



# Registration Overview 2011



# Registration Overview 2011



If you have taken part in previous surveys, you can register by entering your username (email address) and password.

If you have never participated you will need to register as a new user.

## Login/Register

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### Existing Users

If you are an existing user please enter your username (usually your email address) and password here to login

Username:

Password:

Don't know your password? Click [here](#) to have it emailed to you.

### New Users

If you are new to Best Companies please complete the details below.

#### Organisation Details

Organisation Name:  \*

Head Office Location:  \*

Year Founded:  \*

Website URL:

#### Your Details

First Name:  \*

Surname:  \*

Telephone:  \*

Telephone Extension:

Email:  \*

Confirm Email:  \*

Create a Password:  \*

Confirm Password:  \*

# Company Summary Information



You will need to provide summary company information.

It is important you choose the correct sector for your organisation as this will have an impact on the benchmarks available to you.

Please be aware that organisations registering prior to 31st August 2010 will be required to reconfirm their employee figures as at the 31<sup>st</sup> August 2010.

## Organisation Summary Information

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In order to confirm your participation within the Best Companies process, please complete the information below. If you have any queries please call Best Companies Limited on 01978 856 222, thank you.

Organisation Name:  \*

Date Founded:   (yyyy) \*

Sector:  \*

Please provide a brief description of your business:  \*

UK Head Office Region:  Please Select... \*

Total number of **UK employees** on your organisation's payroll.

*Do not include employees on external secondment/implants, freelancers, sub-contractors.*

Full-time Employees:  \*

Part-time Employees:  \*

Total:  0

### Marketing Information

Where did you hear about Best Companies?  Please Select... \*

Eligibility will be confirmed to each organisation upon review of all declared organisation summary information

# Project Manager/Alternative Project Manager Details



You will need to provide details of the people at your organisation who will act as the Project Manager and Alternative Project Manager.

Best Companies will be required to contact these individuals throughout the project to gain details for your submission.

### Project Manager Details

Please either select an existing account from the list below or enter the details for a new account

**Existing Accounts**

Name	Job Title	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Select](#)  
[Select](#)

**Project Manager Account Details**

First name:  \* Organisation Address:  \*

Last name:  \*

Job title:  \* City/Town:  \*

Email:  \* County:

Confirm Email:  \* Post Code:  \*

Telephone:  \*

Alternative Telephone:

### Alternative Project Manager Details

**Alternative Project Manager Details**

Where an Alternative Project Manager has not been assigned, please provide alternative contact details for an individual within your organisation who Best Companies can liaise with in your absence at any time in the project.

Please either select an existing account from the list below or enter the details for a new account.

**Existing Accounts**

Name	Job Title	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Select](#)  
[Select](#)

**Alternative Project Manager Account Details**

First name:  \* Organisation Address:  \*

Last name:  \*

Job title:  \* City/Town:  \*

Email:  \* County:

Confirm Email:  \* Post Code:  \*

Telephone:  \*

Alternative Telephone:

# Choosing A Package Option



You will be able to select the package you require from this page.

If your organisation has more than 250 employees you will be able to select to survey more or all of them from this screen.

This screen will also show you what is included within each package.

## Package Option

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Please select the package you require from the following list. Further information about each option is detailed below and can be found by visiting the associated links in the left hand menu.

Survey Name	Price	No. of Surveys
<input checked="" type="radio"/> Accreditation 2011 & Sunday Times List 2011		
<input type="radio"/> Accreditation 2011		

Total Cost: £

### Package Breakdown

The project is based around an Employee Survey, both online and paper options are available. Your organisation will receive quantities of surveys (as detailed above for each project) and the associated quantity of 2nd class pre-paid reply envelopes.

At the beginning of the project you will be assigned a dedicated Client Liaison Officer who will be available to assist you throughout the project.

Once the project closes we will evaluate the results of your Employee Survey and inform you if you have been recognised as a 'Best Company to Work For'. You will also receive a Best Companies Index (BCI) score which will enable you to measure and track engagement levels.

Every organisation will gain access to a free summary of your survey results via our Workplace Insight Tool (WIT). This will allow you to make year on year comparisons and benchmark your top-line results against top performing organisations. An optional upgrade of this information is also available which provides demographic filtering and detailed benchmarking (further details available on the next page).

**If successful your organisation will receive the following benefits:**

#### The Sunday Times 'Best Companies to Work For'

- List position and profile published within The Sunday Times Supplement
- Sunday Times logo for use within all organisation collateral
- Recognition award for display within your organisation
- Opportunity to purchase tickets to the awards ceremony

#### Best Companies Accreditation

- Profile on the Best Companies Guide website [www.bestcompaniesguide.co.uk](http://www.bestcompaniesguide.co.uk)
- Ability to post job vacancies free of charge on the Best Companies Guide job board
- Accreditation logo for use within all organisation collateral
- Recognition award plaque and invitation to the Best Companies Accreditation celebration event

# Optional Upgrades



The results of your employee survey will be available through our Workplace Insight Tool (WIT). Your organisation has the opportunity to upgrade your summary results information by selecting one of the following packages.

PLEASE NOTE: All these packages are optional extras and will also be available for purchase at the end of the project.

If you would like more information regarding the Workplace Insight Tool please contact one of the Client Development Team on 01978 856222.

## Results Data, Analysis and Insight Packages

The results of your employee survey will be available through our Workplace Insight Tool (WIT). Your organisation has the opportunity to upgrade your summary results information by selecting one of the following packages.

PLEASE NOTE: All these packages are optional extras and will also be available for purchase at the end of the project.

### WIT Packages

- Pack - Your Scores**  £  
[Read More](#)
- Pack - Benchmark Package**  £  
[Read More](#)
- Pack - Sector Package**  £  
[Read More](#)

### Fast Track Option and Insight Presentation

- £  
Ordinarily an organisation completing either The Sunday Times or Best Companies Accreditation projects would receive their summary data approximately 3 months after completion of their employee survey.  
The Fast Track option means that the Best Companies team will prioritise and analyse your results as soon as they come through. This enables you to have full access to the top package of results within 4 weeks of the completion of your survey.  
This will also include the "Insight Presentation", for further details please see below.

### Insight Presentation

- £2,000.00  
The purpose of this session is to:
  - Present your people feedback, and provide contextual insight to your team of senior people who have a vested interest in fulfilling your organisational purpose and improving workplace engagement.
  - Open the conversation about the potential of your organisation using the Best Companies Model and how it related to what your people are thinking, feeling and doing, on a day to day basis to help deliver on your vision.

(Please note that this does not include expenses).

# Terms of Service



You will need to read and agree to our terms of service.

Best Companies continually strives to develop awareness and standards of employee engagement and as such have previously partnered with publications other than The Sunday Times. You will be asked if you are happy for your organisation to be recognised in other publications.

## Terms of Service

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### Services Agreement

BEST COMPANIES LIMITED  
MY ACCOUNT SERVICES AGREEMENT

NOTICE TO USER: PLEASE READ THIS AGREEMENT CAREFULLY. BY CLICKING "I ACCEPT" YOU ACCEPT, FOR AND ON BEHALF OF THE COMPANY WHOSE NAME IS ON THE PURCHASE ORDER ("SUBSCRIBER") THE FOLLOWING TERMS AND CONDITIONS FROM BEST COMPANIES LIMITED OF HAMILTON HOUSE, RACKERY LANE, LLAY, WREXHAM, LL12 0PB ("BEST COMPANIES"). SUBSCRIBER AGREES TO BE BOUND BY ALL THE TERMS AND CONDITIONS OF THIS AGREEMENT. SUBSCRIBER AGREES THAT IT IS ENFORCEABLE AS IF IT WERE A WRITTEN NEGOTIATED AGREEMENT SIGNED BY SUBSCRIBER. IF SUBSCRIBER DOES NOT AGREE TO THE TERMS OF THIS AGREEMENT OR IF YOU ARE NOT AUTHORISED TO ENTER INTO LEGALLY BINDING CONTRACTS ON BEHALF OF SUBSCRIBER, DO NOT CLICK "I ACCEPT", AND DO NOT VIEW ANY OF THE PAGES TO WHICH YOU MAY BE GIVEN ACCESS ON THIS WEBSITE.

1. DEFINITIONS
  - 1.1 "Subscriber" means company whose name is on the Purchase Order.
  - 1.2 "Authorised Personnel" means Subscriber employees to whom passwords will be issued and who are permitted to use the Services as detailed in the Purchase Order.
  - 1.3 "Company Questionnaire" means the questionnaire to be completed by Subscriber providing information regarding Subscriber's business and operation.
  - 1.4 "Competition" means the Sunday Times "Best Companies to Work For" competition the results of which appear in the List for the relevant year.
  - 1.5 "Effective Date" means the date on which Subscriber pays the Administration Fee.
  - 1.6 "List" means the contents of the Sunday Times supplement of best companies for the relevant year.
  - 1.7 "Accreditation" means the Best Companies Accreditation scheme.
  - 1.8 "Purchase Order" means the online form which is completed by an authorised representative of Subscriber in any relevant year and which details the Services to be provided by Best Companies for such year.

Click [here](#) to download/print a copy of the terms of service.

By ticking this box, I have read the above terms of service on behalf of my organisation and agree to abide by them.

Best Companies continually strives to develop awareness and standards of employee engagement and as such have previously partnered with publications other than The Sunday Times. Please confirm that if the opportunity arises you are happy for your organisation to be recognised in other publications.

Yes  No

# Rules Of Engagement



## Rules Of Engagement

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### Essential Summary

- Eligibility:** The organisation must have been in legal existence for a minimum of 3 years on the 1st March 2011
- Size:** The organisation must have a minimum of 50 full time employees or part time equivalents working in the UK (not including contractors/freelancers, implants, or employees not on your payroll). (Small Companies 50-249, Mid Companies 250-4999, Big Companies 5000+)
- Mergers:** Any mergers, de-mergers or acquisitions must have been completed before 31st August 2010
- Research Methodology:** The three methods of evaluation used are: Best Companies Employee Survey™, Best Companies Organisation Questionnaire™, and in some cases a Workplace Visit.
- Disqualifications/Withdrawals:** Best Companies reserve the right to disqualify participating companies from the list survey if the Rules of Engagement are not abided by, for this reason please ensure that you read the following thoroughly and do not hesitate to call us if you have any queries. Any organisations that wish to withdraw from the project should inform Best Companies as soon as possible.
- Multiple Entries:**
1. As a Group of Companies or Divisions - [Read More](#)
  2. As Individual Trading Divisions - [Read More](#)

Additionally, you must inform Best Companies of any major changes within your organisation that occur during the project.

Click [here](#) to view and print/download a detailed breakdown of the Rules of Engagement of the Sunday Times List

Click [here](#) to view and print/download a detailed breakdown of the Rules of Engagement of the Best Companies Accreditation

I can confirm that as an organisation we are participating in one of two ways; as a 'group of companies or divisions' or as 'individual trading divisions'.

By ticking this box, I have read the above rules of engagement on behalf of my organisation and agree to abide by them.

Previous

Next

You will be asked to read and agree to our Rules of Engagement.

# Paying For Your Entry



You will be asked to complete payment details for your 2010 entry, this can be paid by either invoice or credit card.

Please be aware the administration fee is non refundable.

## Payment Details

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The administrative fee is €                      VAT = € .

Package cost depends on the number of surveys required from the information submitted on the company summary page. Best Companies reserves the right to re charge if this information changes.

I am aware that the administration fee is **non refundable**.

**PLEASE NOTE:** Your organisations eligibility for the Best Companies project will be assessed at the beginning of September 2009 when we will request further details about employee headcounts and mergers/acquisitions. If for any reason your organisation is ineligible for the project your registration fees will be refunded in full.

Optional value-added services available at an additional cost include:

- Additional surveys (Medium and Big companies only)
- Additional granite awards (listed companies only)
- Additional Accreditation plaques (Accredited companies only)
- Full diagnostic results packages in the Workplace Insight Tool (WIT)
- Tickets to awards dinner (listed companies only)

### Contact Details

Telephone:  \*

### Payment Details

Please select payment method:  Credit Card  Invoice

Card Type:	<input type="text"/>	*
Name on Card:	<input type="text"/>	*
Card Number:	<input type="text"/>	*
Security Code:	<input type="text"/>	*
Expiry Date:	<input type="text"/> <input type="text"/>	*
Billing Address:	<input type="text"/>	*
	<input type="text"/>	
Town/City:	<input type="text"/>	*
County:	<input type="text"/>	*
Postcode:	<input type="text"/>	*

# Overview And Timeline



## Project Plan Timeline

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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 – October 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.

### September - Early November 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.
- **Employee sample:** To define your survey sample we will need to select employees at random from your payroll as at 31st August 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 should be agreed with your Best Companies contact.
  1. **For paper circulation:** covering letters must accompany the paper surveys with a prepaid envelope.
  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.

You will be provided with a Project Timeline outlining when and what will be required of you.

We recommend that you save or print out this document for your reference.

# Registration Complete



## Registration Received

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Thank you for registering for the Best Companies project. We will now process your application and you will hear from us again at the end of August, when we will assess your organisation's eligibility for the project and organise your employee survey distribution.

[Home](#)

Congratulations you have completed registration

Please be aware that organisations registering prior to 31st August 2010 will be required to reconfirm their employee figures as at the 31<sup>st</sup> August 2010