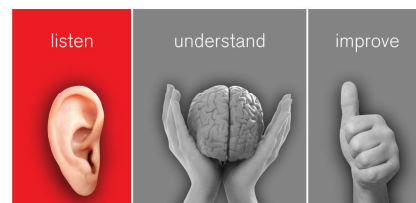


# Helping you on your journey through the Best Companies process

Presentation supporting notes - Listen



## Pre Survey - My Account Page My Best Companies Team

Shows the name, email address and phone number for your primary client liaison team member who will be your support. In their absence a secondary contact is available if needed.

## Message Board

This is updated regularly with important information to help you throughout the process. For example deadline dates approaching. This is a Very important element used to advise you for Postal Strikes, if our telephone system are down etc.

## Survey Return Rate

This will help you monitor your survey return rate and provide a more detailed breakdown.

## Project Plan

A step by step guide of what actions are required to fulfill your submission with deadline dates. Here you will also find a pdf hyperlink of the 'distribution overview' - an in depth PowerPoint covering all the elements of distribution that you will be expected to complete. If you are a returning organisation you can also download a copy of the previous years' 'Organisation Questionnaire'.

## Pre Survey - Survey Distribution

### Confirm Employee Figures

Confirm your employee headcount referring to your payroll between 1st August 2010 to 30th September 2010.

### Summary of Distribution

Best Companies places a huge emphasis on the distribution process to ensure that it is completed in a fair, honest and consistent manner. Failure to conduct this element in accordance with the Rules of Engagement may result in your organisation being disqualified from the process and excluded from any future Best Companies projects.

This section also allows you to download the following communications:

Announcement of the employee survey - We recommend that this is done a maximum of 7 days prior to the distribution of the surveys

Promotional posters - To help promote the employee survey internally

### Tailoring Your Survey

From here you will have another opportunity to opt to survey all employees at an additional cost of £1.00 per survey. Best Companies recommends that where possible organisations should opt to use online surveys; they tend to achieve a higher and quicker response rate.

### Clarify Leadership Roles

Two key roles used in several of the questions in the Leadership factor: 'The Leader' and 'Senior Managers'. How you write the names here is how they will be appear within the survey 'Covering Letters/Email'.

### Define Employment Groups

To tailor the information and data you receive back on your organisation, you need to specify Employment Groups. This information will allow you to analyze how employee sentiment varies by group/department/division. If your organisation will be participating in this survey

# Helping you on your journey through the Best Companies process

Presentation supporting notes - Listen



over consecutive years, you have the opportunity to view year on year data for the Employment Groups (the employment groups names must remain the same).

## **Employment Group Example**

Here is an example of how you would construct employment groups.

## **Employment Group Data**

This is how your employee survey data by Employment Group will appear in the Workplace Insight Tool (WIT) post survey.

## **Managers by Employment Groups**

In addition to viewing the results from each of your employment groups, we have developed a model to show the impact of your managers on engagement levels within your organisation. This is scheduled for release in January 2011.

## **Upload Managers**

You will be required to upload a list of manager names and their payroll number. The payroll number is used to ensure there are no duplications.

## **Assign Managers to Employment Group**

You need to assign a manager/s to the relevant employment group.

## **Job Role Options**

We provide generic job role descriptions for employees based on the sector you specified when registering. This allows us to provide you with a sector benchmark through the Workplace Insight Tool (WIT). You can omit the roles although you will lose the sector benchmark.

## **Job Roles Survey Data**

Example of Job Roles through the WIT Workplace Insight Tool (WIT).

## **Benchmarking Job Roles**

Example of Job Roles through the Workplace Insight Tool (WIT) V's the sector benchmark.

## **Complete Stage 1**

Once you have submitted stage 1, you will no longer be able to amend the information on the previous pages. If any changes are required you must contact your client liaison contact.

## **Read Instructions**

We place a great deal of importance on how surveys are distributed. Any organisation found to have not complied with the rules of distribution may be disqualified from the process and excluded from any future Best Companies projects. Do's and Don'ts are provided at this point to ensure your surveys are distributed and sent back to us correctly.

## **Upload Employee Names**

If you are to receive electronic surveys and you have opted to do the algorithm/random sample yourself, you will be asked to provide and upload a list of email addresses.

## **Download Communications**

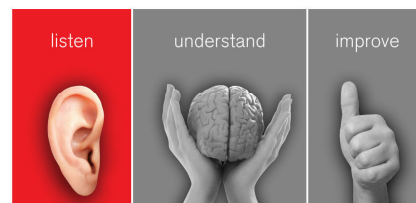
This section enables you to view and download the communications needed to help you distribute your employee surveys. These communications can be amended (except for the highlighted areas) however, we do request that you provide a copy for approval by a member of the Best Companies team before circulating to your employees.



best companies™

# Helping you on your journey through the Best Companies process

Presentation supporting notes - Listen



## Survey Announcements

These can be downloaded from your 'My Account' page. Some organisations create their own promotional posters.

## Charitable Contribution

Best Companies have found that organisations offering a charitable contribution for each employee survey returned can see an increase in survey responses. At this stage we would like to know if you are making a charitable contribution for each employee survey returned. If yes what value are you pledging and which charity are you supporting?

## Distribution

Please select a date to distribute your surveys; this date must be between the 13/09/2010 and the 29/10/2010. If you have opted for any electronic surveys you will need to ensure survey@bestcompanies.co.uk has been added to your IT system's 'white list'. If you are required to have paper survey we will ask you for the delivery address and point of contact to which we will deliver the employee surveys to.

## During Survey – Response Rates

### Survey Response Rates

There are different ways in which you can view your response rates.

### Achieving the Return Rate

Promotional posters can be downloaded to encourage survey responses.

## During Survey – Organisation Information

### Organisation Questionnaire Part 1

Within this section we require you to provide a detailed breakdown of your workforce. For example Staff by age and Staff by income.

### Organisation Questionnaire Part 2

Within this section we require you to provide a detailed breakdown of the benefits which are currently available to your employees. For example maternity/paternity and pension entitlements.

### Organisation Questionnaire Part 3

Within this section we require you to provide detailed information describing what your organisation does to stand out. This is the biggest element of the questionnaire and has the most value in terms of profiles for The Sunday Times and/or Best Companies Guide.

### Organisation Questionnaire Part 4

We require you to provide specific organisation data, for example if successful how your name should appear within the media. Who is the Leader of the organisation.

### Upload Organisation Logo

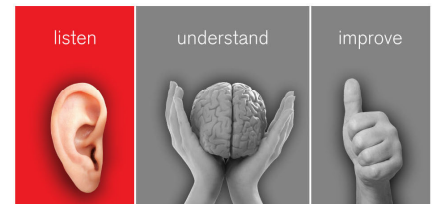
Here you are required to upload your company logo. If successful this will be included on your organisation profile in The Sunday Times Best Companies to Work For supplements and/or Best Companies Online guide.

### Organisation Photo

Ensure you choose a photo that best represents your organisations' culture.

# Helping you on your journey through the Best Companies process

Presentation supporting notes - Listen



## **Company Profile**

If successful, this is how your organisation profile will appear on the Best Companies Online Guide.

## **Sunday Times Supplements**

If successful, this is how your organisation profile will appear in The Sunday Times Best Companies to Work For supplement.