



Organizational Profile

Leadership Review & HR Inventory

The Leadership Review and HR Inventory are designed to collect and highlight the elements that combined, help make your organization an Employer of Choice®. The information collected will be combined with the Employee Commitment Survey to determine an overall **Employer of Choice** score.

Please fill in the following sections with as much detail as possible.

1. Leadership Review

1.1. Communication

How effective is executive leadership at conveying the mission, vision values, goals and strategies? To what degree did employees have input into the mission, vision and values? What channels of communication are used and how often?

1.2. Employee Engagement

How do executive leaders engage employees and help them become more involved in and committed to the organization?

1.3. Social Responsibility

Describe SR (social responsibility) initiatives supported by your organization.

1.4. Trust & Respect

How does the executive leadership develop trust and respect with employees?

1.5. Governance & Transparency

Please describe how your board works to create an **Employer of Choice** culture and how your organization demonstrates fiscal responsibility. Give examples.

1.6. Volunteering

Please describe what your organization does to attract, engage and retain volunteer staff. Give examples.

1.7. Above & Beyond



2. HR Inventory Compensation, Benefits, Practices, Policies, Procedures and Perks

2.1. Work/life Initiatives

What work/life initiatives does your organization administer to help employees better manage their busy lives?

Initiative	Yes	No	Coming
1. Childcare assistance?			
2. Paid time off for volunteer work?			
3. Paid personal days off? (compassion leave)			
4. Eldercare initiatives (may range from referral program, eldercare assessment, case management, a list of local organizations or businesses that can help with information or products, or seminars and support groups)?			
5. Referral program to Care Services, local organizations, etc.?			
6. Flexible working arrangements? (work at home, job-sharing, etc.)			
7. Parental leave for adoptive parents?			
8. Family leave policies and other leave of absence policies such as educational leave, community service leaves, self-funded leave or sabbaticals?			
9. EAP (employee assistance programs): on-site seminars and workshops on such topics as stress, nutrition, smoking cessation, communication etc?			
10. Subsidized internal and/or external educational or training opportunities?			
11. Health & Wellness program			
12. Fitness facilities or fitness membership assistance?			
13. Tele-work option for employees?			
14. Overtime support other than compensation			
15. Relocation services for transferred employees			

2.2. Employer-Paid Healthcare – Medical, Dental, other

Initiative	Yes	No	Coming
16. Flex Benefit program			
17. Life Insurance			
18. Accidental death & dismemberment			
19. Short term disability			
20. Long Term Disability			
21. Mental Health support			
22. Eye care – eye exams, check-ups, eye glass purchase subsidy			
23. Dental Coverage			
24. Health coverage for retirees			
25. Ergonomic assessment of work area			

2.3. Financial

Initiative	Yes	No	Coming
26. Competitive wages			
27. Register Retirement Savings Program contributions			
28. Employee referral programs			
29. Pension plan			
30. Rewards & Recognition			
31. Reimbursement for continuing education and courses related to work			
32. Matching charity contribution program			