

Employer Questionnaire Sample

1. Organization Name (as you would like it to appear on reports and in print if you make the list):

Survey Administrator Information

2. Survey Administrator Name:

3. Survey Administrator email address:

4. Survey Administrator phone number:

5. Survey Administrator mailing address:

6. U.S. Corporate Headquarters Address:

7. Corporate Web site:

8. Industry:

- 1) Accounting
- 2) Advertising/Public Relations/Marketing
- 3) Architecture
- 4) Banking
- 5) Construction
- 6) Consulting
- 7) Distribution
- 8) Education
- 9) Engineering
- 10) Government
- 11) Financial Services - Other
- 12) Healthcare - Insurance/Services
- 13) Healthcare - Provider
- 14) Insurance (non-healthcare)
- 15) Legal
- 16) Non-Profit - Health and Human Services
- 17) Non-Profit - Other
- 18) Manufacturing
- 19) Publishing/Printing
- 20) Real Estate
- 21) Restaurant
- 22) Retail
- 23) Services – Other
- 24) Staffing

- 25)Technology
- 26)Telecommunications
- 27)Transportation
- 28)Other – Please list
- Other:

9. Company overview of products/services:

CEO Information

10. Name of Highest Ranking Official/CEO:

10a. Title:

11. Years Highest Ranking Official/CEO has been in office for the organization:

Workforce Information

12. Number of full-time permanent employees in U.S.:

13. Number of part-time permanent employees in U.S.:

14. Number of full-time permanent employees in state/region*:

15. Number of part-time permanent employees in state/region*:

16. What percentage of your employees are male?

17. What percentage of your employees are female?

18. What percentage of your executive team are male?

19. What percentage of your executive team are female?

20. Average annual salary for exempt employees (including partners if salaried):

21. Average annual salary for non-exempt employees:

22. Number of new hires in last fiscal year:

23. Rate of voluntary turnover, last fiscal year:

* Questions will not appear on the EQ for national programs

24. Do you offer bonuses to employees who refer new hires?

- 1) Yes
- 2) No

24a. What is the maximum bonus awarded to an employee for a successfully hired referral? (If award is paid out in installments, please provide the total amount)

25. What percentage of this fiscal year's staff received internal promotions?

26. What is the average number of hours a new employee spends in company orientation? (Do not include departmental orientation or probation)

27. What is the average number of annual training and development hours received per employee?

28. Do you offer bonus or incentive programs?

- 1) Yes
- 2) No

28a. Please briefly describe the highlights of your bonus or incentive program:

29. Do you offer an Employee Stock Option Program (ESOP)?

- 1) Yes
- 2) No

30. Do you offer a Profit Sharing Program (not an ESOP)?

- 1) Yes
- 2) No

30a. Please briefly describe your profit sharing program:

31. Do you conduct regular employee performance evaluations?

- 1) Yes
- 2) No

31a. Do you conduct 360 degree employee evaluations?

- 1) No
- 2) Yes - all staff
- 3) Yes - only supervisors and above

32. Do you offer a 401(k) or 403(b) retirement savings program?

- 1) Yes
- 2) No

33. Do you match employee retirement savings contributions?

- 1) Yes
- 2) No

33a. What percent do you contribute independent of the employee's contribution?

33b. What percent do you match?

33c. What is the maximum percent that you match?

33d. What is the maximum dollar amount, if any, that you match?

33e. Do you require a minimum employee contribution before you contribute the match?

- 1) Yes
- 2) No

34. Medical coverage

- 1) Company pays 100% of cost
- 2) Company and employee share cost
- 3) Employee pays 100% of cost
- 4) This benefit not offered

35. Prescription coverage

- 1) Company pays 100% of cost
- 2) Company and employee share cost
- 3) Employee pays 100% of cost
- 4) This benefit not offered

36. Dental coverage

- 1) Company pays 100% of cost
- 2) Company and employee share cost
- 3) Employee pays 100% of cost
- 4) This benefit not offered

37. Vision coverage

- 1) Company pays 100% of cost
- 2) Company and employee share cost
- 3) Employee pays 100% of cost
- 4) This benefit not offered

38. Long-term care insurance

- 1) Company pays 100% of cost
- 2) Company and employee share cost
- 3) Employee pays 100% of cost
- 4) This benefit not offered

39. Life insurance (employee)

- 1) Company pays 100% of cost
- 2) Company and employee share cost
- 3) Employee pays 100% of cost
- 4) This benefit not offered

40. Life insurance (dependents)

- 1) Company pays 100% of cost
- 2) Company and employee share cost
- 3) Employee pays 100% of cost
- 4) This benefit not offered

41. Short-term disability plan

- 1) Company pays 100% of cost
- 2) Company and employee share cost
- 3) Employee pays 100% of cost
- 4) This benefit not offered

42. Long-term disability plan

- 1) Company pays 100% of cost
- 2) Company and employee share cost
- 3) Employee pays 100% of cost
- 4) This benefit not offered

43. Please briefly describe any unique aspects of your healthcare benefits (health, dental, vision, long-term care, disability).

44. When is a new employee eligible to enroll in the organization's healthcare plan?

- 1) First day of hire
- 2) One month after hire
- 3) Two months after hire
- 4) Other

45. What is the minimum number of hours an employee must work per week to be eligible for health coverage?

46. Number of paid company holidays offered per year

47. Do you provide time off as PTO (one bank of time) or as vacation, sick, personal (separate banks)?

- 1) PTO
- 2) Vacation, Sick, Personal

47a. What is the number of PTO days available after one year of employment (do not include paid company holidays)?

47b. What is the maximum number of days that can be carried over into the next year?

47c. What is the number of vacation days available after one year of employment?

47d. What is the maximum number of vacation days that can be accrued?

47e. What is the number of sick days available after one year of employment?

47f. What is the number of personal days available after one year of employment?

48. Can employees trade accrued days for pay once the maximum accrual has been reached?

- 1) Yes
- 2) No

Please tell us about any of the following benefits/programs you provide.

49. Do you offer your employees telecommuting options?

- 1) Yes
- 2) No

49a. If yes, please briefly describe your telecommuting program/option:

50. Do you offer job sharing options?

- 1) Yes
- 2) No

50a. If yes, please briefly describe your job sharing options:

51. Do you offer employees the option to work compressed work weeks?

- 1) Yes
- 2) No

51a. If yes, please briefly describe your compressed work week options:

52. Do you provide an Employee Assistance Program (EAP)?

- 1) Yes
- 2) No

52a. If yes, please briefly describe your EAP(s):

53. Do you pay all or part of employees' childcare costs?

- 1) Yes
- 2) No

53a. If yes, please briefly describe how you subsidize childcare costs:

54. Do you have on-site facilities that promote exercise and fitness (e.g. gym, workout facilities, locker facilities)?

- 1) Yes
- 2) No

54a. If yes, please briefly describe your on-site fitness/facilities offerings:

55. Do you have on-site fitness/wellness programs?

- 1) Yes
- 2) No

55a. If yes, please briefly describe your on-site fitness/wellness programs:

56. Do you pay all or part of employees' costs for health club memberships or fitness or wellness programs?

- 1) Yes
- 2) No

56a. *If yes, please briefly describe your fitness reimbursement program(s):*

57. Do you provide eldercare assistance?

- 1) Yes
- 2) No

57a. *If yes, please briefly describe your eldercare assistance programs/practices:*

58. Do you provide cafeteria or meal subsidies, free daily snacks or beverages?

- 1) Yes
- 2) No

58a. *If yes, please briefly describe your meal or snack benefit:*

59. Do you provide adoption assistance?

- 1) Yes
- 2) No

59a. *If yes, please briefly describe your adoption assistance programs/practices:*

60. Do you offer domestic partner benefits?

- 1) Yes
- 2) No

60a. *If yes, please briefly describe your domestic partner benefits:*

61. Do you offer flexible spending accounts?

- 1) Yes
- 2) No

61a. *If yes, please briefly describe the flexible spending or pre-tax accounts available:*

62. Do you offer tuition reimbursement?

- 1) Yes
- 2) No

62a. *If yes, please briefly describe your tuition reimbursement programs/practices:*

63. Do you currently employ any practices to recruit/retain members of the disabled community?

- 1) Yes
- 2) No

63a. If yes, please explain your programs/policies to engage members of the disabled community:

64. Do you currently employ any practices to recruit/retain employees of varying ethnic and cultural backgrounds?

- 1) Yes
- 2) No

64a. If yes, please explain your programs and/or policies to engage an ethnic/culturally diverse workforce:

65. Do you currently employ any practices to recruit/retain an aging workforce?

- 1) Yes
- 2) No

65a. If yes, please explain:

66. Do you allow employees paid time off for community service activities/volunteer work?

- 1) Yes
- 2) No

66a. If yes, please briefly describe your paid volunteer time programs/practices:

67. Do you have formalized programs/practices for succession planning?

- 1) Yes
- 2) No

67a. If yes, please briefly describe your succession planning programs/practices:

68. Do you have a recycling or waste reduction program?

- 1) Yes
- 2) No

68a. *If yes, please briefly describe your recycling/waste reduction program(s):*

69. Do you use recycled materials in all or some of your products?

- 1) Yes
- 2) No
- 3) Not applicable, we do not manufacture products

69a. *If yes, please briefly describe the recycled materials that you use in your products:*

70. Do your manufacturing processes or services have any "green"/environmentally-friendly components?

- 1) Yes
- 2) No
- 3) Not applicable, we do not manufacture products

70a. *If yes, please briefly describe any "green"/environmentally-friendly components to your manufacturing process:*

71. Do you use renewable energy (solar power, wind power, etc.) in your offices or production facilities?

- 1) Yes
- 2) No

71a. *If yes, please briefly describe the renewable energy source(s) your company uses:*

72. Were your facilities designed/built using "green" or sustainable building practices?

- 1) Yes
- 2) No

72a. *If yes, please briefly describe the "green" or sustainable building practices used:*

73. Please describe any community service initiatives your company sponsors or supports through financial means or volunteer time:

74. What dress code applies to the majority of your employees?

- 1) Business
- 2) Business Casual
- 3) Casual
- 4) Uniforms

75. Please check any of the communication tools that your organization currently uses: (check all that apply)

- 1) Organizational newsletters
- 2) Corporate intranet
- 3) Suggestion boxes
- 4) Employee surveys
- 5) Open door policy for all
- 6) Opportunities to meet with senior leadership

76. Please briefly highlight any unique aspects of your organization's communication tools/practices:

77. Please briefly describe your organization's employee recognition/appreciation programs:

78. Please briefly describe your organization's job development/advancement programs/practices:

79. Please briefly describe any family-friendly benefits or practices your company offers:

80. Please describe any programs/practices geared toward leadership training/development:

81. Please briefly describe any programs or practices in your organization that promote a healthy work/life balance:

82. Please briefly describe any aspect of your company's culture you feel makes it most unique:

83. In 30 words or less, please briefly describe what makes your company a great place to work: (Best Companies may use the information for publication purposes)

84. How long did it take to complete this survey?

85. Please indicate the current status of your company's Employer Questionnaire:

- 1) The questionnaire is complete and ready to be submitted.
- 2) The questionnaire needs minor changes or to be reviewed before submitting.
- 3) The questionnaire is half way complete.
- 4) The questionnaire still needs a great deal of work.