



## 2020 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. 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.
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 at

<https://eoc.smartygrants.com.au/2020eocawards> which contains detailed instructions.

**Entries must be received before 4.00 pm on Friday 13 December 2019.**

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 500 words 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.

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).

## 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.**

## Judging process and timelines

13 December 2019	Entries close at 4.00 pm.
January – February 2020	Written (online) entries judged by a panel comprising departmental officers and representatives of current Employers of Choice. Short list of quality entries agreed as the Awards Finalists.
March – May 2020	Workplace visits to each Awards Finalist by judging panel members. Duration 2 hours includes separate interviews with the employer (business owner/CEO/senior leaders/management team) and frontline staff. Detailed information provided to finalists prior to visits. Timing negotiated with finalists.
May 2020	Judging panel selects one or more organisations as the Tasmanian Employer(s) of Choice for 2020. Decisions based on quality of online entries and workplace visits.
June 2020	2020 Tasmanian Employers of Choice announced at an awards event. All entrants will be invited to attend.

## Terms and conditions of entry

All entry documentation must be received by the department by 4.00 pm on Friday 13 December 2019, via the online system. Late entries and paper entries will not be accepted.

1. Current Employers of Choice are not eligible to enter – recognition is maintained through the Employer of Choice Renewal Scheme.
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. Employees providing comments for the entry (question 4) may also be contacted.
3. Entrants must agree to abide by the decision of the judging panel.
4. An auto-generated 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 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.

# 2020 Employer of Choice Awards

## 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 entry, provided they directly relate to the information in the entry.

### 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:

- |  |   |
|--|---|
| <input type="checkbox"/> reduced absences                | <input type="checkbox"/> increased revenue                      |
| <input type="checkbox"/> fewer staff leaving than before | <input type="checkbox"/> more new ideas                         |
| <input type="checkbox"/> happier and more engaged staff  | <input type="checkbox"/> higher levels of customer satisfaction |
| <input type="checkbox"/> increased productivity          | 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, and why they stay. Responses should focus on why employees stay; how employees contribute and; how employees benefit personally from your workplace practices.

### 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/senior leaders/management do the following:

- lead by example
- measure and monitor progress on the actions that support employees
- work with staff to develop ideas and actions that will continue to make yours a great workplace.