

2018 Employer of Choice Awards

Overview

An Employer of Choice is a workplace with a reputation among its staff as a great place to work. The Awards recognise and promote Tasmanian organisations that, regardless of their size, successfully attract and retain skilled employees.

Tasmanian Employers of Choice say being officially recognised gives them the edge in the competition for skilled labour. They are entitled to use the Employer of Choice logo in any recruitment, advertising or other company promotional material.

Employers of Choice are also invited to share their ideas with the business community through workshops and forums supported by Skills Tasmania and the Department of State Growth.

Eligibility

The following organisations are eligible to enter:

- a. Businesses, enterprises, community and local government organisations that have a physical workplace in Tasmania in which they directly employ Tasmanian staff and have direct responsibility for the practices and culture of the Tasmanian workplace.
- b. State government organisations that
 - a. Are not part of 'The Crown'; and
 - b. Are not bound by the State Service Act

Commonwealth government organisations are not eligible.

Entrants are required to complete the entry form and, if short-listed, agree to a workplace visit by the judging panel, which will include separate interviews with the employer (business owner/CEO/senior management team) and staff.

How to enter

A link to the online entry form will be available at www.business.tas.gov.au/eoc when the awards open in September. Obtain further details by phoning Business Tasmania on 1800 440 026.

Entrants must complete Parts A, B and C of the online entry form

- Part A – organisation details and contact points.
- Part B – five questions – written responses of not more than one page to each question. Additional supporting evidence can be attached.
- Part C – endorsement of the entry by the employer and two or more 'non-management' employees.

Assistance in completing the entry

If you require any assistance in completing your entry, please do not hesitate to phone Business Tasmania on 1800 440 026 or email ask@business.tas.gov.au

Departmental staff can answer any questions and provide guidance on how to complete the entry.

Entry process and judging

All entrants will be notified in writing of receipt of their entry.

Entries will be judged by a panel comprising departmental officers and representatives of current Employers of Choice.

Judges review written entries and decide on a short-list of organisations that have responded appropriately to the questions (see below for a guide to the questions).

Judges will then make a visit of approximately 2 hours duration to the workplace of each short-listed organisation. The visit will take place between February and April 2018. At this visit, judges conduct separate interviews with senior leaders and staff members.

The judging panel will select one or more organisations as the Tasmanian Employers of Choice for 2018. The panel will base its decisions on written entries and workplace visits.

The 2018 Tasmanian Employers of Choice will be announced at an awards event to be held in mid- 2018. All entrants will be invited to attend.

Terms and conditions of entry

All entry documentation must be received by the department by December 2018 (date to be advised). Late entries will not be accepted.

1. Organisations with representatives on the judging panel are ineligible to enter.
2. Staff of the department may contact the employer and employee(s) who have jointly endorsed the entry to seek further information, clarification and/or to arrange a workplace visit.
3. Entrants must agree to abide by the decision of the judging panel.
4. Entries and supporting material will not be returned to entrants.
5. All material submitted to the department will be used for the purpose it is intended and will not be circulated. No material relating to the entry will be publicised without prior approval.
6. The Employer of Choice logo is provided to all Tasmanian organisations recognised as Employers of Choice by the Tasmanian Government.
7. Use of the logo is permitted under a Licence Agreement between the Crown (Department of State Growth) and the Employer of Choice organisation (the Licensee).
8. Upon formal legal execution of the Employer of Choice Licence Agreement, the logo can be used to promote the Licensee's Tasmanian Business Operations as an Employer of Choice

Online written entry assessment questions

Questions are in bold. Responses to these five questions are limited to 500 words each. Additional supporting evidence can be attached. Information below each question provides assistance to entrants and examples.

1. What makes your organisation a great place to work?

Employers use a variety of methods to attract and retain people. Staff may be supported to:

- work flexibly
- balance work and family responsibilities
- learn
- contribute new ideas
- communicate effectively with each other
- receive regular and constructive feedback on their performance
- embrace diversity in the workplace, including employing people with disability or varied cultural backgrounds
- maintain and improve their health and wellbeing
- participate in community activities
- transition to their next workplace

This is not a complete list. There are many other ways organisations can support their staff. These methods do not need to be expensive or complicated, and there may be just one important thing that makes your workplace great. An effective method to attract, retain and/or develop people is something that meets the needs of staff and becomes part of the way people work together.

2. How and why did you create a great workplace?

You may have experienced difficulty in attracting and retaining staff, or faced particular workforce challenges. Your staff may have requested some changes to the way they work. You may have done a survey or had discussions with staff, and then taken action to address issues or make improvements. How do you go about achieving this? How does supporting your staff fit into your organisational strategy?

3. How do you know that having a great workplace helps your organisation to succeed?

What are the organisational benefits of your staff support methods? How do you measure this? You may have reduced absences, fewer staff leaving than before, happier and more engaged staff, increased productivity, increased revenue, more new ideas, higher levels of customer satisfaction, or other measures of success. It is important that you provide detailed clear evidence of actions taken to build a great workplace and results, performance measures and progress over time to support your claims in this section.

4. Please provide three examples from employees describing why they think it's a great place to work.

We would like your staff to tell us why they were attracted to your workplace. Responses should focus on: why they stay; how they contribute; and how they benefit personally.

5. What must senior management do to ensure your organisation remains a great place to work?

Please indicate how the employer/owner/CEO/management/senior staff do the following: lead by example; measure and monitor progress on supporting staff; work with staff to develop ideas and actions that will continue to make yours a great workplace.