

THE SUNDAY TIMES

**BEST**

PLACES TO  
WORK IN THE  
PUBLIC SECTOR **2010**

# The Sunday Times Best Places to Work in the Public Sector



Do you have what it takes to be named the Best?

Find out and take part in The Sunday Times Best Places to Work in the Public Sector 2010.

## The Sunday Times Best Places to Work in the Public Sector

We use the same process for both *The Best Companies Accreditation* and *The Sunday Times Best Places to Work in the Public Sector projects*. The process consists of two elements:

- An Employee Survey
- Organisation Questionnaire

Your company's score comes from the employee survey and is dependent upon how highly your people score the organisation according to the eight factors the survey measures.

### Project Management

You will be given a Best Companies project management team, who will be on hand to assist you with every stage of the project. The team will ensure that the survey is conducted in a manner which aligns to our rules of engagement and provides your organisation with the best possible data.

The process is also managed through your online 'My Account' page. This provides complete support throughout the project and allows you to check your survey response rate on a daily basis.

### Survey Process

We are able to survey the entire workforce or we can survey a random sample of employees. We are able to offer the survey in two formats:

#### Online Surveys:

- Participating employee email addresses are supplied to Best Companies by your organisation
- Best Companies send each employee a personal web link to access the survey
- Follow up and reminder emails are sent to employees to prompt response
- Employees complete the survey and respond via a clearly defined web link
- Survey responses are automatically added to our reporting and results database

#### Paper Surveys:

- Best Companies send our designated contact a survey pack. This survey pack includes – Best Companies contact details, individualised employee surveys and prepaid response envelopes
- Your employees will return completed surveys directly to Best Companies
- Employee responses are scanned and analysed by Best Companies



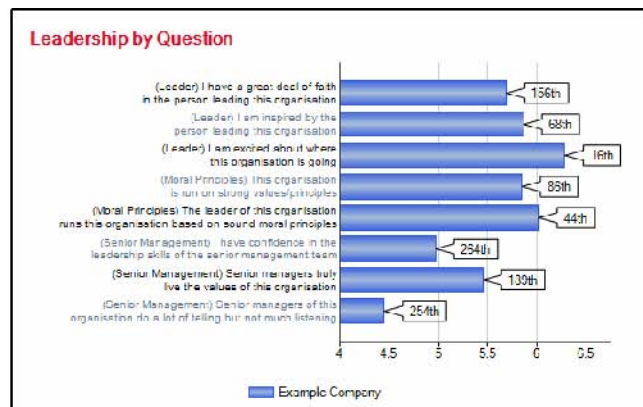
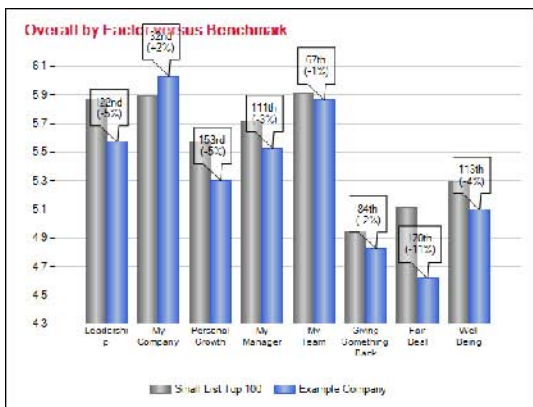


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## Reporting Process

The output from the survey would be provided through our 'Workplace Insight Tool' (WIT)™. WIT is our interactive web based tool which will provide your organisation with secure access to your free summary scores from the Best Companies Employee Survey. Your organisation will have the option to upgrade your free summary Workplace Insight Tool data, for highly detailed Benchmarking and Demographic filtering (cost vary dependent on level of upgrade) for your workplace:

- Demographic breakdowns of responses
- Detailed benchmarks
- Internal benchmarking
- Year on Year trends
- Industry sector benchmarking
- Insight into your employees written comments



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## The Process Step by Step

### You register to participate

You will need to:

- It is free to charge to participate but if you decide to survey additional employees or upgrade your WIT package you will be required to complete the entry payment form and ensure we receive immediate payment.
- Agree to the Rules of Engagement (Terms of Service).

### Survey Distribution Planning

This phase will involve the organisation of the logistics for supporting the survey process. Best Companies will provide your organisation with detailed survey distribution guidelines. It is absolutely essential that these guidelines are strictly adhered to. During this aspect of the survey process your organisation will need to decide upon the following:

**Employment Groups** - It is very important that organisations take the time to clearly define employee employment groups that would be specific and appropriate to the 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 sample** - To define your survey sample you will need to select employees at random from your payroll. Instructions for how to do this will be provided to you online by your Best Companies contact. You will also need to provide Best Companies with your employee email address should you have decided upon the online survey option.

**Covering letter** - Each employee survey distributed should be accompanied by a covering letter. 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 should be agreed with your Best Companies contact before distributing to employees.

### Survey Distribution

This phase will be focused on the distribution and return of surveys. Our team has many years of experience in ensuring this happens with the minimum of fuss. During this phase we will undertake the following:

- Distribution of the Employee Survey by Best Companies for the online option or by your organisation for the paper option.



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- Daily up dates of your employee survey responses via your online 'My Account' page.
- Best Companies will send all employees who have received an electronic survey a reminder email after 5 and 10 days.
- Our response team will be available to all your employees during the course of the survey to deal with any questions or concerns they may have regarding the project.

## Organisation Questionnaire

You will need to complete an online Organisation Questionnaire detailing key statistics and demographics regarding your organisation. Organisations are also invited to send additional supporting items such as photos from organisation events, examples of training materials. *This must be sent electronically only.* The purpose of this is to help give us more of a flavour of your organisations culture.

## Your overall submission

Your organisation will be eligible for *Best Companies Accreditation* and/or *The Sunday Times "Best Places to Work for in the Public Sector" Lists* once we have received an appropriate fully completed submission.

This means:

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

## Recognition

At the start of January 2010, accredited companies will be announced. A formal recognition event is planned for the end of the month and the new version of the Best Companies Guide book will be published in April 2010.

Organisations that are successful in being included on the 2010 Sunday Times "Best Places to Work for in the Public Sector" Lists will be notified in late January and they 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 Places to Work in the Public Sector 2010.



[www.bestcompanies.co.uk/publicsector](http://www.bestcompanies.co.uk/publicsector)