

# Best Places to Work in Ottawa

## Company Participation Registration Form

REGISTRATION DEADLINE: June 12, 2020

Please complete the following information and submit this form by June 12th. Once Best Companies Group receives this form, you will be sent a confirmation email with detailed information about the survey process.

**Company Name:** \_\_\_\_\_  
(Name as it should appear in print)

**Legal Name of the Company:** \_\_\_\_\_  
(If different than listed above.)

**Business Number:** \_\_\_\_\_

**Mailing Address** (No home addresses): \_\_\_\_\_

**County:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

Is this the corporate address?  Yes  No

If no, please fill out the corporate address below.

**Mailing Address** (No home addresses): \_\_\_\_\_

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Company Website URL:** \_\_\_\_\_

**What is your organization's Twitter handle?** \_\_\_\_\_

**Industry:** \_\_\_\_\_

**Primary Contact** (This person will be the main contact for questions throughout the entire process and the recipient of all communications (via emails, letters, phone and website), employee surveys for distribution, feedback reports, etc.)

**Salutation:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Mailing Address** (No home addresses): \_\_\_\_\_

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Direct Dial Phone Number** (No home or cell phones please): \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Is this contact an employee of the company?  Yes  No

**Secondary Contact** (This person will be the contact for questions if the primary contact is unavailable.)

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Direct Dial Phone Number** (No home or cell phones please): \_\_\_\_\_

**Email Address:** \_\_\_\_\_

### Start Here!

#### Best Companies Group Registration Information

Thank you for your interest in participating in the 2020 "Best Places to Work in Ottawa" program. Registration is simple, however we encourage you to read the participation information carefully before submitting your registration form.

To participate, all companies begin by filling out and submitting a registration form and faxing it to 717-412-7307.

Registration Deadline: June 12, 2020

Once the registration information is received by Best Companies Group, companies will receive a confirmation email (which will include additional instructions) and an invoice. There is a nominal participation fee to cover the costs associated with the evaluation process. The participation fee is based upon the size of the company and the survey preference.

#### Participation fees:

Number of Employees in Ottawa	# Employees Surveyed in Ottawa	Online Fee(1)
15 - 24(2)	All	\$750
25 - 99	All	\$774
100 - 199	All	\$875
200 - 499	Up to 250(3)	\$925
500 - 2499	350(3)	\$995
2500 +	400(3)	\$1,035

**Online Survey** (Email-based)  **Paper Survey** (Hard Copy)

(1) Fees are non-refundable.

(2) To ensure the credibility of the information, companies with 15-24 employees must have an 80% (or better) response rate to be considered for the list.

(3) Employees are randomly selected. Best Companies Group offers the option to survey more employees than the random sample calculated in the above chart, and/or include additional employees in the survey process who work in locations outside of the program area. Please contact Best Companies Group for details and pricing.

Upon completion of the assessment process, all participating companies will receive the Best Companies Group Employee Feedback Report which details the results of their specific survey. Similar reports can cost thousands of dollars if initiated independently.

Once the registration form is received, Best Companies Group will send the company (according to the timeline):

A set of Employee Engagement & Satisfaction Surveys (employee surveys)

Survey instructions

Other supporting information

**CEO, President, Manager, Etc.** (Highest-ranking position in the nominated workplace.)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address (No home addresses): \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**IT Contact** (This person will be the contact for any technical systems questions regarding online surveys - for all employer questionnaires and online surveys for employees - regarding filtering, spam content, white-listing, etc.)

Name: \_\_\_\_\_

Direct Dial Phone Number (No home or cell phones please): \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Marketing Contact** (This person will handle any marketing and/or public relations questions for your company.)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Direct Dial Phone Number (No home or cell phones please): \_\_\_\_\_

Email Address: \_\_\_\_\_

**Additional Company Information:**

Total number of employees in National Capital Region (excluding temporary/seasonal and per diem employees).

Total Ottawa Employees: \_\_\_\_\_ Full-time Ottawa Employees: \_\_\_\_\_ Part-time Ottawa Employees: \_\_\_\_\_

Online Employee Survey (Email-based)     Paper Employee Survey (Hard Copy)

**Name of person completing this registration form:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you authorized to enter your company into this process:  Yes  No

**Commitment:** I understand that by submitting this form, our company is entered into the "Best Places to Work in Ottawa" program. I am committing to meet all deadlines, complete both portions of the assessment process and pay the registration fee. If at any point we choose to withdraw from the process, we will notify a representative of Best Companies Group at 1-877-455-2159 immediately. Companies withdrawing after June 12, 2020 will incur a \$330 (Canadian dollars) withdrawal fee in addition to the total fees incurred for any special requests (customization orders, language translations, paper survey processing, etc.) and the registration fee.

Please be aware that as part of the "Best" program, a certain threshold of employee survey responses must be received in order for the analysts to consider the survey data valid. If a company does not meet this threshold, their full consideration for the "Best" list may be jeopardized, even resulting in elimination. In the rare case a company's response rate is extremely low, a statistically valid Employee Feedback Report will not be presented.

Submit this registration form  
by faxing it to 717-412-7307

**Additional Survey Options**

Does your company need surveys in another language? \*

Spanish-Latin American     Spanish-European  
 French     Chinese     Japanese     Other

If Other: \_\_\_\_\_

\* Best Companies Group has the ability to survey employees in additional languages. For a fee we can provide the employee survey in another language. If your company needs surveys in a language other than English, please check the box above and you will be contacted with additional information.

Is your company interested in customizing the job role and department category demographics for a fee, on the employee survey?

**How did you hear about the program?**

- OBJ - Editorial  
 OBJ - Print ad  
 OBJ - Online ad  
 OBJ - Email  
 OBJ - Phone call  
 OBJ - Newsletter  
 Ottawa Chamber of Commerce - Email  
 Ottawa Chamber of Commerce - Newsletter  
 Ottawa Chamber of Commerce - Meeting  
 Ottawa Chamber of Commerce - Website  
 Best Companies Group - Email  
 BestCompaniesGroup.com - Website  
 Best Companies Group - Letter  
 Best Companies Group - Phone call  
 Internet Search/Google  
 Other - Please describe

Did this organization participate last year?

Yes     No

If yes, name of the company if it is different than listed on this form:

\_\_\_\_\_

**IMPORTANT:** If any of the contact information changes at any point in the process, please notify Michele Grosso at [mgrosso@bestcompaniesgroup.com](mailto:mgrosso@bestcompaniesgroup.com) immediately.

**Best Companies Group** ▶▶▶

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