

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 are conducted face to face although for geographically dispersed staff interviews 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?

- Whilst it is the preference to undertake one workplace visit per application if a business operates across multiple sites is shortlisted, the EoC Project Officer will contact the applicant to discuss the most appropriate option. This may include having staff attend virtual interviews or undertaking additional site visits if appropriate.

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

- This year the format is changing, all applicants will be advised of the outcome of their application once assessments and site visits have been finalised. Those who are successful in their application to be recognised as an Employer of Choice will be announced and presented with their Certificate at a celebratory event. All applicants will be invited to attend this presentation function in August 2025 (date yet to be confirmed).

If our application is unsuccessful, can we apply again?

- Yes absolutely. It is recommended that your future application includes examples and demonstrates what has changed since your last application. It is also recommended that small businesses (up to 20 employees) 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. The EOC Project officer will notify all applicants prior to the celebratory function, Once the notification has occurred applicants can make a request by email to the EoC Project Officer at eoc@stategrowth.tas.gov.au to book a time to talk through the judge's feedback. Feedback is provided via an online MS Teams meeting by the Judging Coordinator and the EoC Project Officer.