

## Best Organisation To Work For 2019

This award will be presented to the organisation who has demonstrated the ability to create a positive and enjoyable environment for employees whilst helping your team achieve goals and targets.

Please note your document should be **no more than 10 pages** (5 double sided sheets) and 1000 words in total (including your 250 word summary). If you wish, you may include an appendix of 4 further pages of visuals or photos that you think may be relevant to your entry. **3 Copies of all material must be submitted.**

Heading	Details required
1. Summary	Summary: In no more than 250 words summarize why your organisation deserves to win this award in 2019.
2. Staff Development	Outline your company's approach to staff development at all levels within the organisation.
3. Staff rewarding systems in place	Outline rewarding systems you implement for staff and how you feel it enhances their performance.
4. Projects	List the projects and construction work that your company has been involved in the last 12 months, and highlight key teams and their leaders and how they were supported and rewarded through the projects.
5. Staff appraisal	Outline the staff appraisal process, and how it enhances performance.
6. Staff feedback	Do you give your staff the opportunity to provide feedback to management?

### Essential tips for a successful entry

- A successful application must address all of the points above. Marks will be allocated only on the evidence provided.
- Use the above headings shown to highlight your answers to those specific questions. DO NOT include company marketing brochures in your entry.
- Include information on your exceptional successes during the year such as business systems, innovations or techniques that have reaped significant benefits. Concentrate on facts that can be substantiated
- You can use bullet points, charts and group photographs of your team/employees in your submission. 4 extra pages (in addition to the original 10 pages) of charts and photographs, which are particularly important for the judges to be able to see your projects or innovations, can be included.
- Don't underestimate the presentation! – the better impression you make with the judges could improve your chances in a tight race. Please remember that **ONLY THE FIRST 10 PAGES** of core information (and the 4 pages of visuals/photographs of supporting material that you may have provided as an appendix) of your submission will be assessed.

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## Application (please complete in block capitals)

Contact Name		
Job Title		
Company Name		
Address		
Telephone		email
Tax Registration Number		
NB This form must be signed by a Director, Chairman or Chief Executive of your organisation		
Date		
Signed		
Name in caps		
Job Title		

### Employee References

Please fill in details of at least one client we can contact in relation to a project you have worked on

Employee Reference 1	
Employee Name	
Employee Position	
Employee Phone Number	

Employee Reference 2	
Employee Name	
Employee Position	
Employee Phone Number	

### Checklist

- Have you filled in your contact details on the entry form?
- Have you filled out the relevant form and/or provided evidence (photographic or other) where appropriate?
- Have you provided three unbound copies of all entry material including the completed entry form?