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 2025.

COMPANY INFORMATION

1. Contact Information

Full Name	
Company	
Address 1	
Address 2	
City	
State	
Zip	
Email Address	
Phone Number	

* 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	
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 Polk County

Number of part-time permanent employees in Polk County

**Note: 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	○	○	○	○	○	○	○
Female	○	○	○	○	○	○	○

* 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	○	○	○	○	○	○	○
Caucasian	○	○	○	○	○	○	○
Hispanic	○	○	○	○	○	○	○
American Indian and/or Alaskan Native	○	○	○	○	○	○	○
Asian	○	○	○	○	○	○	○

* 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	○	○	○	○	○	○	○
Female	○	○	○	○	○	○	○
Non-Caucasian	○	○	○	○	○	○	○

TARGETED RETENTION

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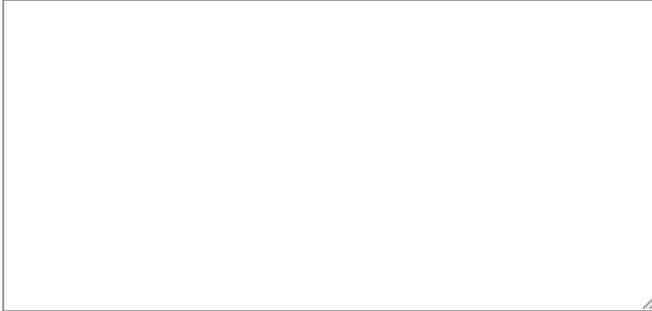
* 12. How do you employ practices to recruit/retain employees of varying ethnic and cultural backgrounds?

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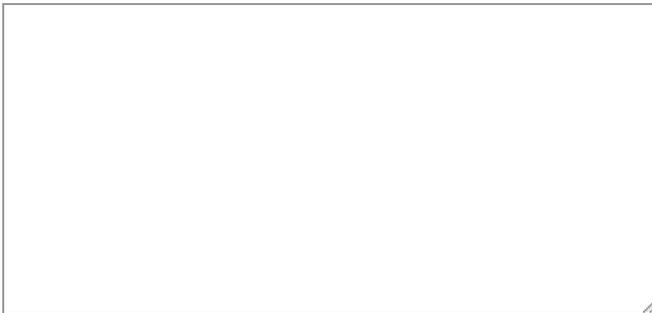
BENEFIT OFFERINGS

* 14. Medical Coverage

Company pays 100% of benefit	Company pays part; Employee pays part	Employee pays 100% of benefit	Not offered
○	○	○	○

* 15. Prescription Coverage

Company pays 100% of benefit	Company pays part; Employee pays part	Employee pays 100% of benefit	Not offered
○	○	○	○

* 16. Dental Coverage

Company pays 100% of benefit	Company pays part; Employee pays part	Employee pays 100% of benefit	Not offered
○	○	○	○

* 17. Vision Coverage

Company pays 100% of benefit	Company pays part; Employee pays part	Employee pays 100% of benefit	Not offered
○	○	○	○

* 18. Long-Term Care Insurance

Company pays 100% of benefit	Company pays part; Employee pays part	Employee pays 100% of benefit	Not offered
○	○	○	○

* 19. Life Insurance (Employee)

Company pays 100% of benefit	Company pays part; Employee pays part	Employee pays 100% of benefit	Not offered
○	○	○	○

* 20. Life Insurance (Dependents)

Company pays 100% of benefit	Company pays part; Employee pays part	Employee pays 100% of benefit	Not offered
○	○	○	○

* 21. Short-Term Disability Plan

Company pays 100% of benefit	Company pays part; Employee pays part	Employee pays 100% of benefit	Not offered
○	○	○	○

* 22. Long-Term Disability Plan

Company pays 100% of benefit	Company pays part; Employee pays part	Employee pays 100% of benefit	Not offered
○	○	○	○

* 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
○	○	○	○	○	○

* 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
○	○	○	○

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

0 days	1-5 days	6-9 days	10-15 days
○	○	○	○

* 27. Do you allow employees to Roll Over PTO, Sell Back Unused PTO, or neither?

Roll Over PTO	Sell Back Unused PTO	N/A
○	○	○

* 28. Do you allow employees to Roll Over Vacation, Sell Back Unused Vacation, or neither?

Roll Over Vacation	Sell Back Unused Vacation	N/A
○	○	○

* 29. Do you allow employees to Roll Over Sick, Sell Back Unused Sick, or Neither?

Roll Over Sick	Sell Back Unused Sick	N/A
○	○	○

* 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
○	○	○	○	○	○

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?	○	○

* 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?	○	○
A Wellness Program? (smoking cessation, weight loss, single parent, etc.)	○	○
Elder care assistance?	○	○

* 39. Does your company subsidize childcare costs?

Yes	No
○	○

* 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
○	○

* 41. Does your company:

	Yes	No
Offer individual or company wide bonuses?	○	○
Contribute to the retirement plan independent of the employee's contribution?	○	○
Offer an employee stock option?	○	○
Offer profit sharing?	○	○
Offer a 401(k) or 403(b) retirement program?	○	○
Match employee retirement contributions?	○	○

* 42. Does your company:

	Yes	No
Provide adoption assistance?	○	○
Provide cafeteria or meal subsides, free daily snacks, or beverages?	○	○

* 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
○	○

* 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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[text box]
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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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[text box]
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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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[text box]
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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)

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	○	○	○	○
Interviewing	○	○	○	○
Hiring	○	○	○	○

* 66. Immediate Supervisor

	High	Medium	Low	NA
Screening	○	○	○	○
Interviewing	○	○	○	○
Hiring	○	○	○	○

* 67. Co-workers

	High	Medium	Low	NA
Screening	○	○	○	○
Interviewing	○	○	○	○
Hiring	○	○	○	○

* 68. 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%
○	○	○	○	○	○	○

* 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 2025?

10% or less	11%-20%	21%-30%	More than 30%
○	○	○	○

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

	Yes	No
Needs assessments	○	○
Attitude surveys	○	○
Focus groups	○	○

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

Yes	No
○	○

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

RECOGNITION

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

Yes	No
○	○

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

Yes	No
○	○

* 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
○	○	○	○	○

* 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
○	○	○	○	○

EVALUATIONS AND SUCCESSION PLANNING

* 81. Do you employ practices for succession planning?

Yes	No
○	○

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

Yes	No
○	○

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

	Yes	No
360 Multi-Level Assessments	○	○
Self-Assessments	○	○
Other	○	○

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.)