

Great Places to Work Survey 2011

Welcome to *The Washingtonian* magazine's Great Places to Work survey. As one of our participants, your company or organization may be identified as a top employer in the Washington area.

The Washingtonian's Great Places to Work article, to be published in November 2011, will select employers that offer the most generous pay and benefits, that offer interesting and challenging work, and that take care of and empower employees.

If you would like your workplace to be considered, please fill out this online survey by midnight, **May 2**.

You do not have to fill out this application at one sitting—although we encourage you to do so. (We suggest downloading the survey, through one of the links below, filling it out offline, then entering the information in the online survey in one sitting--this method has resulted in the fewest problems.) If you do choose to quit the program in the middle of filling out the survey, you will automatically be returned to the spot where you left off when you click on the link again. All your work will be saved, and answers will not be submitted until you hit "DONE" on the last page. **You do, however, need to use the same computer to pick up where you left off, and you need to allow a cookie to be placed on your computer--otherwise, when you return to the survey, pages will be blank. If you are halfway through a page, please click the "NEXT" button at the bottom of that page to save any answers you have completed; otherwise, the last saved page will be the previous one.**

This survey contains five sections: background information, benefits offered, company culture, company growth, and working in Washington. There are nine screens to fill out. Text boxes allow for unlimited text, and you can skip a question for later and still move through the survey.

The only information you must fill out before moving on to the next page is the contact information below. If, after filling out your contact information, your organization decides to not submit this application, please skip to the last page and check the answer "we have chosen to not participate."

If you would like to preview the survey before entering your information online, click [here](#) to download a PDF version or [here](#) to download a Microsoft Word version. But you still need to complete and submit the online version.

If you have any technical questions while filling out this survey, please contact Paul Chernoff at pchernoff@washingtsonian.com or 202-296-3600 x3504. If you have any questions about the Great Places to Work article, contact Sherri Dalphonse at sdalphonse@washingtsonian.com or 202-296-3600 x3508.

Once we have reviewed this application, the next step will be for *The Washingtonian* to survey a sampling of your employees. Within two weeks of receiving your completed questionnaire, we will email information on disseminating a different online survey we have designed for employees.

We do not share answers from the employee survey with employers, because we promise anonymity to employees. We will share some baseline data about how your employee responses compared to similar organizations, and winners will receive a fuller analysis. We also offer to all participants a detailed report, for a fee, prepared by an outside consultant. It's voluntary whether to purchase the longer report. When the article is done in the fall, we can provide details of the report process.

Thank you for your time and interest.

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BACKGROUND INFORMATION (all information required)

Company name:

Street address/suite:

City/state/zip:

Main phone:

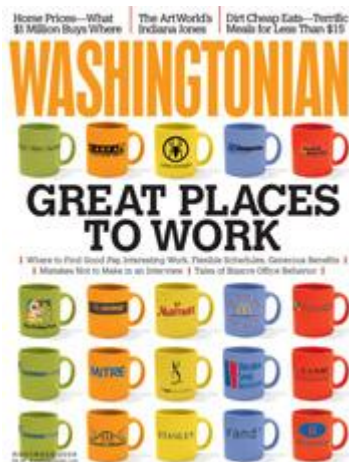
Web site:

Your name:

Your position:

Your phone:

Your email:



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In 200 words or less, please tell us why you think your company or nonprofit is one of Washington's best places to work.

Total number of employees (please do not use commas in any numbers):

Full-time

Part-time

Contract

Number in Washington area (please do not use commas in any numbers):

Full-time

Part-time

Contract

Are you headquartered in the Washington area?

Yes

No

If not headquartered in the Washington area, please indicate where:

For the rest of the questions, please answer with respect to your Washington office only.

Provide a brief company description:

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Which industry best describes your company's area of work?

- Banking, insurance, or financial services
- Consulting and professional services: IT/Engineering
- Consulting and professional services: Government contracting and consulting
- Consulting and professional services: Advertising/PR/marketing
- Consulting and professional services: Accounting and auditing
- Construction and architecture
- Education
- Media
- Travel/entertainment/recreation
- Government/military
- Healthcare/medical
- Real estate
- Law
- Consumer services and retail sales
- Telecommunications and utilities
- Nonprofit organization: professional association
- Nonprofit organization: research and policy
- Nonprofit: charitable organization for health, environment, children, etc.
- Other (please specify)

What year was this company or nonprofit founded?

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What compensation do you provide employees? (Check all that apply.)

	Management or Exempt	Hourly or Non-Exempt
Performance-based bonus	<input type="checkbox"/>	<input type="checkbox"/>
Stock options	<input type="checkbox"/>	<input type="checkbox"/>
401(k) or 403(b)	<input type="checkbox"/>	<input type="checkbox"/>
401(k) or retirement-plan match	<input type="checkbox"/>	<input type="checkbox"/>
Pension plan	<input type="checkbox"/>	<input type="checkbox"/>
Flexible spending accounts for health/childcare/commuting	<input type="checkbox"/>	<input type="checkbox"/>
Discount stock purchase	<input type="checkbox"/>	<input type="checkbox"/>
Profit sharing	<input type="checkbox"/>	<input type="checkbox"/>

Other compensation? (Please specify, and please indicate whether you give this benefit to management and/or administrative staff.)

If your company offers a 401(k) or retirement-plan match or a set contribution to an employee's retirement account, please specify the amount--either the percentage that is matched or the amount that is contributed.

What healthcare benefits does your company provide?

	100% of premium paid by employer	75% to 99% of premium paid by employer	74% or less of premium paid by employer	Employee pays 100% of premiums	Not offered
Healthcare plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Healthcare for employee's family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Healthcare for domestic partner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Healthcare for part-timers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prescription drug plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Short-term disability insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Long-term disability insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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What other financial benefits does your company provide employees? (Check all that apply.)

- Home computer/paid Internet connection
- Free parking
- Transportation subsidy
- Subsidized cafeteria (not just an office kitchen, but a restaurant/cafe)
- Matching of employee charitable contributions
- Free cell phone/Blackberry/wireless handheld

Are paid maternity leaves offered?

- No
- Yes, through short-term disability
- Yes, and the leave is separate from short-term disability and accrued vacation/sick leave. It consists of this many paid weeks:

Are paid paternity leaves offered?

- No
- Yes, through short-term disability
- Yes, and that leave is separate from short-term disability and accrued vacation/sick leave. It consists of this many paid weeks:

Is adoption assistance offered?

- No
- Yes, in the amount of \$

Is there an employee referral program for hiring?

- No
- Yes: How much is offered (in \$) per referral?

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Please describe any other financial benefits not mentioned. You may also use this space if you need to explain any benefits mentioned above.

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Regarding employee time off, how many....

Holidays off (federal or otherwise) do all employees get in a year?

Sick days (please do not include PTO) do all employees get (at a minimum) in a year?

How many days of vacation do you give employees in their first year? (Include any personal days, but do not include federal holidays or separate sick leave.)

days for management/professional or exempt staff

days for hourly/administrative or non-exempt staff

What is the maximum number of vacation days an employee can get in a given year? (For example, 6 weeks after 10 years.) And how many years until they earn that much leave?

days (one week = 5 days)

after # of years there

Do unused vacation/PTO days roll over to the next year?

No

Yes

Yes, but up to a maximum of this many weeks:

Which of these benefits are offered to employees? (Check all that apply.)

- Fitness room on site
- Health-club discounts
- Healthcare provider on site (such as nurse)
- Health and health-education programs
- Showers and/or locker rooms
- On-site childcare center
- Subsidized childcare
- Employee assistance program (EAP)

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Do you offer telecommuting as an option to employees?

No

Yes: What percent of employees use this benefit at least once a week? (answer is %)

Which of these flexible-scheduling benefits do you offer employees?

- Adjusting a regular schedule to arrive/leave at a set but different time than many other employees.
- Taking unscheduled time off from work because of family need.
- Leave/arrive at flexible times.
- Compressed workweeks.

Other (please specify)

Are flexible-schedule benefits a company-wide policy or decided individually by supervisors?

- Company-wide
- Decided case-by-case

Describe any other steps taken by your company to support healthy employees:

Do you offer any on-site training for an employee's professional growth?

No

Yes: Please describe.

Do you offer tuition reimbursement as a benefit to employees?

No

Yes: What is the maximum benefit (in \$) per year?

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Other benefits for professional and career growth not mentioned (describe):

Do you offer paid sabbaticals?

No

Yes, all employees may be considered eligible.

Yes, only in professional and/or management positions.

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What is the office dress code?

- Generally business dress (suits and ties)
- Usually business dress, some days more casual
- Usually business casual
- Always casual (jeans allowed every day)

What community or philanthropic efforts or programs is your company involved with? Please give up to three specific examples of corporate donations you have made to area nonprofits. What programs does your company offer for employees to be involved in community service or volunteer activities? Please give examples of any employee efforts.

What kind of performance evaluation do you conduct for employees?

- None
- Formal: 360-degree reviews
- Formal: manager reviews employee
- Informal: manager reviews employee
- Other: (describe)

How often are they conducted?

- None currently—it has been at least a year since we have done employee reviews
- Once a year
- Twice a year
- Quarterly
- Other (please specify)

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How do you motivate employees? How do you keep up morale? Please describe the methods and results. Is there a way your company pays for or rewards exceptional performance?

The next four questions are for reference only; the answers are not for publication in the magazine.

What percentage of senior management positions are filled by women? (Senior management is defined as vice president, partner, or comparable position and above.)

%

What percentage of all employees are women?

%

What percentage of senior management positions are filled by racial/ethnic minorities?

%

What percentage of all employees are racial/ethnic minorities?

%

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Do nonmanagement employees play a role in making decisions about how your company is run or how products and services are produced and distributed? Please describe ways in which employees are able or encouraged to participate in decision-making. Please include details about company meetings, work teams, or other efforts that demonstrate how employees can contribute.

What mechanisms do you have in place for employee feedback and suggestions? (Check all that apply.)

- Anonymous suggestion box (online or other)
- Employee rewards for suggesting cost-saving measures or other improvements
- Employee ombudsman
- Formal employee surveys
- Other (describe):

Do you regularly conduct customer satisfaction surveys or gather feedback from clients?

Yes

No

Describe your workplace. What is a typical day like at your company? Do most people work individually or as part of a team? In what ways do you try to make the atmosphere exciting, stimulating, nurturing, rewarding? What adjectives best describe your corporate culture?

Give examples to describe how your employees see the impact of their work:

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Please tell us about one weakness in your organization—something that may detract from its being a great place to work—and tell us how you are working to improve this issue.

What ways, if any, has your company chosen to be "greener" in the past two years? Please describe any initiatives aimed at saving energy or reducing waste.

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How many people did you hire in 2010 in the Washington area?

What percentage of those new hires were referred by current employees?

%

How many people do you anticipate hiring in 2011 in the Washington area?

What is the average length of years employed (tenure) for employees at your firm?

years

What percentage of employees received a promotion in 2010?

How many people resigned (voluntarily left) your company in the past 12 months? (From March 1, 2010 to March 1, 2011.)

Management/professional
or exempt staff

Administrative/hourly or
non-exempt staff

Calculate the rate of voluntary turnover for full-time, regular employees in the past 12 months, from 3/1/10 to 3/1/11. (Please don't include temporary or seasonal employees, employees on approved leaves of absence, employees working less than 35 hours/week, or employees on temporary or indefinite layoff.) Use this formula:

RESIGNATIONS _____ x 100 divided by average number of employees on payroll during those 12 months

Indicate here your voluntary turnover rate:

0%

1-4%

5-9%

10-14%

15-19%

20-24%

25-29%

30% or more

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If your organization's turnover rate in the past year was higher than is typical, please explain any special circumstances (reorganization, office relocation, etc.):

Did you lay off any employees in the past 12 months? (A layoff is defined as letting someone go for reasons other than the individual's job performance.)

No (skip to next page)

Yes: What percentage of workforce? (answer is %)

If yes: Was there a severance package?

No

Yes

How much was the severance package?

weeks pay for each year of
service or

percent of salary

Describe how you handled the layoff, for both departing and remaining employees:

How is your firm faring in the current economic climate? Are revenues up, down, or flat?
Please describe any efforts you've undertaken to drum up new business or cut costs.
Have you asked employees to contribute in these efforts? If so, how?

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What's the funniest or biggest job-interview mistake someone has made during an interview you were conducting? (Question is optional; before using this answer in the magazine we will get your permission.)

What is the most creative excuse you've heard a colleague or former colleague use for not coming into work that day? (Question is optional; before using this answer in the magazine we will get your permission.)

In the spirit of flight attendant Steven Slater—who quit his job by sliding down an airplane chute, beers in hand—what is the most creative or unusual way that you have heard of someone, either at your firm or another, leaving a job? (Question is optional; before using this answer in the magazine we will get your permission.)

Do you have an employee with a unique workspace? An office, for example, that is decorated with an extensive collection of something, such as toys? Please describe any workspaces that are particularly colorful, eye-catching, or unusual at your firm--we may follow-up for a separate photo essay. (Question is optional; before using this answer in the magazine we will get your permission.)

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ALL EMPLOYERS:

Thank you for completing *The Washingtonian's* Great Places to Work survey.

Once we have received and reviewed your application, the next step will be for *The Washingtonian* to survey a sampling of your employees. Within two weeks of receiving your completed questionnaire, we will email information on disseminating a different online survey we have designed for employees.

If you would like a copy of all your answers, we recommend that you print out these survey pages before you hit "done"—once you submit the survey, you will not be able to retrieve your answers. Although many of the answer boxes allow for unlimited text, any text that goes beyond a box will not print out. In those cases, we suggest you copy and paste the text into a document for your own use.

One last thing we also suggest: Please send a quick email to sdalphonse@washingtsonian.com letting us know that you have completed and submitted your Great Places to Work application.

Thank you so much for your time!

If you have any technical questions while filling out this survey, please contact Paul Chernoff at pchernoff@washingtsonian.com or 202-296-3600 x3504. If you have any questions about the Great Places to Work article, contact Sherri Dalphonse at sdalphonse@washingtsonian.com or 202-296-3600 x3508.

If you are finished with this Great Places to Work survey, please check one of the following:

Yes, we have completed the survey. (Once you have checked this answer, please also click on 'done' at the bottom of the page to submit your answers. Thank you.)

Yes, we are finished. Although the survey is not complete, we have chosen to not participate.

Our outside consultant, Dr. Leora Lawton of the University of California, Berkeley, would like permission to use your company's data in an academic study about work-family balance. No company will be identified or identifiable in the research. Please indicate your willingness to participate in this study.

Yes, you may use our company data for this research.

No, please use our data only for The Washingtonian's Great Places to Work competition.