

## Employer of Choice Recognition Program FAQs

### How much information do I need to include in the application?

- The written application is the first step in the assessment process. Businesses are encouraged to include relevant examples against the criterion using the STAR method (see Applicant Guide) to demonstrate why they should be recognised as an Employer of Choice. Word limits apply; however, applicants can also make use of the file upload to attach additional information/evidence to support their application.

*\*Please note that whilst supporting information is useful it is not a requirement.*

### Who is being recognised in this process?

- The Employer of Choice Recognition Program recognises businesses that demonstrate a commitment to building a better workplace and supporting employee wellbeing. It is not recognising the efforts of an individual but rather the whole businesses work to embed and continually grow a culture of good workplace practices.

### What do the workplace visits involve?

- As part of the second stage of assessment all shortlisted applicants will be invited to participate in a workplace visit.
- The duration of workplace visits will be approximately 90 minutes, with the time divided between interviews with senior leaders (45 minutes) and frontline staff (45 minutes).
- Staff and leadership team interviews are held separately, to encourage both groups to speak freely about the workplace.
- Representatives of the leadership team should include a mix of business owners/CEO/leaders/management team members. Interviews with frontline staff should include a mix of roles across the organisation.
- Ideally no more than three people should participate in each group of interviews.
- Workplace visits may be conducted in a hybrid format, including options for face to face and virtual interviews.

- A standard set of questions will be asked based on the criteria addressed in the written application (eg. recruitment and retention, flexible working, culture, employee health and wellbeing).
- Additionally, we will pose a few custom questions to gain deeper insights into the specific details outlined in your written submissions.

#### What happens if someone who provided an employee testimonial leaves the business before the process is finalised?

- Employees interviewed during the workplace visit do not have to be the same employees who provided the testimonials.

#### What if the business has multiple sites?

- If a business that operates across multiple sites is shortlisted, the EoC Project Officer will contact the applicant to discuss options for conducting the workplace visit. This may include having staff attend virtual interviews or undertaking additional site visits.

#### When will we find out if we are successful in our application to be recognised as an Employer of Choice?

- All applicants will be invited to attend a presentation function in November 2024 (date yet to be confirmed). Businesses who are successful in their application to be recognised as an Employer of Choice will be announced at this event.

#### If our application is unsuccessful, can we apply again?

- Yes. Small businesses (up to 20 employees) may also wish to seek assistance with their application through EoC Assist, who can provide tailored support and advice on becoming an Employer of Choice.

#### Will feedback be provided if we are unsuccessful?

- Yes. After the presentation function, applicants can make a request to receive verbal feedback from the EoC Project Officer.