

Please complete the following information and submit this form by June 30th. 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.)

Federal Employer Identification Number (FEIN): _____

Street Address: _____

(no home addresses please)

City: _____

County: _____

State: _____

Zip Code: _____

Company Website URL: _____

Industry: _____

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

Salutation: _____

Name: _____

Title: _____

Mailing Address: _____

(no home addresses please)

City: _____

State: _____

Zip Code: _____

Direct Dial Phone Number: _____

(no home or cell phones please)

Fax Number: _____

Email Address: _____

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!

The Best Companies Group Registration Information

Thank you for your interest in participating in the 2017 Best Places to Work in Pennsylvania 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 by faxing it to (717) 412-7307.

Registration Deadline: June 30, 2017

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 method used.

Participation fees:

Number of Employees	# Employees Surveyed	Online Fee*	Paper Fee*
15 - 24	All	\$695	\$925
25 - 250	All	\$895	\$1,540
Over 250	**Random sample of up to 400	\$1,095	\$1,995

Online Survey (Electronic)
 Paper Survey (Hard Copy)

** Fees are non-refundable.
 **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):

- The Employer Benefits & Policies Questionnaire (employer questionnaire)
- A set of Employee Engagement & Satisfaction Surveys (employee surveys)
- Survey instructions
- Other supporting information

IMPORTANT: If any of the contact information changes at any point in the process, please notify Lauren Kissinger at lauren@bestcompaniesgroup.com immediately.

CEO, President, Manager, Etc.

(Highest-ranking position IN PA of the nominated workplace.)

Name: _____
Title: _____
Street Address: _____
City: _____
State: _____ Zip 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: _____
Title: _____
Direct Dial Phone Number: _____
Fax Number: _____ Email Address: _____

Additional Company Information:

Total number of employees in Pennsylvania (excluding temporary, seasonal and per diem employees).

Total Employees: _____
Full-time Employees: _____
Part-time Employees: _____

Total number of employees in the United States (excluding temporary, seasonal and per diem employees).

Total Employees: _____
Full-time Employees: _____
Part-time Employees: _____

_____ **Online Employee Survey** (Electronic)
_____ **Paper Employee Survey** (Hard Copy)

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

How did you hear about the program?

- Team PA Foundation letter
- Team PA Foundation e-mail
- Team PA Foundation website
- PA DCED letter
- PA DCED e-mail
- PA DCED website
- SHRM-PA State Council e-mail
- SHRM-PA State Council website
- SHRM Annual State Conference
- SHRM meeting/other
- Best Companies Group letter
- Best Companies Group e-mail
- Best Companies Group website
- Best Companies Group phone call
- Central Penn Business Journal letter
- Central Penn Business Journal print ad
- Central Penn Business Journal e-mail
- Central Penn Business Journal website
- Other: _____

Please check here if you participated in the Best Places to Work in PA program last year.

If yes, name of company if it is different now: _____

Additional Survey Options

- Does your company need additional languages? ***
- Spanish-Latin American Spanish-European French Chinese Japanese 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 on the employee survey?** (Fees apply)

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.

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 submitting this form enters our company into the "Best Places to Work in PA" 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 30, 2017 will incur a \$250 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.

LEAD SPONSOR: **TEAM PENNSYLVANIA**

Best Companies Group ▶▶▶

1500 Paxton Street
Harrisburg, PA 17104
(717) 909-1570
(717) 412-7307 (fax)

LEAD SPONSOR:



PROGRAM PARTNER:

