



## 2018 Employer of Choice Awards Fact Sheet for Entrants

### Overview

An Employer of Choice is a workplace with a reputation 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 recruitment, advertising and promotional material.

Employers of Choice share ideas on business improvement at workshops and forums supported by Skills Tasmania and the Department of State Growth.

### Eligibility

The following organisations are eligible to enter:

1. Tasmanian businesses, enterprises, community and local government organisations that have a physical workplace in Tasmania and directly employ Tasmanian staff in operating their services.
2. State government organisations that
  - a. Are not part of 'The Crown'; and
  - b. Are not bound by the State Service Act

#### NOTE:

Commonwealth government organisations are not eligible.

Group training organisations or other employment brokers are eligible only as an employer for their direct employees. Employees placed with host employers are not accepted as direct employees of the group training organisation or employment broker.

## How to enter

Complete all parts of the online entry form <https://eoc.smartygrants.com.au/eoc2018> which contains detailed instructions for use. If your entry is short-listed, you'll need to 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.

Entrants must complete Parts A, B, C and D of the 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. Please see full details below.
- Part C – endorsement of the entry by the employer and two or more 'non-management' employees.
- Part D – finalise entry by clicking "Submit" button in online entry system.

## Assistance in completing the online 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](mailto:ask@business.tas.gov.au). Departmental staff can answer any questions and provide guidance on how to complete the entry.

**Please note that there is no autosave function in the online entry system, so it is important to click on the "save" button as you progress through your entry.**

## Entry process and judging

All entrants will automatically be notified in writing of receipt of their entry as soon as the system successfully receives a completed submission (within minutes of submitting).

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

The judging panel will select one or more organisations as the Tasmanian Employer of Choice for 2018. The panel will base its decisions on the online entries and workplace visits of short-listed entrants.

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 Friday 15 December 2017, via the online system. Late entries and paper 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. A pdf copy of the entry will be emailed to the entrant upon successful submission of online entry.
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.

## Part B – Assessment questions

The online entry form will ask you to respond to each of the questions below. Please note that word limits apply. You may upload documents that are smaller than 10MB to support your application, provided they directly relate to the information you have already provided.

### Question 1: What makes your organisation a great place to work?

**Word limit: 500**

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

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

### Question 2: How and why do you build a great workplace?

**Word limit: 500**

What factors motivate or compel you to 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?

### Question 3: How do you know that being a great place to work helps your organisation to succeed?

**Word limit: 500**

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.

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

**Word limit: 300 per response**

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. You may add your employee's comments directly in to the sections below, or provide your own document via the file upload button if necessary.

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

**Word limit: 500**

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.