



Project Plan Timeline

This page has been prepared to assist you to plan implementation of the 2011 Best Companies Survey within your Organisation. The process and timelines defined here highlight what is required for participation in both Best Companies Accreditation and The Sunday Times "Best Companies to Work for" Lists

March – 31st August 2010: Registration

(i) You can decide to register for participation in:

- Both Best Companies Accreditation and The Sunday Times "Best Companies to Work for" List
- Best Companies Accreditation only

(ii) You then need to complete the registration and payment form.

(iii) You will also need to agree to the Terms of Service and Rules of Engagement.

August - Early October 2010: Employee Survey – Planning

Best Companies provide you with detailed employee survey distribution guidelines. It is absolutely essential that these guidelines are strictly adhered to. During this time your organisation will also be assigned a specific contact within the Best Companies team. This contact will assist you to implement the survey process efficiently and accurately within your organisation.

During this stage of the survey process your organisation will need to decide upon the following:

- **Employment Groups:** It is very important that you take the time to clearly define employee employment groups that are specific and appropriate for your organisation. By doing this you will enable Best Companies to provide you with detailed survey results that exactly match the needs of your business.
- **Employee Surveys:** You have the choice of receiving your employee surveys either electronically or by paper.

1. Electronic Option: When you select the electronic option you will need to provide names and email addresses for the employees who will receive the survey. Best Companies will then email details of the survey directly to those employees.

2. Paper Option: When you select the paper option Best Companies will send the paper surveys directly to you. You will then be required to distribute these surveys internally to the randomly selected employees. Pre paid envelopes are provided for survey return.

Best Companies Limited

Hamilton House

Rackery Lane, Llay

Wrexham LL12 0PB

T: 01978 856222

F: 01978 855900

E: enquiries@bestcompanies.co.uk

www.bestcompanies.co.uk



- **Employee sample:** To define your survey sample we will need to select employees at random from your payroll between the following date range 1st August 2010 to 30th September 2010.
- **Covering letter:** Each employee survey distributed should be accompanied by a covering letter/email. A template letter will be made available online for download. This template can be amended to suit the needs of your business although any amendments **must be agreed with your Best Companies contact.**

1. For paper circulation - A covering letter and a Best Companies prepaid envelope must accompany each paper survey distributed.

2. For electronic circulation - To enable a high response for your electronic surveys we recommend that your company sends the covering letter to employees via email so that they will be expecting the survey communication from Best Companies and therefore will not treat the communication as SPAM.

September - October 2010: Employee Survey – Implementation

Best Companies provide/send surveys for your project in line with your registration request. During this period you can access daily updates of your employee survey response rate via your 'My Account' page. If you choose the online survey distribution option, Best Companies will send a reminder email after 5 & 10 days to each email recipient.

September - October 2010: Completion of Organisation Questionnaire

You are required to complete an online Organisation Questionnaire detailing key statistics and demographics regarding your organisation.

November- Early November 2010: Submission Deadline

Your organisation will be eligible for Best Companies Accreditation and/or The Sunday Times "Best Companies to Work for" Lists once we have received an appropriately completed submission:

- Completed Organisation Questionnaire
- Achievement of a minimum response rate for the Employee Survey
- Complete payment for participation in the relevant process

December – February 2011: Best Companies Evaluations

Submissions are evaluated for both Best Companies Accreditation and for The Sunday Times List projects. Best Companies may contact participants during this period to arrange a site visit. The purpose of this site visit will be to confirm aspects of your submission and to gain an insight into your business. Receipt of a site visit is not an indication that your organisation will be included within The Sunday Times Lists. Best Companies visit organisations of varying calibres during the research and visits are completely random.



Best Companies Limited

Hamilton House
 Rackery Lane, Llay
 Wrexham LL12 0PB
 T: 01978 856222
 F: 01978 855900
 E: enquiries@bestcompanies.co.uk
www.bestcompanies.co.uk



best companies™

Best Companies

January 2011: Best Companies Accreditation Successes

At the beginning of January 2011, accredited companies will be announced. A formal recognition event is planned for the end of the month and publication of the Best Companies Guide is planned for March 2011.

January 2011: Results Data Available in WIT

Your results summary report will be available online via the Best Companies online Workplace Insight Tool. Organisations will also have the opportunity to upgrade their summary report to access highly detailed survey feedback packages, these can include a full survey breakdown by demographic groups, company benchmarks, and employee comments. Prices of these upgrades vary according to your company size – Please contact Best Companies for more information.

February 2011: Notifications for The Sunday Times Lists

Best Companies will contact you personally to communicate whether your organisation is successfully included within the 2011 Sunday Times “Best Companies to Work for” Lists.

March 2011: The Sunday Times Lists are Announced

If your organisation is successfully included on the 2011 Sunday Times “Best Companies to Work for” Lists, you will have the opportunity to attend a highly prestigious Awards Dinner. At this event list positions will be formally announced and successful organisations will receive an engraved commemorative award as one of The Best Companies to Work For. ‘The Sunday Times Best Companies to Work For’ List 2011 is published in a stand-alone supplement and circulated with all copies of The Sunday Times.

Best Companies Limited

Hamilton House
Rackery Lane, Llay
Wrexham LL12 0PB

T: 01978 856222

F: 01978 855900

E: enquiries@bestcompanies.co.uk

www.bestcompanies.co.uk