

APPLICATION FORM

FACET OF EXCELLENCE:

Total Rewards

General Company Information

Company Name:	
Primary Contact Person for Company:	
Phone Number for Primary Contact Person:	
Email Address for Primary Contact Person:	

How to Complete the FACET Application Form

- **CATEGORY OVERVIEW** – For each of the Categories for this Facet of Excellence, you will be asked to provide a *Category Overview*. This section is important but will not be scored, as this section typically depends on factors such as business type and size, organizational relationships, the organization’s state of development and employee capabilities and responsibilities – all of which are specific to an individual organization.

For the *Category Overview* there will be a question or a set of questions and space will be provided below in a yellow shaded cell for the Applicant Response to be provided. As you type in the cell, it will expand with your response. Please be thorough, yet concise.

- **QUESTIONS WITHIN EACH SCORING DIMENSION** – There are four (4) *Scoring Dimensions* for each Category:

1. **Strategic Alignment**
2. **Systematic Planning and Approach**
3. **Execution and Communication**
4. **Measurement, Evaluation, and Results**

For each *Scoring Dimension* there will be a question or a set of questions and space will be provided below in a yellow shaded cell for the Applicant Response to be provided. As you type in the cell, it will expand with your response. Please be thorough, yet concise.

APPLICATION FORM

FACET OF EXCELLENCE:

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Intent and Purpose of the FACET

The intent and purpose of this **FACET** is to examine how your organization's employees are rewarded, including direct compensation, non-monetary recognition, employee benefits, wellness initiatives, and workplace safety. There is no preferred structure or process. We are looking to see if these efforts:

- Support the overall strategic objectives of the organization
- Contribute to the well-being, satisfaction, and motivation of employees
- Encourage high performance and deliver improved business results

CATEGORIES:

- Direct Compensation
- Recognition (Non-Monetary)
- Benefits and Wellness
- Workplace Safety

APPLICATION FORM

Category: *Direct Compensation*

Category Overview:

Provide a brief description of your organization's approach to its compensation philosophy. Discuss all aspects of compensation, including base pay, incentives, and bonus programs.

Applicant Response: (This cell will expand as you enter your response.)

Strategic Alignment:

Explain how your compensation philosophy supports the organization's strategic objectives and culture.

Applicant Response: (This cell will expand as you enter your response.)

Systematic Planning and Approach:

How does your organization make decisions about its compensation philosophy? Who participates in this process? Describe the process of obtaining the information which supports the decision-making process (e.g., benchmarking, external consultants, employee surveys, etc.).

Applicant Response: (This cell will expand as you enter your response.)

Execution and Communication:

Describe in detail how you implement your compensation programs. Include a discussion of the communication strategies and methods that support implementation. How are your compensation programs assessed and revised over time?

Applicant Response: (This cell will expand as you enter your response.)

Measurement, Evaluation, and Results:

A) Do you measure the effectiveness of your compensation programs? If so, how?

B) Do you gauge employee satisfaction levels with the compensation programs? If so, how?

C) Do you assess the on-going impact of your compensation systems on the individual employee's performance? On the organization's performance? If so, how?

D) Do you use the information you gather to improve the compensation philosophy? If so, how?

For each of the questions above (A-D), list the specific results below. You may provide this information in a pictorial format such as a table, chart, graph, etc.

Applicant Response: (This cell will expand as you enter your response.)

APPLICATION FORM

Category: *Recognition (Non-Monetary)*

Category Overview:

Provide a brief description of your organization's approach to employee recognition. Discuss all elements of your organization's recognition programs.

Applicant Response: (This cell will expand as you enter your response.)

Strategic Alignment:

Explain how the recognition programs support your organization's strategic objectives and culture.

Applicant Response: (This cell will expand as you enter your response.)

Systematic Planning and Approach:

How does your organization make recognition program decisions? Who participates in this process? Describe the process of obtaining the information which supports the decision-making process (e.g., benchmarking, external consultants, employee surveys, focus groups, etc.).

Applicant Response: (This cell will expand as you enter your response.)

Execution and Communication:

Describe in detail how you implement your employee recognition programs. Include a discussion of the communication strategies and methods that support implementation. How are your recognition programs assessed and revised over time?

Applicant Response: (This cell will expand as you enter your response.)

Measurement, Evaluation, and Results:

A) Do you measure the effectiveness of your employee recognition programs? If so, how?

B) Do you gauge employee satisfaction levels with the employee recognition programs? If so, how?

C) Do you assess the ongoing impact of your recognition programs on the individual employee's performance? On the organization's performance? If so, how?

D) Do you use the information you gather to improve your employee recognition programs? If so, how?

For each of the questions above (A-D), list the specific results below. You may provide this information in a pictorial format such as a table, chart, graph, etc.

Applicant Response: (This cell will expand as you enter your response.)

APPLICATION FORM

Category: *Benefits and Wellness*

Category Overview:

Provide a brief description of your organization's approach to benefits and wellness programs. Discuss benefit plans which are both regulated (e.g., retirement, health and welfare, fringe, etc.) and unregulated (e.g., paid time off, flexible work arrangements, employee services, etc.), as well as current employee health and wellness initiatives.

Applicant Response: (This cell will expand as you enter your response.)

Strategic Alignment:

Explain how your benefits and wellness programs support the organization's strategic objectives and culture.

Applicant Response: (This cell will expand as you enter your response.)

Systematic Planning and Approach:

How does your organization make benefits and wellness program decisions? Who participates in this process? Describe the process of obtaining the information which supports the decision-making process (e.g., benchmarking, external consultants, employee surveys, focus groups, etc.).

Applicant Response: (This cell will expand as you enter your response.)

Execution and Communication:

Describe in detail how you implement your benefits and wellness programs. Include a discussion of the communication strategies and methods that support implementation. How are your benefits and wellness programs assessed and revised over time? As changes are made to your benefits and/or wellness programs, how do you communicate these changes to your employees?

Applicant Response: (This cell will expand as you enter your response.)

Measurement, Evaluation, and Results:

- A) Do you measure the effectiveness of your benefits and wellness programs? If so, how?
- B) Do you gauge employee satisfaction levels with the benefits and wellness programs? If so, how?
- C) Do you assess the ongoing impact of your benefits and wellness programs on the individual employee's performance? On the organization's performance? If so, how?
- D) Do you use the information you gather to improve your benefits and wellness programs? If so, how?

For each of the questions above (A-D), list the specific results below. You may provide this information in a pictorial format such as a table, chart, graph, etc.

Applicant Response: (This cell will expand as you enter your response.)

APPLICATION FORM

Category: *Workplace Safety*

Category Overview:

Please describe in detail how your organization provides for employee safety. Include any programs/tools/initiatives designed to address the workplace environment, ergonomic health, and physical security, either pro-actively (preventative) or reactively (responsive).

Applicant Response: (This cell will expand as you enter your response.)

Strategic Alignment:

Explain how your workplace safety programming supports the organization's strategic objectives and culture.

Applicant Response: (This cell will expand as you enter your response.)

Systematic Planning and Approach:

How does your organization make decisions pertaining to safety in the workplace? Who participates in this process? Describe the process of obtaining the data to support the decision-making process (e.g., accident/injury reports, external risk management evaluations, internal safety teams, etc.).

Applicant Response: (This cell will expand as you enter your response.)

Execution and Communication:

Describe in detail how you implement your workplace safety programs. Include a discussion of the communication strategies and methods that support implementation. How are your workplace safety programs assessed and revised over time?

Applicant Response: (This cell will expand as you enter your response.)

Measurement, Evaluation, and Results:

- A) Do you measure the effectiveness of your workplace safety programs? If so, how?
- B) Do you gauge employee satisfaction levels with the workplace safety programs? If so, how?
- C) Do you assess the ongoing impact of your workplace safety programs on the individual employee's performance? On the organization's performance? If so, how?
- D) Do you use the information you gather to improve your workplace safety programs? If so, how?

For each of the questions above (A-D), list the specific results below. You may provide this information in a pictorial format such as a table, chart, graph, etc.

Applicant Response: (This cell will expand as you enter your response.)