

Important instructions for filling out the Employer Questionnaire

Please fill out the questionnaire as completely as possible. Your answers will be used to rank your dealership and determine the "Best" list. All information will be shared with the publishing partner, regardless of whether you make the list. If your dealership makes the list, all or a portion of the information you submit may be shared in the publication and/or website announcing the list, as well as in "spotlighting" each dealership, should there be an awards event.

1. All questions apply to operations in the United States, unless otherwise noted.
2. All questions apply to operations within your dealership's most recently completed fiscal year, unless otherwise noted.
3. Please use the "Back" and "Next" buttons to navigate the questionnaire. Your responses will be stored each time you click "Back" or "Next". Using the browser's back and forward buttons will not save your responses.
4. For questions requiring a numeric response:
 - Please respond using whole numbers only, rounding to the nearest whole number if necessary. If a question does not apply to you or if the requested information is not available, please leave the question blank.
 - If a question relates to an employee benefit and your dealership provides different benefits for different classes of employees, please provide the average value across all employees. (For example, if the question asks "How many vacation days do you provide for an employee who has been with the dealership for at least one year?" and you offer 15 per year to professional staff and 20 to executives, you would enter 18, which is the rounded average of 15+20.)
5. If you need further clarification of any question, place your cursor over the "?" icon near the individual question and a definition will appear.
6. You will be able to access the Employer Questionnaire as often as necessary prior to the submission deadline. Even if you submitted the questionnaire, you will still be able to log back in and make any changes necessary until the deadline.
7. Once the submission deadline has passed, your most recent responses will be used during the ranking analysis process. Incomplete questionnaires will not be considered.
8. In order for your responses to save properly, only one person may access the questionnaire at any given time. If more than one person needs to complete this questionnaire, we recommend that you collect the data from the appropriate departments and then have one person input all of the data.
9. At the end of the questionnaire, you will have an option to print out your responses and/or email a copy to yourself for your records. To print, you must navigate to the end of the questionnaire, click "Submit" and then click "Send to Printer" located just below the program logo.
10. If you need to review these instructions regarding the Employer Questionnaire, simply click the "Instructions" button on any page.

Dealership and Contact Information

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

3. Please provide the information for the highest ranking official/CEO of your entire dealership.
Name (Including any suffix, e.g. Jr. or Dr.) _____
Title _____
City, State _____
Email address _____

Please provide the information for the highest ranking official/CEO in your dealership. If your dealership does not have a CEO, please provide information for the senior-most position within the dealership (e.g., President, Senior Partner, etc.). The email address will only be used to contact this individual to arrange a possible interview for publication purposes and will not be shared publicly.

3a. How many years has the highest ranking official/CEO been in this position within your dealership? (Please enter a whole number. If less than one year, please put 1. Do not enter year of start date.)
_____ Year(s)

4a. How many of your permanent full- and part-time employees in the United States are millennials?
_____ Total millennial employees in the United States

Millennials are defined as employees with a birth year beginning in 1981 and ending in 1997. This number should include full- and part-time permanent millennials only. Do not include temporary, seasonal or per-diem employees, nor consultants and independent contractors.

QUESTIONS 4b THROUGH 4h ARE HIDDEN UNLESS REQUESTED BY THE PARTNER FOR SUBLISTS

4b. How many of your permanent full- and part-time employees in the United States consider themselves to be Hispanic or Latino?

_____ Total Hispanic/Latino employees in the United States

Hispanics and Latinos are defined as employees who trace their family's origins to any of the following countries: Argentina, Bolivia, Belize, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, Guatemala, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Trinidad and Tobago, Uruguay, Venezuela, and the Commonwealth of Puerto Rico. Do not include temporary, seasonal or per-diem employees, nor consultants and independent contractors.

5a. How many permanent full- and part-time employees in the United States identify as female?
_____ Total female employees in the United States

5b. How many permanent full- and part-time employees in the United States identify as male?
_____ Total male employees in the United States

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6. What percentage of your executive team is...

Male _____ %
Female _____ %

Executive Team refers to Vice President/Partner level and above, but does not include the Board of Directors. To calculate this percentage, divide the number of male/female executives by the total number on the executive team and multiply by 100.

7. What was your dealership's percentage of voluntary turnover in the most recently completed fiscal year?
_____ Percent

Voluntary turnover refers to instances where management agrees that the employee had the option to continue employment with the dealership at the time of separation (i.e., the employee chose to leave rather than was asked to leave the dealership). Include anyone who was on the payroll, both full- and part-time. Do not include layoffs, discharges and retirees. To calculate this percentage, divide the number of voluntary separations by the total number of employees and multiply this result by 100. If there was no turnover, please respond 0.

8. What was the 2020 average percentage of voluntary turnover within your dealership's industry? If you do not know this figure, please click here for more information.

("Click here" will link to the Department of Labor's rates of annual turnover by industry on the actual EQ)

_____ Percent

Information Not Available

To access the industry turnover chart use the "click here" function in the question.

Hiring and Employment Practices

9. What pre-employment screening tools does your dealership utilize in the hiring process? (*Select all that apply.*)

- Personality or behavioral assessments
- Criminal background checks
- Credit checks
- Drug testing
- Professional references
- Personal references
- Skills assessment
- Other, please describe: _____
- My dealership does not require pre-employment screening.

10a. Does your dealership employ any formal programs and/or practices to actively recruit and/or retain employees of varying ethnic and cultural backgrounds?

- Yes
- No → **SKIP TO Q.11a.**

Examples may include partnering with and recruiting from local ethnic, cultural and religious organizations; recognizing holidays within your multi-cultural workforce; planning multi-cultural awareness activities; providing diversity training, etc.

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ASK IF “YES” IN Q.10a.

10b. Please describe these programs and practices. (750 character limit)

ASK ALL

11a. Does your dealership employ any formal programs and/or practices to actively recruit and/or retain employees who may require accommodations for their mental or physical limitations?

- Yes
- No → **SKIP TO Q.12a.**

Examples may include formal partnerships with vocational placement and rehabilitation organizations, ensuring the workplace provides accommodations for physically disabled individuals, providing sensitivity training, counseling, etc.

ASK IF “YES” IN Q.11a.

11b. Please describe these programs and practices. (750 character limit)

ASK ALL

12a. Does your dealership employ any formal programs and/or practices to actively recruit and/or retain an aging workforce?

- Yes
- No → **SKIP TO Q.13a.**

Examples may include formal partnerships with local senior’s organizations (e.g. SCORE), offering semi-retirement options to tenured employees, providing diversity training, etc.

ASK IF “YES” IN Q.12a.

12b. Please describe these programs and practices. (750 character limit)

12c. Does your dealership employ any formal programs and/or practices to actively recruit and/or retain veterans and retired military?

- Yes
- No → **SKIP TO Q.13a.**

Examples may include formal partnerships with local Veterans Administration, American Legion, veterans support groups (e.g. Wounded Warrior), offering counseling services, diversity training, etc.

ASK IF “YES” IN Q.12c.

12d. Please describe these programs and practices. (750 character limit)

ASK ALL

13. What formal programs has your dealership implemented to enable a culture of diversity? (*Select all that apply*)

- Ongoing Diversity Training
- Frequent Seminars and Workshops
- Celebrations of Cultural Holidays
- Established a Diversity and Inclusion Task Force/Committee
- Other, please describe: _____
- None

Diversity may include, but is not limited to, age, race, gender, culture, religion, ethnicity, sexual orientation, gender expression, disability, nationality, language and socio-economic status.

14. Does your dealership provide any formalized resources or support to employees who feel they have been treated unfairly?

- Yes
- No

Refers to a formal process, other than approaching an immediate supervisor, for an employee to express fairness concerns. Examples include non-biased, third-party conflict resolution or mediation, formal grievance procedures, etc.

Pay and Benefits

15. Does your dealership offer the option to enroll in health benefits to:

- Full-time employees only
- Full-time and part-time employees
- My dealership does not offer employee health benefits.

Please consider whatever definition of "full-time" and "part-time" employment that your dealership recognizes when answering this question.

16. When is a new employee eligible to enroll in your dealership's healthcare plan?

- First day of hire
- First day of the next month after hire
- 30 days after hire
- 60 days after hire
- 90 days after hire
- More than 90 days after hire
- Other, please describe: _____

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17a. For each of the following benefits, indicate what percentage of the premium (cost of the benefit) is paid for by your dealership. "Employee" refers to full-time employees only. If your dealership offers more than one plan for any benefit, please select the response which describes your most basic plan. If your dealership does not offer a benefit, please select "not offered." Mouse over the name of the coverage for more information.

	Employer pays 100% of premium	Employer pays 75% - 99% of premium	Employer pays 50% - 74% of premium	Employer pays 25% - 49% of premium	Employer pays less than 25% of premium	Not Offered
<u>Medical</u> (employee)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Medical</u> (dependents)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Dental</u> (employee)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Dental</u> (dependents)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Vision</u> (employee)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Vision</u> (dependents)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Long-term care</u> insurance (employee)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Long-term care</u> insurance (dependents)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Life insurance</u> (employee)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Life insurance</u> (dependents)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Short-term</u> disability benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Long-term</u> disability benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

17b. Does your dealership enable employees to choose among multiple plans for medical insurance?

- Yes
- No → **SKIP TO Q.18a.**

ASK IF "YES" IN Q.17b.

17c. Please describe the medical plans from which employees may choose. (750 character limit)

ASK ALL

18a. Does your dealership offer a Flexible Spending Account (FSA)?

- Yes
- No

A Flexible Spending Account (FSA) is a tax-advantaged savings account set up by an employer to allow employees tax-free savings for qualified medical or dependent care expenses.

18b. If necessary, please use this space to briefly describe any other unique aspects of your dealership's healthcare benefits. (750 character limit): _____

19. What is the number of paid holidays your dealership offers per year?

_____ Paid Holidays

If the number varies from year to year, please provide the number offered in the latest fiscal year (including floating holidays). If holidays are included in a PTO (paid time off) bank, enter the number the employer allotted in defining the total PTO bank accrual.

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20. Does your dealership provide time off as PTO (one bank of time) or as vacation/sick/personal days (separate banks)?

- PTO → Answer 20a. or 20b.
- Vacation/Sick/ Personal → Skip to 20c.

In the traditional model, an employer offers separate banks of time for vacation, sick, and personal days, and employees may accrue hours at a different rate for each bank. A paid time off (PTO) model, on the other hand, combines vacation, sick time and personal time into a single bank of paid time for employee use for any purpose. If an employer with separate banks of time allotted 10 vacation days, 5 sick days, and 3 personal days per year and that organization moved to a PTO model, their PTO plan would either provide 18 days of available time (for any purpose) at the beginning of the year, or would allow employees to accrue the 18 days over the course of the year.

20a. Does your dealership offer an unlimited number of PTO days after one year of employment?

- Yes
- No (Answer 20b.)

20b. What is the number of PTO days available after one year of employment? (Do not include dealership holidays.)

_____ PTO Days

20c. Does your dealership offer an unlimited number of vacation days after one year of employment?

- Yes
- No (Answer 20d.)

20d. What is the number of vacation days available after one year of employment?

_____ Vacation Days

20e. Does your dealership offer an unlimited number of sick days after one year of employment?

- Yes
- No (Answer 20f.)

20f. What is the number of sick days available after one year of employment?

_____ Sick Days

20g. Can an employee use sick days to care for an ill dependent?

- Yes
- No

20h. Does your dealership offer an unlimited number of personal days after one year of employment?

- Yes
- No (Answer 20i.)

20i. What is the number of personal days available after one year of employment?

_____ Personal Days

21. Can employees trade accrued time off for pay?

- Yes
- No

Some organizations allow employees to "cash-in" all or some of their unused paid time off at the end of the year. The employee receives a lump-sum payment in exchange for the day/hours cashed in.

22. Can employees "donate" accrued PTO or vacation/sick/personal days to any fellow employees in need?

- Yes
- No

Eligible employees may voluntarily donate, and/or receive donations, of accrued paid time off for critical personal situations and family medical emergencies.

23. Does your dealership offer any employee bonus or incentive programs?

- Yes
- No

Performance bonus/incentive plans are those which provide a financial or other tangible reward based on an employee's performance during a specified time period. Examples of rewards may include cash bonuses, company stock, gifts, vacations, use of a company vehicle or residence, free parking, etc.

24. Does your dealership offer bonuses to employees who refer new hires?

- Yes
- No

Commonly referred to as recruitment bonus or employee-referral bonus. Do not include salary or bonuses that may be provided to recruitment staff. An Employee Referral Bonus provides an incentive award to a current employee who refers a new applicant who is subsequently selected and successfully employed.

ASK ALL

25. Does your dealership offer an employee retirement plan? (*Select all that apply.*)

- 401(k), 403(b) or 457
- Pension Plan (SIMPLE, SEP and/or SARSEP)
- Defined benefit plan
- Profit-sharing plan
- Employee Stock Ownership Plan (ESOP)
- Other, please list: _____
- My dealership does not offer a retirement plan → **SKIP TO Q.26**

SKIP IF "My dealership does not offer a retirement plan" IN Q.25

25a. If necessary, please use this space to briefly describe any unique aspects of your dealership's retirement plan (750 character limit): _____

SKIP IF "My dealership does not offer a retirement plan" IN Q25

25b. When is an employee eligible to begin contributing to their retirement plan?

- First day of hire
- First day of the next month after hire
- 30 days after hire
- 60 days after hire
- 90 days after hire
- More than 90 days after hire
- Other, please describe: _____

SKIP IF “My dealership does not offer a retirement plan” IN Q25

25c. Does your dealership match employee contributions to an employee's retirement plan?

- Yes
- No

A match is when an employer matches all or part of an employee's contribution to their retirement plan. Please answer yes only if your dealership contributes according to an established policy and independent of employer profits (e.g., not only when profits reach or exceed a certain level).

Work-Life Balance and Wellness Initiatives

ASK ALL

26. Does your dealership allow employees additional paid time off for community service activities/volunteer work?

- Yes
- No

Select “yes” only if you offer this in addition to employee's regular vacation, personal, or paid time off (PTO) days. Time off may be for an employee's chosen activity, or may be for an employer-sponsored organization or event.

27. Does your dealership sponsor or actively support any community service initiatives?

- Yes
- No

Examples include support of nonprofit organizations such as Boy/Girl Scouts, Big Brothers/Big Sisters, United Way, Habitat for Humanity and local initiatives such as food banks, anti-littering programs, literacy programs, local shelters or kitchens, disaster relief programs, etc.

Please tell us about any of the following benefits and/or programs your dealership provides. The phrase “As a standard practice” implies that the program/benefit is widely accepted within your dealership and not an exception to the normal routine.

28a. As a standard practice, does your dealership offer telecommuting options to your employees?

- Yes
- No

Telecommuting may also be known as telework, work-from-home or e-work. It refers to a work arrangement in which employees are given flexibility to work from a location other than the organization's offices - most often from their home. Some employees may be full-time teleworkers; others may be extended this arrangement on a limited (e.g., 1-3 days per week) or as-needed basis (e.g., when staying home to care for a sick child, etc.). It is understood that telecommuting is not appropriate for all positions (e.g., receptionists, maintenance or manufacturing staff, etc.).

28c. After the COVID-19 pandemic began (March 2020), what percentage of your permanent full-time and part-time employees were telecommuting?

_____ %

28d. What percentage of your current permanent full-time and part-time employees are still telecommuting?

_____ %

29. As a standard year-round practice, does your dealership offer employees the option to work flexible hours or a compressed work week?

- Yes
- No

A compressed work week is one in which an employee has the flexibility to work more hours per day in order to work fewer days per week (e.g., four 10-hour days per week instead of five 8-hour days per week). Please answer "Yes" only if a compressed work week option is available year-round, and not just during off-peak seasons.

30. Does your dealership provide any workplace facilities to promote exercise and fitness?

- Yes
- No

On-site fitness facilities may include a gym, workout room, exercise equipment, lockers, a shower, walking/jogging trail, bike racks, etc.

(ASK IF "YES" IN Q. 30)

30a: Describe up to three facilities provided at your workplace to promote exercise and fitness. (250 character limit per description)

One _____

Two _____

Three _____

31. Does your dealership provide any fitness and/or wellness programs or practices within the workplace?

- Yes
- No

Examples may include on-site health fairs or fitness challenges, on-site health screenings and/or flu shots, Weight Watchers at Work (or similar) programs, chair massages, etc.

ASK IF "YES" IN Q. 31)

31a: Describe up to three successful fitness and/or wellness programs available to employees in your workplace. (250 character limit per description)

One _____

Two _____

Three _____

32. Does your dealership pay all or part of employees' costs for health club memberships or fitness or wellness programs?

- Yes
- No

33. Does your dealership provide cafeteria or meal subsidies, free daily snacks or beverages?

- Yes
- No

Examples include free or reduced-cost cafeterias, free meals (regularly or during peak seasons), free beverages (coffee, tea, bottled or filtered water, soft drinks, juices), free snacks (fruit, pretzels, chips, bagels, doughnuts, etc.)

34. Does your dealership promote any sustainable or "green" practices?

- Yes
- No

Examples include recycling aluminum cans, paper products and ink/toner cartridges, shifting to more paperless work processes, purchasing products made from recycled materials, turning off lights, using renewable energy (e.g., solar or wind power), constructing new facilities using sustainable building practices, etc.

Training and Career Development

35. How often does your dealership conduct Employee Performance Reviews for all staff?

- As needed
- Once per year
- Twice per year
- More than twice a year
- My dealership does not conduct Employee Performance Reviews for all staff.

This question refers to employee performance evaluations. Do not include employee engagement or satisfaction surveys.

36. Does your dealership conduct 360-degree Performance Reviews?

- Yes, all staff
- Yes, only supervisors and above
- My dealership does not conduct 360-degree Performance Reviews.

360-degree feedback is an evaluation technique that provides each employee the opportunity to receive performance feedback from his or her supervisor and four to eight peers, direct reports, coworkers and customers. Most also include a self-assessment.

37. What form(s) of tuition reimbursement and/or assistance does your dealership offer? (*Select all that apply.*)

- Advanced or post-graduate degree
- Certifications
- Business education workshops and/or conferences
- Other, please describe: _____
- My dealership does not offer tuition reimbursement and/or assistance.

Refers to reimbursement of tuition for college-level or above classes. May be limited to classes taken toward a degree, or may include any job-related class or seminar. The level of reimbursement may depend on the employee's final grade, or may be capped at a certain number of credits, or a certain dollar amount, per year.

38. Does your dealership offer formal employee career development and/or job advancement programs or practices?

- Yes
- No

Refers to programs or practices designed to help employees to grow within their current positions or to transfer or advance to a different position within the dealership.

39. Does your dealership have any formalized programs and/or practices for succession planning?

- Yes
- No

Succession planning refers to a deliberate process used to ensure that staff are developed who are able to replace senior management as they retire or leave the dealership.

40. Does your dealership offer any programs and/or practices focused on employee leadership training and/or development? (Select all that apply.)

- Mentoring
- Job shadowing/cross training
- Attendance at leadership workshops or other formal leadership education
- Support of leadership roles within volunteer organizations outside of your dealership
- Other, please describe: _____
- My dealership does not offer any programs or practices focused on employee training and development.

Refers to programs or practices specifically designed to help employees become leaders or improve their leadership skills within the dealership.

Dealership Culture and Communications

41. How often does your CEO/President host regularly-scheduled employee meetings?

- At least monthly
- Quarterly
- Bi-Annually
- Annually
- Less often than once a year
- My CEO/President does not host regularly-scheduled employee meetings.

42. How often does your dealership regularly conduct a formal survey of its employee population? Please consider only workplace satisfaction or employee opinion surveys, either administered internally or as part of a competition.

- More than twice a year
- Twice a year
- Once a year
- Every other year
- Less often than every other year
- As needed
- My dealership does not regularly conduct a formal employee survey.

43. Does your dealership offer formal employee recognition and/or appreciation programs?

- Yes
- No

Refers to practices or programs designed to recognize extraordinary employee performance, show appreciation for employee service or loyalty, etc. Examples include: Years of Service Awards, Employee of the Month Awards, Employee Appreciation dinners or picnics, etc.

43a. Describe up to three employee recognition and/or appreciation programs. (250 character limit per description)

One _____

Two _____

Three _____

44. Please select any family-friendly benefits or practices your dealership provides to its employees. (*Select all that apply.*)

- Fully or partially paid parental leave for the birth or adoption of a child
- Adoption assistance, such as reimbursement of agency fees, travel fees, legal assistance, paid time off before or after adoption, etc.
- Lactation facilities for breastfeeding mothers
- All or part of employees' full- or part-time childcare paid, either on a regular basis or only during busy seasons
- Flexible hours to accommodate school events, taking a family member to the doctor, etc.
- Back-up child or elder care if an employee's regular caregiver is suddenly not available
- After-school or summer programs for school-aged children of employees
- Employer-sponsored Eldercare Assistance for employees with aging family members, such as transportation to medical appointments or meal delivery; securing of proper care and/or assistance facilities; information about financial resources; or counseling support for caregiver stress
- Immediate families invited to corporate events
- Free or discounted tickets to local family entertainment or sporting events
- Other, please describe: _____
- My dealership does not offer any family-friendly benefits or practices.

Family-friendly practices or benefits are those which help employees balance work with the demands of caring for family members.

45. Please select any programs or practices your dealership provides to promote a healthy work/life balance. (*Select all that apply.*)

- No overtime, or overtime kept at a minimum
- Meetings and staff-only events limited to during work hours only
- Monetary incentives or extra paid time off when overnight travel is required
- An employer-sponsored Employee Assistance Program (EAP) which may provide counseling for marital, parental or financial problems, and/or assistance for specific conditions such as substance abuse, smoking and gambling
- Productivity or time management workshops, seminars or classes
- On-site personal development and/or stress management workshops, seminars, or classes
- Paid sabbaticals
- Financial Education workshops, seminars or classes
- Concierge service (employer coordinates or offers services such as dry cleaning, meal catering, childcare arrangements or automobile services)
- Other, please describe: _____
- My dealership does not offer any work/life balance programs nor practices.

Work/life balance refers to the ability to balance the demands of, and satisfactions of, one's personal and work life.

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46. Does your dealership initiate any activities to relieve stress and promote fun?

- Yes
- No

Examples include office chair races, silly contests, game tables, costumes at Halloween, allowing pets at work, announcing surprise Fridays off, etc.

46a. Describe up to three activities your dealership initiates to relieve workday stress and promote fun. (250 character limit per description)

One _____

Two _____

Three _____

46b. Does your dealership provide any special services and/or accommodations for active duty military families?

- Yes
- No → **SKIP TO Q.47a.**

ASK IF "YES" IN Q.46b.

46c. Please describe the special services and/or accommodations you provide for active duty military families. (750 character limit)

47. List any recent awards your dealership has been given for best practices in the workplace including the name of the award, by whom it was presented, rank (if applicable) and the year awarded. (750 character limit):

Examples may include #15 "Working Mother Best 100 Companies in 2018" by Working Mother magazine, #98 "Top 100 Companies to Work for in 2019" by Fortune magazine, etc.

Vendor Information Request

48. Should you make the list, we would like to notify your top four vendors or suppliers. Please provide the names and contact information of your top four business vendors. *(Please include contact name, address, email and telephone.)*

Should your dealership be named to the list, we would like to notify your top four vendors or suppliers (i.e. health insurer, benefits administrator, bank, accounting firm, etc.).

Vendors 1 - 4:

Organization Name	_____
Contact Name	_____
Address	_____
City	_____
State	_____
ZIP	_____
Telephone	_____
Email Address	_____

Media Information Request

As part of the recognition process you will need to provide the publication partner with information that sets you apart from the competition. Failure to provide information could result in limited recognition for your dealership, should your dealership be named to the list.

49. Please provide a brief overview of your dealership and what makes it a "best" place to work. (2250 character limit):

50. If we were to ask your employees, "What three things does your employer do for you that you love?" what would they say? (250 character limit per description)

Examples are: chair massages, holiday party, 4-day work week, etc. Be specific; don't just reply, "We are like a family."

One	_____
Two	_____
Three	_____

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51. Other than the three items listed in Question 50, are there any other unique or creative employee benefits or programs offered by your dealership? (250 character limit per description)

Examples are: a "Biggest Loser" weight loss challenge, a ping-pong table, paid time off to provide on-site relief effort to disaster victims, ice cream Fridays, etc.

One _____
Two _____
Three _____

52. If given the opportunity to write your dealership's winner profile for the "best" publication and/or event, should your dealership be named to the list, what would it say? (750 character limit):

53. Please provide your dealership's Twitter Handle and Website Address in the space below.

Twitter Handle: @_____

Website Address: www.example.com_____

COVID-19 Supplementary Questions

Companies have responded to the Coronavirus (COVID-19) in many different ways. The following questions allow you to highlight some of the ways in which you've adjusted to this unprecedented new environment. Responses to these questions will not be used toward consideration for the 'Best Places to Work' Award.

54. What changes have been made to existing workplace policies and/or programs in response to the Coronavirus (COVID-19) outbreak? (1500 character limit)

55. What new workplace policies and/or programs have been introduced in response to the Coronavirus (COVID-19) outbreak? (1500 character limit)

2021 Best Dealerships To Work For – Additional Partner Questions

The following questions were developed by Automotive News. Responses to these questions will not be used in the analysis to determine the Best Dealerships To Work For.

56. At registration, the address below was submitted as the physical address of the dealership. Please correct any information that is not accurate:

Address 1: _____
Address 2: _____
City: _____
State/Province: _____
Zip/Postal Code: _____

57. Is there a dealer principal at this location?

- Yes
- No

(ASK IF Q57=1; Yes, there is a dealer principal at this location)

57a. What is the dealer principal's name?

(ASK IF Q57=2; No, there is not a dealer principal at this location)

57b. What is the general manager's name?

58. Please indicate if you are part of a:

{QUESTION REQUIRED}

Publicly-held dealership group (Enter name): _____

Privately-held dealership group (Enter name): _____

N/A

59. Briefly describe the most impactful sustainable/green practice that you have implemented.

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60. With which charities or causes is your dealership most involved?

Charity/Cause 1: _____
Charity/Cause 2: _____
Charity/Cause 3: _____
Charity/Cause 4: _____
Charity/Cause 5: _____
Charity/Cause 6: _____

61. How long have you been involved with each (years)?

Charity/Cause 1: _____
Charity/Cause 2: _____
Charity/Cause 3: _____
Charity/Cause 4: _____
Charity/Cause 5: _____
Charity/Cause 6: _____

62. Please list/explain your annual contributions:

Money: _____
Volunteer time: _____
In kind contributions: _____
Other: _____

63. Other philanthropic activities your dealership is involved with:

2021 Best Dealerships To Work For – Additional Partner Questions - Continued

The following questions were developed by Automotive News. Responses to these questions may be used for recognition for diversity, equity and inclusion listings.

64. Describe how your dealership's culture actively supports diversity and inclusion in the workplace. This may include coaching, mentoring, training, leadership development, etc.

65. Please list any company and/or diversity awards your dealership has received through an industry, state or national award program. Please share the story behind the recognition or award.

Logo and Photo Request

The following information may be used by our publication partners in their special publication and/or awards event. Submitting your dealership's logo and photos implies that you are granting permission to publish this information. We would like to request 4 images. (1 logo, 3 photos.)

Upload a color dealership logo using the following specifications:

- The file should be a vector EPS file, a high-resolution JPG, TIFF, AI, or PNG.
- You will *not* be able to upload images larger than 5MB. If your image is larger than 5MB, please resize it smaller and resubmit.
- PDF, GIF, or BMP files will not be accepted.
- Do not use a scan off a piece of letterhead.
- If you have any questions regarding your image, please email: support@bestcompaniesgroup.com.

We are requesting three photos that demonstrate why your dealership is a great place to work, such as, dealership outings, community service, and employee events.

Please upload your photos using the following specifications:

- *All* images should be high-resolution. Usable photos are at least: 300+ dpi; 800x600 pixels; 300KB (kilobytes) in size but less than 5MB.
- You will *not* be able to upload images larger than 5MB. If your image is larger than 5MB, please resize it smaller and resubmit.
- JPEG or JPG files are preferred. TIFF files are acceptable. BMP files will not be accepted.
- Cell phone images are typically not of good enough quality to be used.
- Please do not copy and paste images from your website - they will be too small and too low-resolution to use on a big screen or in print. If you want a photo from your site, ask your marketing or web department for the original file.
- Do not paste your photos into a Word document, PowerPoint slide, the body of an email, PDF, etc. These documents will not be accepted in the upload.
- Please do not send photo collages, slides from a presentation, or scan an image off a piece of letterhead, because they cannot be seen clearly.
- Please provide pictures from the last 12 months.
- Please provide a short caption (less than 25 words) describing the photo in the space provided.

Employee Survey Communication Request

Best Companies Group strongly recommends informing employees of your company's participation in the program and the survey process. Please upload the communications that you have sent - or plan to send - to employees about the employee survey process. Be sure to review the "Communicating to Employees" and "Response Rate" sections of your Program Instructions Packet for further details about this request. We have also provided a sample communication template in the packet.

Please contact the designated program coordinator if you have any questions, need the Program Instructions Packet resent or have any trouble uploading your document or file.

View the rules below for communicating to employees. Failure to follow these rules or failure to submit your employee communications could result in list disqualification.

- You cannot require employees to complete the survey, or ask if they have taken it.
- You cannot offer any incentives related to the survey, such as food, company pens, raffles, etc.
- Do not ask employees to submit positive responses or suggest to them how they should answer.
- Do not make placing on the "Best" list the focus of your communications to employees.
- Do not use the current year's program logo in your communications.

Do not communicate the following (or anything similar) to employees:

- "Our ranking depends on the answers you provide, and we want our company to make the list."
- "If you feel you cannot provide positive feedback, we ask that you refrain from taking the survey."
- "Think of how proud we will all be if our company is named to the list of winners."

You may upload PDFs, Word or PowerPoint documents. If you have multiple files, please zip into one file.