

**Welcome!**

**CareerSource Polk Business Services Division recognizes companies in Polk County who are taking the lead in developing quality workplaces with the Best Places to Work Award. Award-winning companies are the most innovative in the areas of motivating and retaining employees, training and developing initiatives, and implementing workplace practices that promote a healthy work/life balance. Questions apply to Calendar Year 2020.**

**COMPANY INFORMATION**

\* 1. Contact Information

<b>Full Name</b>	<input type="text"/>
<b>Company</b>	<input type="text"/>
<b>Address 1</b>	<input type="text"/>
<b>Address 2</b>	<input type="text"/>
<b>City</b>	<input type="text"/>
<b>State</b>	<input type="text"/>
<b>Zip</b>	<input type="text"/>
<b>Email Address</b>	<input type="text"/>

\* 2. Telephone Number of Contact

\* 3. Company Information (List company name as you would like it to appear on award and in print)

**Company**

**Address 1**

**Address 2**

**City**

**State**

**Zip**

\* 4. Local Senior Executive in Polk County

**Name**

**Address 1**

**Address 2**

**City**

**State**

**Zip**

**Email Address**

\* 5. Position Title of Local Senior Executive in Polk County

\* 6. Industry (Choose one)

\* 7. Number of Employees

Number of full-time permanent employees in U.S.

Number of part-time permanent employees in U.S.

Number of full-time permanent employees in Polk County

Number of part-time permanent employees in Polk County

When answering all narrative questions please do not use acronyms or any wording that will give your company's identity away. These questions will be judged by a panel of HR professionals and need to be anonymous.

**WORKPLACE DEMOGRAPHICS**

\* 8. What percentage of your total Polk County workforce is:

	0-15%	16-30%	31-45%	46-55%	56-70%	71-85%	86-100%
Male	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Female	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 9. What percentage of your total Polk County workforce is:

	0-15%	16-30%	31-45%	46-55%	56-70%	71-85%	86-100%
African American	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Caucasian	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hispanic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
American Indian and/or Alaskan Native	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Asian	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 10. What percentage of your total Polk County Executive Team is:

	0-15%	16-30%	31-45%	46-55%	56-70%	71-85%	86-100%
Male	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Female	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Non-Caucasian	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**TARGETED RETENTION**

\* 11. How do you employ practices to recruit/retain members of the disabled community?

\* 12. How do you employ practices to recruit/retain employees of varying ethnic and cultural backgrounds?

\* 13. How do you employ practices to recruit/retain an aging workforce?

**BENEFIT OFFERINGS**

\* 14. Medical Coverage

Company pays 100% of benefit	Company pays part; Employee pays part	Employee pays 100% of benefit	Not offered
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 15. Prescription Coverage

Company pays 100% of benefit	Company pays part; Employee pays part	Employee pays 100% of benefit	Not offered
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 16. Dental Coverage

Company pays 100% of benefit	Company pays part; Employee pays part	Employee pays 100% of benefit	Not offered
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 17. Vision Coverage

Company pays 100% of benefit	Company pays part; Employee pays part	Employee pays 100% of benefit	Not offered
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 18. Long-Term Care Insurance

Company pays 100% of benefit	Company pays part; Employee pays part	Employee pays 100% of benefit	Not offered
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 19. Life Insurance (Employee)

Company pays 100% of benefit	Company pays part; Employee pays part	Employee pays 100% of benefit	Not offered
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 20. Life Insurance (Dependents)

Company pays 100% of benefit	Company pays part; Employee pays part	Employee pays 100% of benefit	Not offered
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



\* 21. Short-Term Disability Plan

Company pays 100% of benefit	Company pays part; Employee pays part	Employee pays 100% of benefit	Not offered
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 22. Long-Term Disability Plan

Company pays 100% of benefit	Company pays part; Employee pays part	Employee pays 100% of benefit	Not offered
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 23. Please describe (in 300 words or less) any unique aspects of your healthcare benefits (health, dental, vision, long-term care, and/or disability).

\* 24. When is a new employee eligible to enroll in the organization's healthcare plan?

Date of hire	30 Days	60 Days	90 Days	More than 90 Days	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 25. What is the minimum number of hours an employee must work per week to be eligible for health coverage?

20 hours or less	21-30 hours	31-40 hours	Not offered
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 26. How many paid holidays does your company offer per year?

0 days	1-5 days	6-9 days	10-15 days
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 27. Do you allow employees to:

Roll Over PTO	Sell Back Unused PTO	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 28. Do you allow employees to:

Roll Over Vacation	Sell Back Unused Vacation	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 29. Do you allow employees to:

Roll Over Sick	Sell Back Unused Sick	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 30. How many PTO days are available after one year of employment (do not include paid holidays)?

1-5 days	6-10 days	11-15 days	16-20 days	More than 20	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Questions 31-34 RELATE TO COMPANIES WITH SEPARATE TIME BANKS

\* 31. How many vacation days are available after one year of employment?

N/A	1-5 days	6-10 days	11-15 days	16-20 days	More than 20
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 32. How many vacation days can be accrued?

N/A	1-5 days	6-10 days	11-15 days	16-20 days	More than 20
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 33. How many sick days are available after one year of employment?

N/A	1-5 days	6-10 days	11-15 days	16-20 days	More than 20
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 34. How many sick days can be accrued?

N/A	1-5 days	6-10 days	11-15 days	16-20 days	More than 20
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 35. Does your company pay employees for accrued days after the maximum limit has been reached?

Yes

No

\* 36. Does your company allow time off without the use of PTO, vacation or personal days:

Yes

No

For parent conferences  
and other selected  
school activities?

To coach, mentor or  
tutor?

For community service  
activities/volunteer  
work?

\* 37. Does your company offer:

Yes

No

Telecommuting options?

Job sharing options?

Flexible work week  
options?

\* 38. Does your company provide:

	Yes	No
An Employee Assistance Program?	<input type="radio"/>	<input type="radio"/>
A Wellness Program? (smoking cessation, weight loss, single parent, etc.)	<input type="radio"/>	<input type="radio"/>
Elder care assistance?	<input type="radio"/>	<input type="radio"/>

\* 39. Does your company subsidize childcare costs?

Yes	No
<input type="radio"/>	<input type="radio"/>

\* 40. Does your company have an on-site fitness facility OR pay all or part of its employees' cost for health club memberships?

Yes	No
<input type="radio"/>	<input type="radio"/>

\* 41. Does your company:

	Yes	No
Provide cafeteria or meal subsidies, free daily snacks, or beverages?	<input type="radio"/>	<input type="radio"/>
Offer a bonus or incentive program?	<input type="radio"/>	<input type="radio"/>
Offer an employee stock option?	<input type="radio"/>	<input type="radio"/>
Offer profit sharing?	<input type="radio"/>	<input type="radio"/>
Offer a 401(k) or 403(b) retirement program?	<input type="radio"/>	<input type="radio"/>
Match employee retirement contributions?	<input type="radio"/>	<input type="radio"/>

\* 42. Does your company:

Yes

No

Provide adoption  
assistance?

Contribute to the  
retirement plan  
independent of the  
employee's contribution?

\* 43. What is the maximum percentage that your company will match employees for retirement contributions?

**EMPLOYEE DEVELOPMENT**

\* 44. Does your company offer tuition reimbursement?

Yes

No

\* 45. Does your company provide flextime for employees who seek to continue their education?

Yes

No

\* 46. Does your company offer Job Advancement Training/Skills Upgrade?

Yes

No

\* 47. Does your company offer Diversity Training?

Yes

No

\* 48. Does your company offer Leadership Training?

Yes

No

\* 49. Does your company offer Supervisory Skills Training?

Yes

No

\* 50. Does your company offer Work/Life Balance Issues Training?

Yes

No

\* 51. Does your company offer Motivational Training?

Yes

No

\* 52. Does your company offer Team Building Training?

Yes

No

\* 53. Does your company offer Safety Training (OSHA)?

Yes

No



\* 54. Does your company offer Identity Theft Training?

Yes

No

\* 55. Does your company offer Financial Literacy Training?

Yes

No

\* 56. What is the average number of annual training and development hours received per employee?

1-5 hours

6-15 hours

16-20 hours

More than 20 hours

**COMMUNICATION**

\* 57. How often are managers expected to have developmental conversations with employees?

\* 58. Does your company have an active safety program/committee?

Yes

No

59. \*If you have a Safety committee how are their suggestions implemented?

\* 60. How do you encourage suggestions, problem-solving and feedback from employees? (ex: suggestion boxes, employee surveys, meetings with senior leadership, etc.)

\* 61. Does your organization have a formal policy/procedure for managers providing feedback and, if so, what is it and how is it documented?

\* 62. How do you ensure management is communicating important information downward to all employee levels? (examples: intranet, newsletter, employee survey, meetings with senior leadership, etc.)

**COMPENSATION AND HIRING INVOLVEMENT**

\* 63. What was the average annual salary for exempt employees for 2020?

\* 64. What is your ratio of human resource professionals to employee? (Example: 1 per 17)



**IN THE NEXT THREE QUESTIONS, WHAT LEVEL OF INVOLVEMENT DOES EACH HAVE IN YOUR HIRING PROCESS FOR AN OPEN POSITION?**

\* 65. Human Resources

	High	Medium	Low	NA
Screening	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interviewing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hiring	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 66. Immediate Supervisor

	High	Medium	Low	NA
Screening	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interviewing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hiring	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 67. Co-workers

	High	Medium	Low	NA
Screening	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interviewing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hiring	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 68. In 2020, what percentage of non-entry level job openings were filled by internal candidates?

0 - 5%	6-10%	11-20%	21-30%	31-40%	41-50%	Over 50%
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 69. Explain your company's Orientation Program, specifically the content, duration, and who participates, noting what aspect of the program you believe is particularly effective in making new employees successful.

\* 70. A new employee spends an average of how many hours in company orientation?

4 hours or less	5-8 hours	9-20 hours	21-40 hours	Over 40 hours
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 71. Do you offer bonuses to employees who refer new hires?

Yes	No
<input type="radio"/>	<input type="radio"/>

\* 72. What is the maximum bonus awarded to an employee for a successfully hired referral?

\$0	\$100	\$250	More \$250
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**RETENTION INITIATIVES**

\* 73. What was your rate of voluntary turnover for 2020?

10% or less	11%-20%	21%-30%	More than 30%
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 74. How do you measure and track employee engagement?

	Yes	No
Needs assessments	<input type="radio"/>	<input type="radio"/>
Attitude surveys	<input type="radio"/>	<input type="radio"/>
Focus groups	<input type="radio"/>	<input type="radio"/>

\* 75. To determine what retention initiatives are implemented, does your company have an employee task force to propose initiatives to management?

Yes	No
<input type="radio"/>	<input type="radio"/>

\* 76. What specific training/resources are managers given to address retention?

**RECOGNITION**

\* 77. Does your company have an employee recognition/appreciation program?

Yes

No

\* 78. What is the average length of service for your full-time employees?

1-5 Years

6-10 Years

11-20 Years

21-25 Years

More than 25 Years

\* 79. What is the average length of service for your part-time employees?

1-5 Years

6-10 Years

11-15 Years

More than 15 Years

N/A

\* 80. Does your company recognize employees for length of service?

Yes

No



**EVALUATIONS AND SUCCESSION PLANNING**

\* 81. Do you employ practices for succession planning?

Yes	No
<input type="radio"/>	<input type="radio"/>

\* 82. Does your company conduct regular employee performance evaluations?

Yes	No
<input type="radio"/>	<input type="radio"/>

\* 83. What types of assessment(s) does your company use in the performance evaluation process?

	Yes	No
360 Multi-Level Assessments	<input type="radio"/>	<input type="radio"/>
Self-Assessments	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>

**SUMMARY QUESTION**

\* 84. Please describe in 800 words or less what makes your company a great place to work AND what sets your company apart from other companies in your efforts to recruit and retain the best employees in Polk County. (This information may be used for publication if your company is selected as a Best Places to Work winner.)