

# Best Places to Work in Vermont

## Company Participation Registration Form

REGISTRATION DEADLINE: November 4, 2011

Please complete the following information and submit this form by November 4th. Once the Best Companies Group receives this form, you will be sent a confirmation email with detailed information about the survey process.

Company Name: \_\_\_\_\_

(Name as it should appear in print)

Legal Name of the Company: \_\_\_\_\_

(If different than listed above.)

Federal Employer Identification Number (FEIN): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

County: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Company Web site URL: \_\_\_\_\_

NAICS Code: \_\_\_\_\_

Industry: \_\_\_\_\_

**Primary Contact** (This person will be the main contact for questions throughout the entire process and the recipient of all communications (via emails, letters, phone and Web site), employee surveys for distribution, feedback reports, etc.) Please provide a business address. No home addresses please.

Salutation: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(No home addresses)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Direct Dial Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Secondary Contact** (This person will be the contact for questions if the primary contact is unavailable.)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Direct Dial Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**CEO, President, Manager, Etc.** (Highest-ranking position in the state of the nominated workplace.)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Start Here!

#### Best Companies Group Registration Information

Thank you for your interest in participating in the 2012 "Best Places to Work in Vermont" program. Registration is simple, however we encourage you to read the participation information carefully before submitting your registration form.

To participate, all companies begin by filling out and submitting a registration form and faxing it to 717-236-6803.

Registration Deadline: November 4, 2011

Once the registration information is received by Best Companies Group, companies will receive a confirmation email (which will include additional instructions) and an invoice. There is a nominal participation fee to cover the costs associated with the evaluation process. The participation fee is based upon the size of the company and the survey preference.

#### Participation fees:

Number of Employees	# Employees Surveyed	Online Fee(1)	Paper Fee(1)
15 - 24 <sup>(2)</sup>	All	\$620	\$750
25 - 99	All	\$645	\$920
100 - 199	All	\$745	\$1,150
200 - 499	Up to 250 <sup>(3)</sup>	\$795	\$1,280
500 - 2499	350 <sup>(3)</sup>	\$865	\$1,450
2500 +	400 <sup>(3)</sup>	\$905	\$1,645

Online Survey  
(Electronic)

Paper Survey  
(Hard Copy)

(1) Fees are non-refundable. (2) To ensure the credibility of the information, companies with 15-24 employees must have an 80% (or better) response rate to be considered for the list. (3) Employees are randomly selected. Best Companies Group offers the option to survey more employees than the random sample calculated in the above chart, and/or include additional employees in the survey process who work in locations outside of the program area. Please contact Best Companies Group for details and pricing.

\*Upon completion of the assessment process, all participating companies will receive the Best Companies Group Employee Feedback Report which details the results of their specific survey. Similar reports can cost thousands of dollars if initiated independently.

Once the registration form is received, the Best Companies Group will send the company (according to the timeline):

The Employer Benefits & Policies Questionnaire (employer questionnaire)

A set of Employee Engagement & Satisfaction Surveys (employee surveys)

Survey instructions

Other supporting information

**IT Contact** (This person will be the contact for any technical systems questions regarding online surveys - for all employer questionnaires and online surveys for employees - regarding filtering, spam content, white-listing, etc.)

Name: \_\_\_\_\_

Direct Dial Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Marketing Contact** (This person will handle any marketing and/or public relations questions for your company.)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Direct Dial Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Additional Company Information:**

Total number of employees in Vermont (excluding temporary/seasonal and per diem employees).

Total Employees: \_\_\_\_\_ Full-time Employees: \_\_\_\_\_ Part-time Employees: \_\_\_\_\_

Total number of employees in the United States (excluding temporary/seasonal and per diem employees).

Total US Employees: \_\_\_\_\_ Full-time US Employees: \_\_\_\_\_ Part-time US Employees: \_\_\_\_\_

Online Employee Survey (Electronic)  Paper Employee Survey (Hard Copy)

**Additional Survey Options**

Does your company need surveys in another language? \*

Spanish-Latin American  Spanish-European  French  Chinese  Japanese  Other

\* Best Companies Group has the ability to survey employees in additional languages. For a fee of \$195 we can provide the employee survey in another language. If your company needs surveys in a language other than English, please check the box above and you will be contacted with additional information.

Is your company interested in customizing the job role and department category demographics for a fee of \$645, on the employee survey?

**Name of person completing this registration form:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you authorized to enter your company into this process:  Yes  No

**Commitment:** I understand that by submitting this form, our company is entered into the "Best Places to Work in Vermont" program. I am committing to meet all deadlines, complete both portions of the assessment process and pay the registration fee. If at any point we choose to withdraw from the process, we will notify a representative of Best Companies Group at 1-877-455-2159 immediately. Companies withdrawing after November 4, 2011 will incur a \$250 withdrawal fee in addition to the total fees incurred for any special requests (customization orders, language translations, paper survey processing, etc.) and the registration fee.

Please be aware that as part of the "Best" program, a certain threshold of employee survey responses must be received in order for the analysts to consider the survey data valid. If a company does not meet this threshold, their full consideration for the "Best" list may be jeopardized, even resulting in elimination. In the rare case a company's response rate is extremely low, a statistically valid Employee Feedback Report will not be presented.

**Submit this registration form  
by faxing it to 717-236-6803**

**Participation fee:**

Fees differ and are determined based upon the size of the company and whether or not you need us to administer the survey online or via traditional paper surveys.

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**Did you participate last year?**

Yes  No

**How did you hear about the program?**

- Vermont Business Magazine - Ad
- Vermont Business Magazine - Email
- SHRM - Vermont State Council - Email
- SHRM Annual State Conference
- SHRM Meeting - Other
- Vermont State Chamber of Commerce - Email
- Vermont State Chamber of Commerce - Newsletter
- Best Companies Group - Email
- Best Companies Group - Letter
- Phone call
- Direct mail piece
- Other, please describe

**IMPORTANT:** If any of the contact information changes at any point in the process, please notify Valerie Thornburg at [valeriet@bestcompaniesgroup.com](mailto:valeriet@bestcompaniesgroup.com) immediately.

**Best Companies Group▶▶▶**

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