



Employer of Choice Award Guidelines

What makes your organization a great place to work?

Employers use a variety of methods to attract and retain people. Staff may be supported to:

- Work flexibility
- Balance work & family life
- Employee retention
- Offer challenging & rewarding careers
- Contribute new ideas
- Communicate effectively
- Maintain & promote good health
- Community involvement
- Strong leadership skills
- Competitive wages & benefits

Entry process and judging

All entrants will be notified of receipt of their entry.

Entries will be judged by a panel comprised of JSEC members.

The 2018 Employer of Choice winners will be announced prior to April 15, 2018.

The judging panel will select the winners of the 2018 Employer of Choice Award based on its decisions on written entries and possible site visits, if deemed necessary.

Terms and conditions of entry

- All entry documentation must be received by the committee by **5:00 p.m. on March 9, 2018**. Late entries will not be accepted.
- Members of the judging panel are ineligible to enter.
- Entries and supporting materials will not be returned to entrants.
- All materials submitted will be used for the purpose it is intended and will not be circulated. No material relating to the entry will be publicized without prior approval.
- The three local winners will be submitted as nominees into the Montana State Employers Council Employer of Choice Award to be announced at a later date. The state MSEC award recognizes one small employer (under 25 employees), one mid-sized employer (25-50 employees) and one large employer (51+ employees).

Assistance in completing the entry

If you require any assistance in completing your entry, please do not hesitate to phone Glendive Job Service at (406) 377-3314 ext 206 or email dhandran@mt.gov.



2018 Employer of Choice Awards

The Glendive Job Service Employer Committee would like to recognize businesses that create great workplaces in our community by presenting them with the Employer of Choice Award. The Glendive JSEC will recognize three employers: an employer with between 2-24 employees; an employer with 25-49 employees; and an employer with 50 or more employees. (In determining the size of your employer, please consider employee numbers in the local branch of your business or organization.)

- ❖ Are you employed by an Employer of Choice?
- ❖ Are you an enthusiastic employee because you are fully engaged at work and your employer brings out the best in you?
- ❖ Does your employer provide innovative workforce solutions for training, increasing employee participation and increasing employee motivation?
- ❖ Do you know of a business in your community that has done something exceptional for its employees and / or the community?

Tell us your story with this application; or, give this application to someone who works for a business you feel is an Employer of Choice. We want to hear what businesses in the area are doing to create great workplaces, and we want to recognize those businesses!

Some criteria which you may want to consider in your nomination process are:

- ❖ Does the business offer employee benefits programs, and/or employee-centered initiatives such as wellness programs?
- ❖ Does the business offer employee training (the active development of employee skills, knowledge and education for both present and future benefit to the organization and community)?
- ❖ Is the business involved in the community and/or does it hold itself to the standard of serving as a community role model?
- ❖ Does the business strive to offer excellent customer-service practices and a corresponding service-centered philosophy?
- ❖ Does the business engage in consistently ethical business practices?
- ❖ Do you feel that this business helps to serve the community, and that working there helps you to serve the community as well?

Applications will be held for three years, and will be considered for three years past their submission (for example, 2018 applications will also be considered in 2019, 2020 and 2021).

Nominations are due by 5:00 p.m. on March 9, 2018.



Glendive Job Service Employer Committee (JSEC) 2018 Employer of Choice Nomination Form

The Glendive Job Service Employer Committee would like to recognize businesses that create great workplaces in our community by presenting them with the Employer of Choice award. The Glendive JSEC will recognize three employers: an employer with between 2-24 employees; an employer with 25-49 employees; and an employer with 50 or more employees. *(In determining employer size, please consider employee numbers in the local branch of your business or organization.)*

Are you an Employer of Choice? Do you have enthusiastic employees who are fully engaged and want to work for you? Do you provide innovative workforce solutions for training, increasing employee participation and motivation? Or, do you know of a business that has done something exceptional for its employees and/or the community and think it is an Employer of Choice? Tell us your story, or give an application to a business who you think is an Employer of Choice so they can tell their story. We want to hear what area businesses are doing to create a great workplace.

Nominations are due on March 9, 2018.

(Past winners are eligible for consideration after conclusion of 3 nomination cycles.)

Business Information			
Company:			
Address:			
City:		Zip:	
Phone:		Email:	
Employer's website address:			
Size of business:			
<input type="checkbox"/> 50 employees or more <input type="checkbox"/> 25 – 49 employees <input type="checkbox"/> 2 - 24 employees			
Number of employees:			
How long has nominated employer been in business:			
Nominated by			
Name:			
Title:			
Phone:		Email:	

Describe: Employee Benefits / Initiatives

Describe: Leadership and Workplace Culture

Note: **Leadership** refers to many aspects of a business' performance, such as effectively communicating with employees, cultivating respect and confidence among employees, leading the way within an industry or community, having vision and being innovative. **Workplace Culture** refers to the prevalent atmosphere of a business including collaborating with employees in business decisions, respecting life/work balance, demonstrating balanced treatment in personnel decision making and creating opportunities for employees to be recognized.

Describe: Employee Training / Development

Note: **Employee Development** refers to the investment in time and resources a business dedicates to developing its employees including continuing education opportunities, mentoring programs and opportunities for advancement.

Describe: Community Orientation

Note: **Community Orientation** refers to services or contributions a business makes to the community through special programs or outreach. Including developing/providing incentive programs to recycle or use public transportation, sponsoring local events, donating resources to non-profit organizations.

Describe: OJT, Mentorship, Internship, or Apprenticeship Opportunities

Note: Montana is continuing to focus on opportunities to fill the workforce pipeline. What is your organization doing to promote and create opportunities that build the workforce within the state?

Describe: Summary of your Organization

Note: If your organization is selected as an Employer of Choice, what do you want others to know about your organization?

Is there anything else that you have not had the opportunity to mention that may be helpful in determining if you are an Employer of Choice?

Nominations are due March 9, 2018
Please email completed form to: dhandran@mt.gov , or mail to
Glendive JSEC c/o Darla Handran • 211 S. Kendrick Ave. • Glendive, MT 59330
*** Nominations must be received by 5:00 p.m. on due date ***

The Glendive Job Service Employer Committee (JSEC) works with and supports the services of our local Job Service and assists with our community's workforce development needs.