



DATA SUBMISSION TOOL

Short User Guide



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

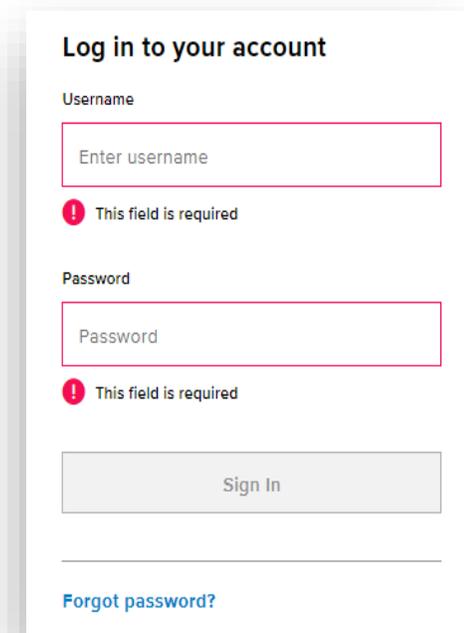
STEP 1: LOGIN TO KORN FERRY PRODUCT SUITE

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**.



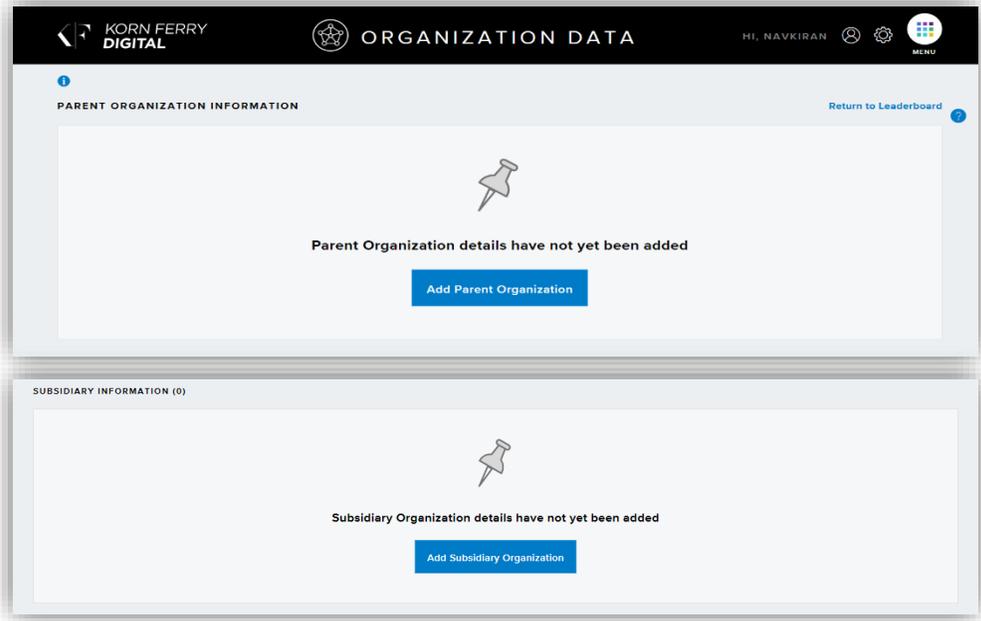
The screenshot shows a login form titled "Log in to your account". It contains two input fields: "Username" with the placeholder text "Enter username" and "Password" with the placeholder text "Password". Both fields are followed by a red exclamation mark icon and the text "This field is required". Below the fields is a "Sign In" button. At the bottom of the form, there is a link labeled "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

Company ! Assign	Country : Canada ! Assign	Data Submission Method: Manual	<input checked="" type="checkbox"/> Email Notification
Due: Apr 24, 2025	Executives / Non-Executives Completed Step 0 of 6		! Assign

Create New User

First Name: name	Countries: Austria
Last Name: surname	Email: name@company.com

Assign Someone

! Assign

Assign

Assign To Me

What level do you want to assign?

Data Type

Country

Company

Who are you assigning it to?

Select User

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.

STEP 5: MULTI-COUNTRY UPLOAD

Data Submission

Leaderboard | [Multi-Entity](#) | [Multi-Country](#)

Submit your data either by each country individually, or group together. You can group multiple companies together either by country, or submit multiple countries in one go.

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.

Multi-Country Data Submission

Group and submit data for different countries, this can be all available countries in a single file or you can create several different groups of countries.

Once you have submitted your main market data you can return at a later date to upload modelling files. This is an optional feature allowing you to upload alternative versions of your organization data.

Upload Data In Multiple Files
Group your data by country and subsidiary into multiple upload tasks which can be assigned to any person in your organization.

Upload Data In Multiple Files For Modelling
Group your data by country and subsidiary into multiple upload for Modeling tasks which can be assigned to any person in your organization.

[Cancel](#) [Continue](#)

Select Countries / Subsidiaries to Group

View By: Country Company Hide grouped:

Data Submission Method

[+ Add selection to group](#)

Select All/Deselect All

- Canada 0%
- United States of America 0%

My Groups

Groups will appear below as you create them - and can be changed or deleted.

[+ CREATE A GROUP](#)

Groups cannot have different submission methods. Please ensure group share the same submission type.

Group Name: 0

Add Countries or Subsidiaries

Select from the list on the left and add them to this group

Data Groups

Group: NA	Country : Multi-Country Submission(2)	Data Submission Method: Manual	<input checked="" type="checkbox"/> Email Notification
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Executives / Non-Executives Completed Step 0 of 6

Assign

Due: M: [Assign](#) [Assign To Me](#)

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.

The screenshot displays a multi-step data submission interface. At the top, a dropdown menu is set to 'IDC - TR Countries-English' with a blue 'Download' button below it. Below this, a section titled 'Ready to upload a file?' includes a 'Select' dropdown, a 'Download' button, and another 'Select Sector for Upload' dropdown also set to 'IDC - TR Countries-English'. A large dashed box indicates a file upload area with the text 'Drag and drop a file or click here to browse your computer'. A callout box on the right explains: 'You can select a submission template from the first drop-down menu above. Already completed your file? Just select your sector in the second drop-down, bring in your data file, and click Continue!'. The bottom section, titled 'What would you like to upload?', shows two checked checkboxes: 'Non-Executives' and 'Executives'. The interface includes a close button (X) in the top right corner of the bottom section.

UPLOAD YOUR DATA AND CHECK FOR ERRORS

STEP 8: UPLOAD YOUR DATA

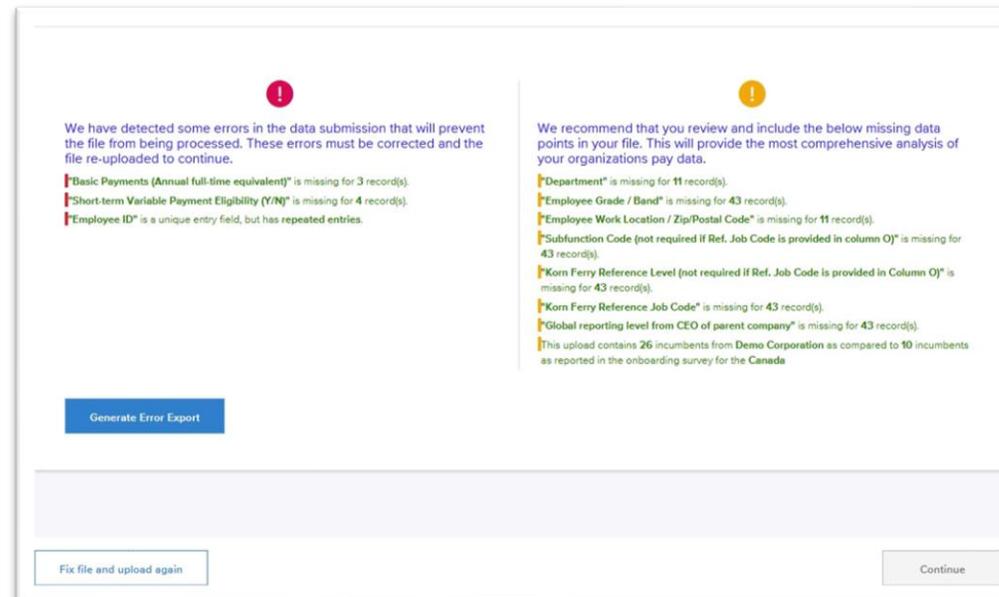
Once your file is ready, please select the relevant sector for your organization. **Upload or drag and drop your excel file** into the center of the screen. **Please make sure to remove any password** on the file before uploading.



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.

Review job matches?

Uploading data for: Canada, United States of America

We're going to continue processing your file now. For any jobs provided that have not been matched, our predictive algorithms may provide suggested matches.

We're happy to notify you when your file is ready. Click "Notify" if you'd like to review your job matches OR click "Skip Review" if you'd prefer to leave it to us!

[Skip Review](#) [Notify For Review](#)

Job Matches

[Review in Excel](#) [Mark as Complete - Run Final Data Check](#)
[Save and Exit](#)

Search By Job Title

Filter by Client Family Filter by Korn Ferry Family Filter by Reviewed

Filter by Country Filter by Company Name

Bulk Actions EXPAND / COLLAPSE ALL

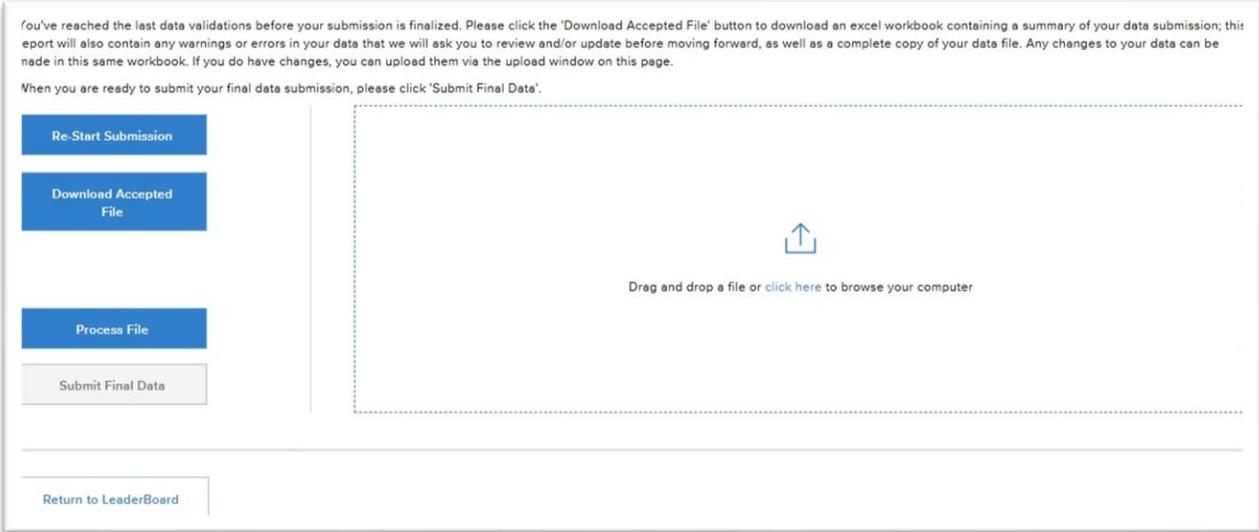
<input type="checkbox"/>	ORGANIZATION JOB	KORN FERRY JOB	CONFIDENCE	REVIEWED BY	MATCHED BY	
<input type="checkbox"/>	Manager Accounting & Finance	General Accounting Manager III Finance and Accounting Accounting View More Suggestions	63%	Not Reviewed	Korn Ferry Partial Suggested *	View DETAILS
<input type="checkbox"/>	HRIS Analyst	HRIS Specialist II Human Resources HR Generalists View More Suggestions	64%	Not Reviewed	Korn Ferry Partial Suggested *	View DETAILS
<input type="checkbox"/>	Sr. Compensation Specialist	Compensation Specialist III Human Resources Compensation and Benefits View More Suggestions	58%	Not Reviewed	Korn Ferry Partial Suggested *	View DETAILS



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.





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.