

# Employer of Choice Awards

**Building Tasmania's reputation as a great place to live and work**

## Guidelines

### 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 supported by the Department of Economic Development, Tourism and the Arts.

### Eligibility

Any organisation employing staff in Tasmania is eligible to enter.

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

### How to enter

**Complete the entry form available at [www.development.tas.gov.au/eocawards](http://www.development.tas.gov.au/eocawards) or obtain a copy by phoning Business Point on 1800 440 026.**

Entrants must complete Parts A to C 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.

Part C – endorsement of the entry by the employer and two or more 'non-management' employees.

### Submit your entry and any supporting documentation to:

The Manager  
Employer of Choice Awards  
Department of Economic Development, Tourism and the Arts  
GPO Box 646  
HOBART TAS 7001

or by email to [businesspoint@development.tas.gov.au](mailto:businesspoint@development.tas.gov.au)

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## Assistance in completing the entry

If you require any assistance in completing your entry, please don't hesitate to phone Business Point on 1800 440 026, or email [businesspoint@development.tas.gov.au](mailto:businesspoint@development.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 on a competitive basis by a panel comprising departmental officers and a representative of a current Employer of Choice.

The judging panel will select one or more organisations as the Tasmanian Employer of Choice. The panel will base its decisions on written entries and site visits of short listed entrants.

The Tasmanian Employer of Choice will be announced at an awards event to be held in November. All entrants will be invited to attend.

## Terms and conditions of entry

1. All entry documentation must be received by the department by **September**. Late entries will not be accepted.
2. Members of the judging panel are ineligible to enter.
3. 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 site visit.
4. Entrants must agree to abide by the decision of the judging panel.
5. Entries and supporting material will not be returned to entrants.
6. The selected organisations will be entitled to use the Employer of Choice logo on any recruitment, advertising or promotional material.
7. Organisations receiving the logo may use it for the period it is granted and the logo may be withdrawn at the department's discretion.
8. 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.

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## Entry Form

### Part A – Organisation details

As this information may be cited on a certificate, in the media and in promotional material, please ensure that all information is correct.

#### Business information:

Business name/trading name:

ABN/ACN:

Industry sector:

Main activities:

Number of employees – full-time:

Number of employees – part-time:

Number of employees – headcount:

Physical address:

Postal address:

Phone:

Email:

Website:

#### Contact person details:

Name:

Title:

Phone (business hours):

Mobile:

Email:

# Employer of Choice Awards Entry Form

## Part B – Assessment questions

Questions are in bold. Responses to these five questions should be about ½ to one page per question. 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
- receive regular and constructive feedback on their performance
- communicate effectively with each other
- travel to work easily
- maintain and improve their health
- participate in community activities
- keep in touch with former staff
- transition to their next workplace

This is not a complete list. There are many other ways organisations can support their staff. These don't need to be expensive or complicated, and there may be just one important thing that makes your workplace great. An effective method to attract and retain people 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.

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

We'd like your staff to tell us why they were attracted to your workplace, why they stay, how they contribute and how they benefit personally.

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

Please indicate the benefit to the business – this may be reduced absences, less 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.

### 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 lead by example and support their team to develop ideas and actions that will continue to make yours a great workplace.

# Employer of Choice Awards Entry Form

## Part C – Entry endorsement

To verify the organisation's responses to Part B of the entry form, entrants are required to have their employer (CEO, General Manager) and two employees sign below.

### Employer

I, \_\_\_\_\_ the **employer** of \_\_\_\_\_

endorse the information provided in this entry and support, at all levels within this organisation, the creation of a great workplace.

- I agree to host a site visit if requested by the judging panel.
- I agree that if an Employer of Choice logo is granted, it will be used in accordance with Employer of Choice guidelines and timeframes.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Print name: \_\_\_\_\_ Position: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Important

**Employees endorsing the organisation's entry should not be in a management position.**

### Employee (1)

I, \_\_\_\_\_ an **employee** of \_\_\_\_\_

endorse the information provided in this entry as a true and accurate reflection of my workplace.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Print name: \_\_\_\_\_ Position: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Employee (2)

I, \_\_\_\_\_ an **employee** of \_\_\_\_\_

endorse the information provided in this entry as a true and accurate reflection of my workplace.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Print name: \_\_\_\_\_ Position: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_