Best Companies Group ▶▶▶

Congratulations! You are one of the Best Places to Work!

As part of the recognition process you will need to provide the publication partner with information that sets you apart from the competition. The information collected on this questionnaire will be used to create content shared in the publication and/or website announcing the list, as well as in "spotlighting" each organization, should there be an awards event. Failure to provide information could result in limited recognition for your organization. When completing your winner profile please keep the following in mind:

1. All questions apply to operations in the program area, unless otherwise noted.

2. All questions apply to operations within your organization's most recently completed fiscal year, unless otherwise noted.

3. Please use the "Back" and "Next" buttons to navigate the questionnaire. Your responses will be stored each time you click "Back" or "Next". Using the browser's back and forward buttons will not save your responses.

4. If you need further clarification of any question, place your cursor over the "?" icon near the individual question and a definition will appear.

5. You will be able to access the Winner Profile Questionnaire as often as necessary prior to the submission deadline. Even if you submitted the questionnaire, you will still be able to log back in and make any changes necessary until the deadline.

6. In order for your responses to save properly, only one person may access the questionnaire at any given time. If more than one person needs to complete this questionnaire, we recommend that you collect the data from the appropriate departments and then have one person input all of the data.

7. At the end of the questionnaire, you will have an option to print out your responses and/or email a copy to yourself for your records. To print, you must navigate to the end of the questionnaire, click "Submit" and then click "Send to Printer" located just below the program logo.

8. Once the submission deadline has passed, your most recent responses will be provided to the partner for publication purposes. No additional information or edits will be accepted beyond the deadline. Any information provided on this questionnaire could be published.

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1: Please provide a brief overview of your organization and what makes it a "best" place to work. (2250 character limit):

_____

_____

2: If we were to ask your employees, "What three things does your employer do for you that you love?" what would they say? (250 character limit)

> Examples are: chair massages, holiday party, 4-day work week, etc. Be specific; don't just reply, "We are like a family."

One _____

Two _____

Three _____

3: Other than the three items listed in Question 2, are there any other unique or creative employee benefits or programs offered by your organization? (250 character limit)

> Examples are: a "Biggest Loser" weight loss challenge, a ping-pong table, paid time off to provide on-site relief effort to disaster victims, ice cream Fridays, etc.

One _____

Two _____

Three _____

4: Describe up to three employee recognition and/or appreciation programs. (250 character limit)

> Refers to practices or programs designed to recognize extraordinary employee performance, show appreciation for employee service or loyalty, etc. Examples include: Years of Service Awards, Employee of the Month Awards, Employee Appreciation dinners or picnics, etc.

One _____

Two _____

Three _____

5: Describe up to three activities your organization initiates to relieve workday stress and promote fun. (250 character limit)

> Examples include office chair races, silly contests, game tables, costumes at Halloween, allowing pets at work, announcing surprise Fridays off, etc.

One _____

Two _____

Three _____

6: List any other awards your organization has been given for best practices in the workplace including the name of the award, by whom it was presented, rank (if applicable) and the year awarded. (750 character limit):

_____

> Examples may include #15 "Working Mother Best 100 Companies in 2015" by Working Mother magazine, #98 "Top 100 Companies to Work for in 2017" by Fortune magazine, etc.

7: If given the opportunity to write your organization's winner profile for the "best" publication and/or event, what would it say? (750 character limit):

_____

We would like to notify your top four vendors or suppliers. Please provide the names and contact information of your top four business vendors. (*Please include contact name, address, email and telephone.*)

> As a list-maker, we would like to notify your top four vendors or suppliers (i.e. health insurer, benefits administrator, bank, accounting firm, etc.).

Vendors 1 - 4:
    Organization Name
    Contact Name
    Address
    City, State, Zip
    Telephone
    Email Address

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Logo and Photo Request

The following information will be used by our publication partners in their special publication and/or awards event. Submitting your organization's logo and photos implies that you are granting permission to publish this information. We would like to request 4 images. (1 logo, 3 photos.)

Upload a color company logo using the following specifications:
- The file should be a vector EPS file, a high-resolution JPG, TIFF, AI, or PNG.
- You will *not* be able to upload images larger than 5MB. If your image is larger than 5MB, please resize it smaller and resubmit.
- PDF, GIF, or BMP files will not be accepted.
- Do not use a scan off a piece of letterhead.
- If you have any questions regarding your image, please email: support@bestcompaniesgroup.com.

We are requesting three photos that demonstrate why your organization is a great place to work, such as, organization outings, community service, and employee events.

Please upload your photos using the following specifications:
- *All* images should be high-resolution. Usable photos are at least: 300+ dpi; 800x600 pixels; 300KB (kilobytes) in size but less than 5MB.
- You will *not* be able to upload images larger than 5MB. If your image is larger than 5MB, please resize it smaller and resubmit.
- JPEG or JPG files are preferred. TIFF files are acceptable. BMP files will not be accepted.
- Cell phone images are typically not of good enough quality to be used.
- Please do not copy and paste images from your website - they will be too small and too low-resolution to use on a big screen or in print. If you want a photo from your site, ask your marketing or web department for the original file.
- Do not paste your photos into a Word document, PowerPoint slide, the body of an email, PDF, etc. These documents will not be accepted in the upload.
- Please do not send photo collages, slides from a presentation, or scan an image off a piece of letterhead, because they cannot be seen clearly.
- Please provide pictures from the last 12 months.
- Please provide a short caption (less than 25 words) describing the photo in the space provided.