

BACKGROUND INFORMATION

Welcome to *Washingtonian* magazine's Great Places to Work survey. As one of our participants, your company or organization may be identified as a top employer in the Washington area.

The *Washingtonian's* Great Places to Work article, scheduled to be published in May 2019, will select employers that offer the most generous pay and benefits, that offer interesting and challenging work, and that take care of and empower employees.

If you would like your workplace to be considered, please fill out this online survey by 5:00 p.m. (EST), **October 5**.

You do not have to fill out this application at one sitting—although we encourage you to do so. (We suggest downloading the survey, through the link below, filling it out offline, then entering the information in the online survey in one sitting—this method has resulted in the fewest problems.) If you do choose to quit the program in the middle of filling out the survey, you will automatically be returned to the spot where you left off when you click on the link again. All your work will be saved, and answers will not be submitted until you hit "DONE" on the last page. You do, however, need to use the same computer to pick up where you left off, and you need to allow a cookie to be placed on your computer—otherwise, when you return to the survey, pages will be blank. If you are halfway through a page, please click the "NEXT" button at the bottom of that page to save any answers you have completed; otherwise, the last saved page will be the previous one.

This survey contains five sections: background information, benefits offered, company culture, company growth, and working in Washington. Text boxes allow for unlimited text, and you can skip a question for later and still move through the survey.

If you would like to preview the survey before entering your information online, click [here](#) to download a Microsoft Word version. But you still need to complete and submit the online version.

If you have any technical questions while filling out this survey, please contact Paul Chernoff at pchernoff@washingtontian.com or 202-296-3600 x3504. If you have any

questions about the Great Places to Work article or about a question on this application, contact Sherri Dalphonse at sdalphonse@washingtonian.com or 202-296-3600 x3508.

Once we have reviewed this application, the next step will be for the *Washingtonian* to survey a sampling of your employees. Within a few weeks of receiving your completed questionnaire, we will email information on disseminating a different online survey we have designed for employees.

We do not share answers from the employee survey with employers, because we promise anonymity to employees. We will share some baseline data about how your employee responses compared to similar organizations. We also offer to all participants a detailed report, for a fee, prepared by an outside consultant. It's voluntary whether to purchase the longer report. When the article is done in the fall, we can provide details of the report process.

Thank you for your time and interest.

1. BACKGROUND INFORMATION (all information required)

Company name:

Street address:

City, state, and zip:

Main phone:

Website:

Your name:

Your position:

Your phone:

Your email:

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WASHINGTONIAN

50 GREAT PLACES TO WORK

EMPLOYERS WITH
GENEROUS PAY AND PERKS,
FLEXIBLE SCHEDULES,
AND MEANINGFUL WORK

PLUS: OUR REPORT ON HOW
WASHINGTON'S
OFFICES ARE CHANGING

THIS PERSON IS
AT WORK. NOT AT HOME.
REALLY.

MARCH 2017

BACKGROUND INFORMATION (page 2)

*To save your answers and complete survey at a later time, you must click the NEXT>> button at the bottom of this page before exiting.

2. Please tell us why you think your company or nonprofit is one of Washington's best places to work.

3. Total number of employees (please do not use commas in any numbers):

Full-time

Part-time

Contract

4. Number in Washington area (please do not use commas in any numbers):

Full-time

Part-time

Contract

5. Are you headquartered in the Washington area? (For our purposes, the Washington area is defined not just as DC, but also the city of Alexandria, and counties such as Arlington, Fairfax, Loudoun, Prince William, Fauquier, Montgomery, Prince George's, Howard, and Anne Arundel.)

☐ Yes

☐ No

6. If not headquartered in the Washington area, please indicate where:

7. What year was this company or nonprofit founded?

8. Please provide a brief company description and history. Please also include a few brief, specific examples of the types of projects your organization does, and give us an idea of who your clients are.

9. Which industry best describes your company's area of work?

- ☐ Banking, insurance, or financial services
- ☐ Consulting and professional services: IT/Engineering
- ☐ Consulting and professional services: Government contracting and consulting
- ☐ Consulting and professional services: Advertising/PR/marketing
- ☐ Consulting and professional services: Accounting and auditing
- ☐ Construction and architecture
- ☐ Education
- ☐ Media
- ☐ Travel/entertainment/recreation
- ☐ Government/military
- ☐ Healthcare/medical
- ☐ Real estate
- ☐ Law
- ☐ Consumer services and retail sales
- ☐ Telecommunications and utilities
- ☐ Software, hardware, technology
- ☐ Nonprofit organization: professional association
- ☐ Nonprofit organization: research and policy
- ☐ Nonprofit: charitable organization for health, environment, children, etc.
- ☐ Other (please specify)

For the rest of the questions, please answer with respect to your Washington office only.

BENEFITS OFFERED

*To save your answers and complete survey at a later time, you must click the NEXT>> button at the bottom of this page before exiting.

10. What compensation and financial benefits do you provide employees? (Check all that apply.)

Performance-based
bonus

☐

Stock options

☐

401(k) or 403(b)

☐

401(k) or retirement-plan
match

☐

Pension plan

☐

Profit sharing

☐

Employee-referral
bonus

☐

Tuition reimbursement

☐

11. If your company provides a 401(k) or retirement-plan match, please specify the amount of the benefit—either the percentage that is matched or the amount that is contributed.

12. If your company provides a new employee referral bonus, what is the amount?

13. If your company provides tuition reimbursement, what is the maximum amount?

14. Does your company provide any other financial benefits not listed above? If so, please specify. (You may also use this space to elaborate on any answers in question 10.)

BENEFITS OFFERED (page 2)

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15. What healthcare benefits does your company provide?

	100% of premium paid by employer	75% to 99% of premium paid by employer	74% or less of premium paid by employer	Employee pays 100% of premiums	Not offered
Healthcare plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dental	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prescription drug plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Healthcare for employee's family	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Healthcare for domestic partner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Healthcare for part-timers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Short-term disability insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Long-term disability insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

16. Are paid maternity leaves offered?

- ☐ No
- ☐ Yes, through short-term disability
- ☐ Yes, and the leave is separate from short-term disability and accrued vacation/sick leave. It consists of this many paid weeks:

17. Are paid paternity leaves offered?

- ☐ No
- ☐ Yes, through short-term disability
- ☐ Yes, and that leave is separate from short-term disability and accrued vacation/sick leave. It consists of this many paid weeks:

BENEFITS OFFERED (page 3)

*To save your answers and complete survey at a later time, you must click the NEXT>> button at the bottom of this page before exiting.

18. How many days of vacation or PTO do you give employees in their first year? (Include any personal days, but do not include federal holidays or separate sick leave.) If you offer unlimited leave, please type in "unlimited."

days for
management/professional
or exempt staff

days for
hourly/administrative or
non-exempt staff

19. If employees also get sick leave that is separate from vacation days and disability leave, please indicate how many designated sick days they get. If the leave is unlimited, type in "unlimited."

Number of allotted sick
days in a year?

20. What is the maximum number of vacation or PTO days an employee can get in a given year—and how many years until they earn that much leave? (For example, 30 days after 10 years.) If unlimited, type in "unlimited."

days (one week = 5 days)

after # of years there

21. Do you offer paid sabbaticals?

- ☐ No
- ☐ Yes, all employees may be considered eligible.
- ☐ Yes, only in professional and/or management positions.

22. Do you offer telecommuting as an option to employees?

☐ No

☐ Yes: What percent of employees use this benefit at least once a week? (answer is %)

23. Which of these flexible-scheduling benefits do you offer employees?

☐ Adjusting a regular schedule to arrive/leave at a set but different time than many other employees.

☐ Taking unscheduled time off from work because of family need.

☐ Leave/arrive at flexible times.

☐ Compressed workweeks.

Other (please specify)

24. Describe any steps taken by your company to support healthy employees. Please feel free to mention things such as fitness challenges, free Fitbits, on-site fitness rooms, health-club discounts, health screenings, Bikeshare discounts, and on-site showers.

25. If any benefits are offered for professional and career growth and not already mentioned, please describe:

COMPANY CULTURE

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26. What is the office dress code?

- ☐ Generally business dress (suits and ties)
- ☐ Usually business dress, some days more casual
- ☐ Usually business casual
- ☐ Always casual (jeans allowed every day)

27. What community or philanthropic efforts or programs is your company involved with? Please give up to three specific examples of corporate donations you have made to area nonprofits. What programs does your company offer for employees to be involved in community service or volunteer activities? Please give examples of any employee efforts.

The next four questions are for reference only; the answers are not for publication in the magazine.

28. What percentage of senior management positions are filled by women? (Senior management is defined as vice president, partner, or comparable position and above.)

%

29. What percentage of all employees are women?

%

30. What percentage of senior management positions are filled by racial/ethnic minorities?

%

31. What percentage of all employees are racial/ethnic minorities?

%

*To save your answers and complete survey at a later time, you must click the NEXT>> button at the bottom of this page before exiting.

32. Describe your workplace. Do most people work individually or as part of a team? Do most people work at one main office, or are employees scattered among offices or job sites? What channels are set up to allow non-management employees to contribute to decisions on products and services and feel recognized? And in what ways do you try to make the atmosphere stimulating, nurturing, and/or rewarding? How do you try to keep employees engaged?

33. Please tell us about one weakness in your organization—and tell us how you are working to improve this issue.

COMPANY GROWTH

*To save your answers and complete survey at a later time, you must click the NEXT>> button at the bottom of this page before exiting.

34. How many people have you hired so far, or do you plan to hire, in the Washington area in 2018?

35. What percentage of those new hires were referred by current employees?

%

36. How many people do you anticipate hiring in 2019 in the Washington area?

37. What is the average length of years employed (tenure) for employees at your firm?

years

38. How many people resigned (voluntarily left) your company in the past 12 months? (From August 1, 2017 to August 1, 2018.)

Management/professional
or exempt staff

Administrative/hourly or
non-exempt staff

Calculate the rate of voluntary turnover for full-time, regular employees in the past 12 months, from 8/1/17 to 8/1/18. (Please don't include temporary or seasonal employees, employees on approved leaves of absence, employees working less than 35 hours/week, or employees on temporary or indefinite layoff.) Use this formula:

RESIGNATIONS _____ x 100 divided by average number of employees on payroll during those 12 months

39. Indicate here your voluntary turnover rate:

- ☐ 0%
- ☐ 1-4%
- ☐ 5-9%
- ☐ 10-14%
- ☐ 15-19%
- ☐ 20-24%
- ☐ 25-29%
- ☐ 30% or more

40. If your organization's turnover rate in the past year was higher or lower than is typical, please explain any special circumstances (reorganization, office relocation, etc.):

ECONOMY

41. Did you lay off any employees in the past 12 months, between August 1, 2017 and August 1, 2018? (A layoff is defined as letting someone go for reasons other than the individual's job performance.)

☐ No

☐ Yes: What percentage of workforce? (answer is %)

42. How is your firm faring in the current economic climate? Are revenues up, down, or flat? Please describe any efforts you've undertaken to drum up new business or cut costs. Have you asked employees to contribute in these efforts? If so, how?

WORKING IN WASHINGTON

Now a few general (and optional) questions about working in Washington.

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43. We have heard that more job applicants are "ghosting" interviews or actual jobs—not showing up for scheduled interviews or, in some cases, not showing up for the first day on the job after accepting an offer. Has this happened at your firm? If so, are there any particularly memorable details of an incident which you can share? Have you done anything to try to prevent or preempt ghosting? *(Question is optional and will not affect your company's score; we will get permission before using any answer.)*

44. With all the #metoo revelations and the news regarding sexual harassment, has your company changed, added, or done away with any policies, procedures, or events, such as business travel or holiday parties? *(Question is optional and will not affect your company's score; we will get permission before using any answer.)*

45. Has political tension among staff become more of an issue in recent years? If so, what has been done, if anything, to diffuse it? *(Question is optional and will not affect your company's score; we will get permission before using any answer.)*

46. What consumer product or service is a status symbol in your profession? For example, a certain tech gadget or smart watch or exclusive membership? *(Question is optional and will not affect your company's score; we will get permission before using any answer.)*

Thank you so much for your time!

ALL EMPLOYERS:

Thank you for completing the *Washingtonian's* Great Places to Work survey.

Once we have received and reviewed your application, the next step will be for the *Washingtonian* to survey a sampling of your employees. Within a few weeks of receiving your completed questionnaire, we will email information on disseminating a different, shorter online survey we have designed for employees.

If you would like a copy of all your answers, we recommend that you print out these survey pages before you hit "done"—once you submit the survey, you will not be able to retrieve your answers. Although many of the answer boxes allow for unlimited text, any text that goes beyond a box will not print out. In those cases, we suggest you copy and paste the text into a document for your own use.

One last thing we also suggest: Please send a quick email to sdalphonse@washingtonian.com letting us know that you have completed and submitted your Great Places to Work application.

Thank you so much for your time!

47. If you are finished with this Great Places to Work survey, please check one of the following:

- ☐ Yes, we have completed the survey. (Once you have checked this answer, please also click on 'done' at the bottom of the page to submit your answers. Thank you.)
- ☐ Yes, we are finished. Although the survey is not complete, we have chosen to not participate.

PLEASE DO NOT CLICK ON THE "DONE" BUTTON BELOW UNLESS YOU ARE COMPLETELY DONE FILLING OUT THIS SURVEY AND READY TO SUBMIT IT. ONCE YOU PRESS "DONE," YOU WILL NOT BE ABLE TO GET BACK INTO THE DOCUMENT.