

2024 Best Places to Work Application

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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 2024.

COMPANY INFORMATION

1. Contact Information

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

*** 2. Company Federal EIN Number**

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

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

2024 Best Places to Work Application

* 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 Polk County

Number of part-time
permanent employees
in Polk County

WORKPLACE DEMOGRAPHICS

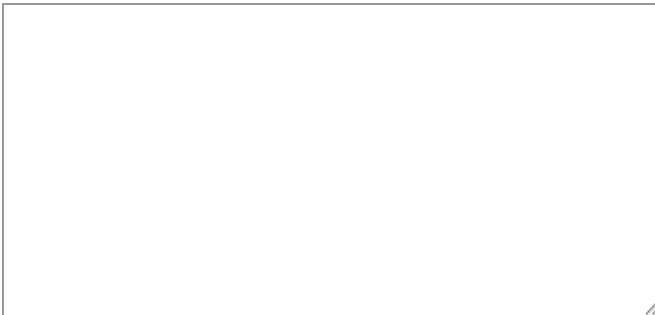
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TARGETED RETENTION

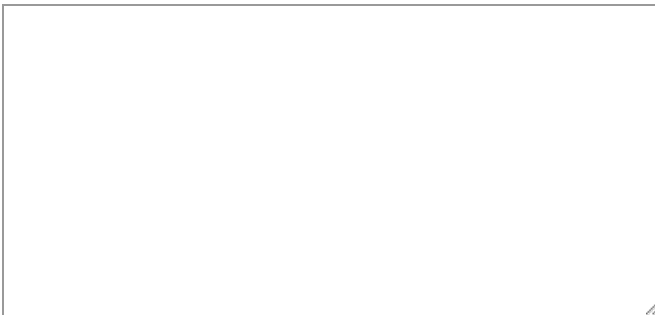
* 11. How do you employ practices to recruit/retain members of the disabled community?

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

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

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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"/>

2024 Best Places to Work Application

*** 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"/>

[illegible]

Questions 31-35 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

☐☐☐☐☐☐

* 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

☐☐☐☐☐☐

* 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

☐☐☐☐☐☐

* 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

☐☐☐☐☐☐

* 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?

☐☐

2024 Best Places to Work Application

* 37. Does your company offer:

	Yes	No
Telecommuting options?	<input type="radio"/>	<input type="radio"/>
Job sharing options?	<input type="radio"/>	<input type="radio"/>
Flexible work week options?	<input type="radio"/>	<input type="radio"/>

* 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"/>

2024 Best Places to Work Application

* 41. Does your company:

	Yes	No
Offer individual or company wide bonuses?	<input type="radio"/>	<input type="radio"/>
Contribute to the retirement plan independent of the employee's contribution?	<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?	<input type="radio"/>	<input type="radio"/>
Provide cafeteria or meal subsidies, free daily snacks, or beverages?	<input type="radio"/>	<input type="radio"/>

* 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, Equity and Inclusion Training?

Yes

No

☐☐

* 48. Does your company offer Supervisory Skills Training?

Yes

No

☐☐

* 49. Does your company offer Leadership Training?

Yes

No

☐☐

2024 Best Places to Work Application

* 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

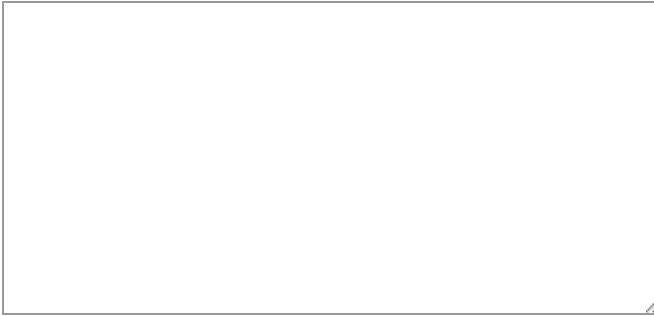
16-20 hours

More than 20 hours

☐☐☐☐

COMMUNICATION

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

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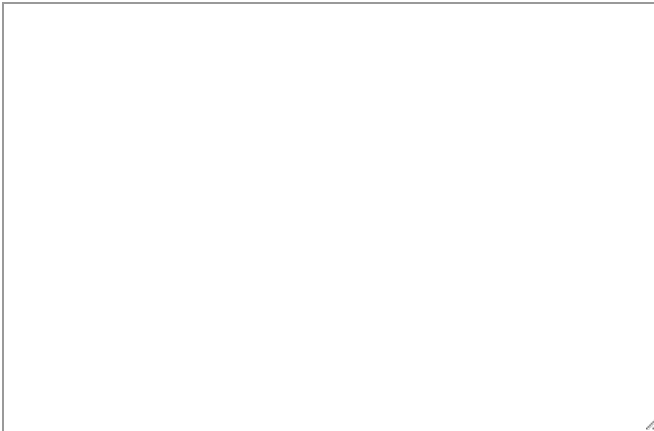
* 58. Does your company have an active safety program/committee?

Yes

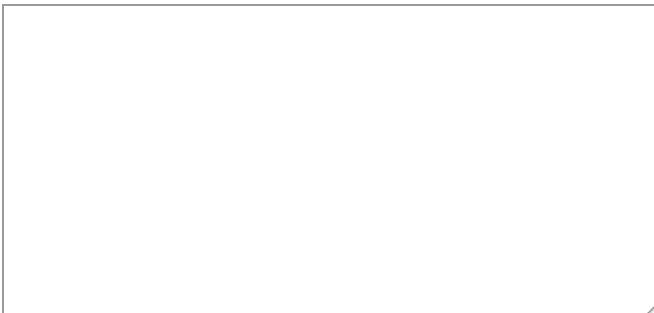
No

☐☐

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

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

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* 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 are the overall pay ranges for your Exempt and Non-Exempt employees? (ex: Non-Exempt = \$10.00/hour to \$18.00/hour; Exempt = \$35,000 to \$120,000 annually)



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



2024 Best Places to Work Application

In the next 3 questions, what level of involvement does each entity 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. What percentage of non-entry level job openings were filled by internal candidates?

[illegible]

* 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

☐☐☐☐☐

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

Yes

No

☐☐

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

\$0

\$100

\$250

More \$250

☐☐☐☐

RETENTION INITIATIVES

* 73. What was your rate of voluntary turnover for 2023?

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 recognize employees for length of service?

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

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

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

* 79. 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
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 80. 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
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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 you 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.)

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