firm. We work with our clients to design optimal organizational structures, roles, and responsibilities. We help them hire the right people and advise them on how to reward and motivate their workforce while developing professionals as they navigate and advance their careers.

Business advisors.
Career makers.