**BEST COMPANIES TO WORK FOR IN COLORADO**

**Employee Survey Verification Form: All Applicants**

**Deadline for Submitting this Form: April 8, 2016**

As part of 2016 Best Companies to Work for in Colorado employee survey process, we need to verify that the survey is administered per the rules of the program.

Please complete and upload this form onto your customized Administrative Portal by **Friday, April 8, 2016.** (Login information for your Administrative Portal will be sent to the Primary Contacts after the close of registration.)

Note: There is no requirement to submit names of employees that you survey if you are distributing login sets for the online survey. However, all companies should keep a copy of the employee distribution list used in the process in case there are follow-up questions.

By entering my name below, I verify that, to the best of my knowledge, the employee survey distribution list used for this program is accurate and that it meets the specifications as listed below. I understand that no changes to the list are possible once the survey process begins and that failure to include all eligible employees in the random selection process or to provide accurate email addresses for selected employees may result in disqualification from the program.

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

Date:       Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Survey Distribution Method:  Email  Login Sets  Combination Email/Login Sets

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**\_\_\_\_** Total number of eligible employees (full-time and part-time staff members working at least 20 hours per week) who are currently working for your company in the U.S.

Please verify the following about your survey distribution list by placing an ‘x’ in the appropriate box:

All eligible employees (full-time and part-time staff members working at least 20 hours per week) are included on the list [for companies with fewer than 249 employees or less]

OR

The list includes a random sample of eligible employees (full-time and part-time staff members working at least 20 hours per week) [for companies with 250 or more employees]

Please verify the following about your survey distribution list by placing an ‘x’ in

each box:

The list includes only employees located in the U.S.

The list includes full-time and part-time employees working at least 20 hours per week.

Union employees shall not be omitted from the survey process:

Does your work force include union employees? Yes  No

If yes: Have your union employees been included in the random selection process?

Yes  No

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**Employee Survey Verification Form (continued)**

The Best Companies to Work for in Colorado program is a competition. In order to ensure a level playing field for all participants, incentives of any kind are strictly prohibited. In other words, your organization may not provide any enticements either to try to drive up response rates or influence employees’ answers. Incentives include, but are not limited to, the following: monetary gifts, prizes, time off, food, drawings, raffles, bonuses, etc.

The same is true for any penalties. Your organization may not try to influence participation rates and/or responses by implicitly or explicitly threatening any adverse impact on employees who choose to participate or not and/or choose to respond/answer in a particular manner.

The organization has not introduced any incentives or penalties to the survey process.

**Random Sample Documentation:** If your organization has 250 or more employees, please describe how you will select a random sample of up to 400 of your employees (please see random selection document for the random sample appropriate for the number of employees at your organization):

**Login Set Distribution:**  To ensure the integrity of the survey process, please provide a brief description of the distribution and collection process that you plan to use for the login sets [if applicable]: