

## Frequently Asked Questions

### 1. What are the steps to applying for the Best Places to Work?

- Applications are submitted through <https://cspolk.info/bptw-app> along with credit card payment or invoice request.
- A SurveyMonkey link for the application is emailed to employer.
- Employer provides CareerSource Polk with a list of staff and their email addresses.
- CareerSource Polk emails staff the employee survey links to all employees, at least **30%** must respond for the application to be considered.
- All applications and employee surveys must be completed by midnight on May 31.

### 2. How much does it cost to apply?

The application fee is \$275, \$225 if you are a **first-time** applicant and attended the BPTW Information Luncheon in March.

### 3. Can we start the application and continue it later? Yes, SurveyMonkey saves your answers.

### 4. What kinds of questions are on the application and Employee Survey?

See samples at <https://cspolk.info/bptw-app>

### 5. I don't think my company will win, why would I apply?

You will receive a report in August that will have ALL the employee survey answers, which is invaluable, and a comparison of your application answers to the other employers that have applied.

### 6. What do the winners receive?

Winners receive a beautiful plaque to display, (10) BPTW lapel pins, recognition as a Best Places to Work winner, and the comparison report for all applicants answers to the application questions.

### 7. How many of our employees will need to complete the survey?

At least **30%** of your employees must complete the survey.

### 8. What if I have employees that do not have a corporate email address?

If the employee has a home email and gives permission, we will email the survey to this address. We can also work with you to set a time and date when employees can complete the survey at your place of business.

### 9. Will you let us know ahead of time if we are going to win?

No. You will find out the winners at this year's Annual Meeting and Best Places to Work Award breakfast.

### 10. Will we be announced as a company that applied but did not win? No.

### 11. How many of our staff can attend the Best Places to Work Awards breakfast?

As many as you would like for open seating, but a table can be purchased if you would like to sit together and have your company name displayed on the table.

### 12. Who usually attends the award ceremony?

Employers, Human Resource Managers, and community leaders from Polk County attend the ceremonies.

Thank you for your interest in CareerSource Polk's Best Places to Work Awards. **For questions, please contact Kathy Suttles, our Director of Business Services, at [kathy.suttles@careersourcepolk.com](mailto:kathy.suttles@careersourcepolk.com)**

