



QUANTUM
WORKPLACE

THE ULTIMATE GUIDE TO **Best Places to Work** OMAHA



loading engagement...



WELCOME TO BEST PLACES TO WORK OMAHA!

Best Places to Work in Omaha recognizes the organizations that deliver the best work experiences, provide the most employee support, and have superior office environments and cultures.

Whether you're a first-time nominee or an annual participant, you'll want to check out this guide!

- Key benefits of competing in Best Places to Work
- A step-by-step guide to participating
- Information on customizing your survey
- Details on maximizing your results with in-depth reporting
- Helpful answers to frequently asked questions
- And more!

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MEET YOUR BPTW TEAM!



Cassie Neary | Program Leader

Cassie has been managing the Best Places to Work program for nearly 10 years. That's a lot of surveys! When she isn't meticulously organizing more than 6,000 survey launches, closes, and events, you can find her working out and being a mom to her two young children. She's the one to blame any time Quantum Workplace signs up for a 10k run.



Kristin Pikop | Client Success Coordinator

Ever contact us with a BPTW question? There's a good chance you spoke with Kristin. Kristin assists in all things customer service, from the chat line to the emails we receive daily. If you ask her nicely, you just might get her to sing for you; she happens to have a killer voice and sings in a ridiculously-cool band, All Young Girls are Machine Guns.



Fran Cooper | Client Success Coordinator

Fran is the newest member of the Best Places to Work team, but don't let that fool you; she's unstoppable! Along with Kristin, Fran manages all of our incoming phone calls, emails, and chats. She's a self-proclaimed anti-hoarder, traveler, and soccer mom (but without the minivan and orange slices). If you have a problem, she'll solve it.

WHY PARTICIPATE IN BEST PLACES TO WORK IN OMAHA?

It can give you:

- Quick, easy assessment of your employees
- High-level overview of engagement within your company
- Insight on your organizational strengths and weaknesses
- Advanced reporting
- Opportunity to customize your survey
- Coverage as one of the Best Places to Work in the *Omaha World Herald*
- Recognition as a Best Places to Work in Omaha could lead to improved recruitment

ABOUT THE SURVEY

The Best Places to Work survey contains 30 scored items across six categories. Scored on a six-point Likert scale from Strongly Agree to Strongly Disagree, the [30 scored items](#) are designed to measure employee engagement and other workplace factors including:

-Communication and Resources
-Individual Needs
-Manager Effectiveness
-Personal Engagement
-Team Dynamics
-Trust in Leadership

Best Places to Work in Omaha gives organizations the opportunity to compete to be recognized as a place where people love to work. Held annually, Best Places to Work honors superior organizations where voices are heard, cultures are thriving, and employees are engaged. There is a registration fee to participate in Best Places to Work in Omaha. This includes our Insight Reporting suite. There is also the opportunity to Upgrade to Insight Plus for an additional fee, this allows you to customize your survey.

The Best Places to Work in Omaha's program allows your organization to quickly, easily, and properly assess its employees' perceptions of the workplace. The assessment will give your organization insight on its strengths and weaknesses from your employees' point of view. Not only will you learn invaluable information about your workplace, but you will also give your organization the opportunity to showcase itself as a Best Place to Work in Omaha.

13 YEARS

10 MINUTE SURVEY

30 SURVEY QUESTIONS

Sample Survey Items

Six of the 30 standard scaled items are shown below, one from each of the six key dimensions of a Best Place to Work.

1. Communication and Resources

I have the information I need to do my job well.

2. Individual Needs

My job gives me flexibility to meet the needs of both my work and personal life.

3. Manager Effectiveness

My immediate manager helps me to be successful in my job.

4. Personal Engagement

I find my job interesting and challenging.

5. Team Dynamics

The people I work with most closely are committed to producing top quality work.

6. Trust in Leadership

There is open and honest communication between employees and managers.

FOUR SIMPLE STEPS TO PARTICIPATING

1

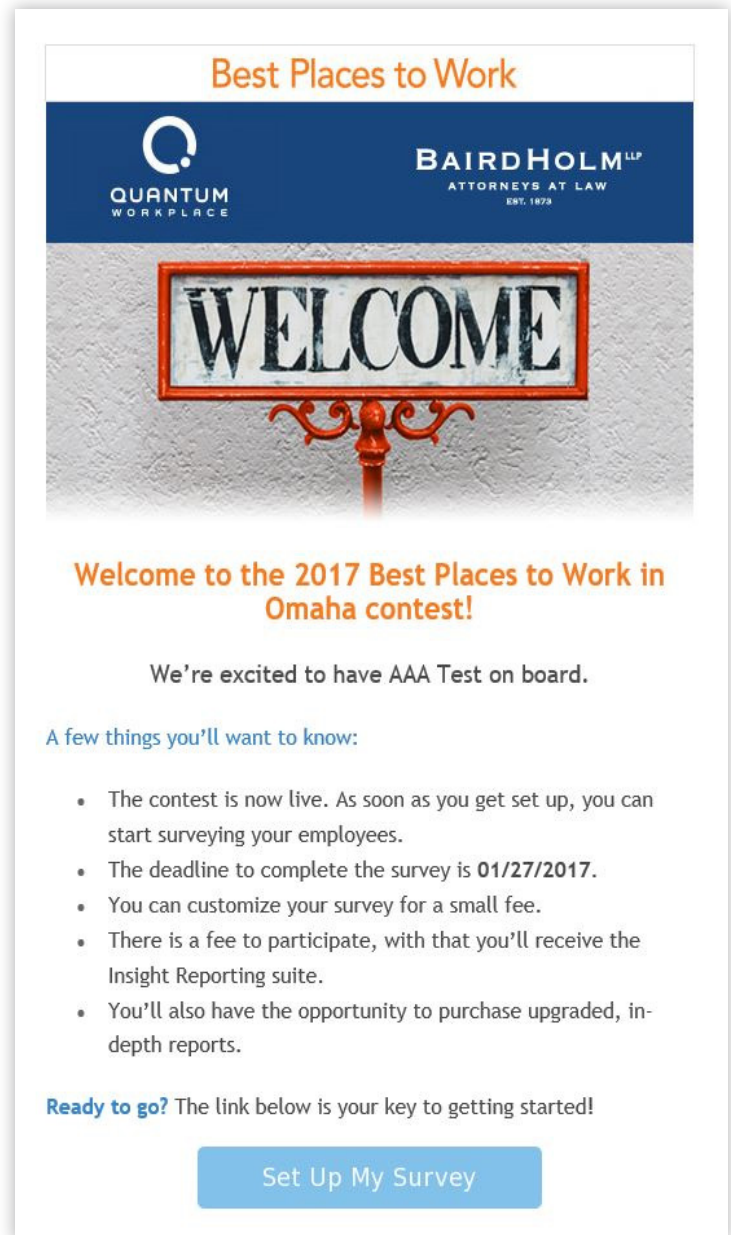
Register

Enter your information and submit your registration [here](#).

2

Set Up Your Survey

After the registration period closes, you will receive an email from Quantum Workplace inviting you to set up your survey. You will be guided through the set-up process, which takes about 15-20 minutes to complete online. At this time, you will can decide if you would like to customize your survey. You can preview the survey setup questions [here](#).



The screenshot shows an email invitation from Quantum Workplace to Bairdholm LLP. The email header includes the Quantum Workplace logo and Bairdholm LLP logo. The main content features a 'WELCOME' sign graphic and the text: 'Welcome to the 2017 Best Places to Work in Omaha contest! We're excited to have AAA Test on board. A few things you'll want to know: The contest is now live. As soon as you get set up, you can start surveying your employees. The deadline to complete the survey is 01/27/2017. You can customize your survey for a small fee. There is a fee to participate, with that you'll receive the Insight Reporting suite. You'll also have the opportunity to purchase upgraded, in-depth reports. Ready to go? The link below is your key to getting started!' A blue button labeled 'Set Up My Survey' is at the bottom.

3

Decide Whether to Customize

By upgrading Insight Plus you can tailor the Best Places to Work survey to meet the needs of your organization.

Why customize? Every organization is unique. Your departments, locations, and the managers who lead them—they're all different. For this reason, Quantum Workplace provides a survey customization option.

Our Survey Customization Option Includes:

- **Up to 10 Custom Survey Items or Demographics:**
Add your own survey items to gather feedback unique to your organization. Add open-ended questions to let employees share in their own words. Add 6 point scaled questions to get a quick analyses of a question.
- **Survey Out-of-Area Employees:**
To receive full, comprehensive feedback from all of your employees, survey up to 250 employees outside of your contest areas. This includes remote employees and employees from any location.
- **Edit Department/Function and Position Level:**
Subtract or add to our current standard department/function and position level to reflect your companies own unique terms for these demographics.

Note: Custom questions and out-of-contest-area employees do not affect your contest score.

SAMPLES

Custom Scaled Items:

1. The mission and purpose of the company makes me feel that my job is important.
2. I believe that customer satisfaction is a top priority in this organization.
3. I feel that my race, gender, age, or sexual orientation have nothing to do with how I am treated at this company.

Custom Open-Ended:

1. What two or three things about the company's strategy do you agree with?
2. If you could describe your culture in one word, what would it be?
3. In your opinion what are your direct leader's biggest strengths and weaknesses?

4 Upload Your Employees' Email Addresses

Our program requires companies to upload an email address for all employees who have one. This allows Quantum Workplace to email the survey invitation directly to each employee. This method of survey distribution ensures the most accurate and comprehensive collection of employee data. This, in turn, makes our Best Places to Work lists more meaningful and trusted by employees and job-seekers alike.

Email Upload FAQs

Will our email addresses be used for anything other than the survey program?

No. We are committed to the highest standards of privacy. The only time we email your employees is to provide the initial survey, or if they opt in to be included in future research studies. These studies are few and far between, and employees must manually enter their email address if they're interested. We do not reprint, resell, or redistribute your employee's email addresses. View our official privacy policy [here](#).

I have employees who don't have email addresses. Can they take the survey?

Absolutely! There are two options: 1) If your employee has access to a computer (shared or kiosk), they will need a unique URL to take the survey. When you upload your Excel template, leave the "email address" column blank for these employees. You will then be able to generate URLs for each of these employees. 2) Employees without computer access can take paper surveys. We charge a \$2 fee for all paper surveys submitted, which covers the cost of data entry.

My legal department won't let me share my email addresses with outside companies. Is there another way to invite employees?

While we understand these concerns, we take great lengths to make the transfer and use of your employee's data secure and protected. Our [privacy policy](#) outlines how we do this. To ensure the consistency and integrity of this program, we require employers to upload email addresses.

Note: If your organization has more than 1,000 employees, please contact us regarding alternative ways to distribute the survey.

Email Upload Step-by-Step Guide

1

Share Our Delivery Guide with Your IT Department

To ensure deliverability of emails, the first thing you'll need to do is notify IT of our email protocol. Download our [deliverability guide](#).

2

Download Our Excel Template

After finishing your organization's setup process, the first thing you'll need to do is download our Excel template. You can find it on the survey website, or download it [here](#).

3

Add Your Employees

Add your employees; be sure to keep the headers (First Name, Last Name, Email Address, etc.) as they appear on the template. For employees who don't have email addresses but want to take the survey online, leave the email field blank.

4

Change the From Address and Email Subject Line

You can edit the subject line of the invitation email your employees will receive. You can also change the "from" email address so that it appears to come from you (or someone else in your company). Note that the email will still come from bestplaces@quantumworkplace.com.

5

Send a Test Email

Ready to launch? Send yourself a test email to make sure everything looks as you want it to appear.

6

Schedule Your Email (Or Start Sending!)

You can schedule your emails to go out at a later date, or you can start sending them right away—your choice!

7

Monitor Responses and Send Reminders

Once your surveys have launched, you can check back at any time to see how many have been completed (click on the "Monitor Responses" tab). Automatic reminders will be sent every four business days to employees who have not completed the survey.

Still have questions? We're happy to help! Email us at bestplaces@quantumworkplace.com.



REPORTING OPTIONS

The Best Places to Work in Omaha contest gives you the opportunity to be nationally recognized as a Best Places to Work—but that's not all! Quantum Workplace provides your company with advanced reporting options so you can make the most of your survey results. Below are comparisons of our two options: Insight Plus and Insight.

	INSIGHT PLUS	INSIGHT (included with registration)
Results Summary	X	X
Category Scores (Scores for each of the six survey categories)	X	X
Question Detail (Results on each survey question)	X	X
Comments Report (Answers to open-ended questions)	X	X
Culture Cloud (Answers to open-ended questions)	X	X
Recommendations Report (Custom suggestions based on your results)	X	X
Demographic Report (View results by age, title, tenure, etc.)	X	X
Benchmark Reports (Results comparison to others in your size category or industry)	X	X
Year-Over-Year Comparison (Results comparison over two consecutive years)	X	X
Printable Reports	X	
Up to 10 Customizable Survey Questions (Includes scaled items, demographics, and open-ended questions)	X	
Ability to Edit Department, Function, or Position Level Demographic	X	
Up to 250 Additional Survey Invites (To invite employees who are out of the contest area)	X	
Executive PowerPoint Summary	X	

Note: Pricing of Insight Plus varies by company size. When you set up your survey, you'll see your price options and be able to select your package.

Make work awesome.

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FAQS

Who runs Best Places to Work in Omaha?

Quantum Workplace manages Best Places to Work in partnership with Baird Holm LLP sponsored by Greater Omaha Chamber of Commerce. As the survey administrator, Quantum Workplace provides the analytical engine powering more than 8,000 surveys annually and delivers the rankings to the publishing partners. Baird Holm LLP announces the contest finalists and handles accompanying recognition events and publicity.

Why should I enter my organization in this contest?

The competition presents a great opportunity to learn what your employees are really thinking, and provides you with valuable information you can use to improve your day-to-day operations and workplace environment. If chosen as a finalist or winner, promote the Best Places to Work award to prospective employees. Use the Best Places to Work logo on your websites and recruiting materials and use the award in your public relations programs.

How much does it cost?

For companies with 200 or fewer employees, the fee is \$750. For those larger than 200 employees, the fee is \$1000. You will receive a \$50 discount to participate if you are a current member of the Greater Omaha Chamber. This does not include participation in the Best Places to Work in Omaha luncheon, which is \$40 per person. (Each winning company receives one complimentary ticket to the luncheon.)

How long does this process take?

The survey period is approximately four weeks, which allows employees to complete the survey at their convenience. After the survey closes, Quantum Workplace will process the data and determine the finalists. Companies will be notified of their status, and receive access to their results in late February.

How are winners determined?

In order to gather statistically sound results, companies must reach a minimum level of employee participation (based on total number of employees) to be eligible as a finalist. Responses from each question on the survey are compiled and evaluated. Companies are ranked and finalists are chosen in each size category according to their overall engagement score. The engagement score is calculated by compiling all raw data from the questions on a six-point Likert scale (strongly disagree to strongly agree) to find an average score that is then indexed to a 100-point scale. Overall number of responses is also factored into the engagement score. Winners are chosen solely based on the results of the survey and, in essence, by the employees themselves.

Who should take the survey?

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All permanent employees (full and part-time) who are located within the contest area are eligible to complete the survey. These employees are the most likely to be impacted by your corporate culture – and are therefore usually the best judge of employee engagement. Do not include seasonal, per diem, independent contractors or consultants (including 1099 Real Estate Agents), temps, partners, or owners.

Most of my employees work part time. Can I include them?

Yes! Part time employees must be invited to take the survey.

My organization has offices in multiple cities and states, should I include all of my employees?

For competition purposes, you can only include employees who work within the region of your sponsoring organization. If you would like to include all employees regardless of geographic location, you can customize your survey.

Should I invite partners/owners to take the survey?

No, employees with more than 5 percent ownership in the company are not allowed to take the survey.

The number of employees at my organization has changed since I first set up the survey, what should I do?

No problem! You can change your employee count and invite more employees when you log in.

How will I know how many employees have completed the survey?

The survey coordinator for each organization will receive daily updates with the survey completion rate. You can also view this by clicking on the “Monitor Responses” tab on your survey site. Note that to protect employees’ confidentiality, we never share who has or has not completed the survey.

How do I view the results?

Results will be available in late February.

Questions about the publication?

Please contact Meredith Williams at mwilliams@bairdholm.com.

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About Quantum Workplace

[Quantum Workplace](#) is an employee feedback software company that helps organizations retain top talent, motivate performance, understand turnover, and build magnetic workplace cultures.

Above all, we believe in making work better every day at your workplace and ours.

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