

# Best Workplaces 2025

## Participation Guide

### Step 1: Apply

- Nominate your organization by visiting [Inc. Magazine Best Workplace Application](#)

### Step 2: Log in with Quantum Workplace

- You'll receive an email from [bestplaces@quantumworkplace.com](mailto:bestplaces@quantumworkplace.com), on December 2, 2024, or within 7 days of your completed application. Use the "Start Survey Setup" link in the email to get started.
- The account used to log in to Quantum Workplace will be different than the account you created when you applied through INC.

### Step 3: Setup the Survey

- After logging in, our system will guide you through the setup process. [Preview the questions](#).
- Our [standard survey](#) contains questions designed by Quantum Workplace Insight Analysts. To customize it with up to ~~10 custom questions~~ and demographics upgrade to Custom Survey.
- ~~View our guide on how to announce your participation in the contest to your employees.~~

### Step 4: Invite Employees

- Invite employees by importing their email addresses into our system. A step-by-step guide can be found [here](#).
- Employees without an email address can take the survey on paper or via a printed invite to take their survey online.
- Download our [Excel template](#) for uploading email addresses.

### Step 5: Launch Your Survey

- Review our [email delivery guide](#) and ask your IT team to allowlist our email / IP addresses.
- Send yourself a test survey.
- Launch your survey immediately or choose a date for them to be sent.

### Step 6: Monitor Responses

- After Launch, you will receive daily email updates.
- Continue to log into our reporting tool to monitor responses.
- Reminders are sent every four business days to employees who have not completed the survey.

### Step 7: View Results

- You'll be able to view your survey results approximately three weeks after the survey closes
- All companies receive an [overview](#) of their results.
- For access to detailed reports and recommendations select the upgrade button.