

Employer of the Year Criteria

1. **Workplace Culture and Employee Engagement:**

- Demonstrated commitment to fostering a positive and inclusive workplace culture that promotes employee well-being, engagement, and satisfaction.
- Implementation of initiatives to enhance employee morale, motivation, and work-life balance.

2. **Employee Development and Training:**

- Provision of opportunities for employee skill development, training programs, and career advancement.
- Implementation of performance management systems, mentoring programs, or leadership development initiatives.
- Workplace has new starter style programs such as traineeships/apprenticeships or graduate programs.
- Workplace has a well structured and well thought through induction and onboarding program.

3. **Workforce Diversity and Inclusion:**

- Promotion of diversity and inclusivity within the workplace, including gender, age, cultural background, and individuals with disabilities.
- Implementation of strategies to ensure equal employment opportunities and fair treatment for all employees

4. **Health and Safety:**

- Demonstration of a strong commitment to workplace health and safety.
- Implementation of effective safety protocols, risk assessments, and employee well-being programs.
- The workplace has a comprehensive and structured approach to managing the return-to-work process when an employee is injured. This includes clear protocols and procedures that are designed to support employees throughout their recovery and reintegration into the workplace.

5. **Employee Benefits and Work-Life Balance:**

- Provision of attractive employee benefits, such as flexible work arrangements, paid leave, healthcare plans, and retirement benefits.
- Support for work-life balance initiatives and programs that promote employee well-being.

6. **Employee Recognition and Rewards:**

- Implementation of recognition programs to acknowledge and reward employee performance and achievements.
- Demonstrated appreciation for employee contributions and efforts.
- Have a system in place that clearly defines and communicates individual goals and expectations to all team members, ensuring everyone knows what they need to achieve.
- Have a structured policy or approach for addressing and managing poor performance, including clear procedures for feedback, support, and improvement plans.

7. Employee Communication and Engagement:

- Effective communication channels and practices that encourage open dialogue and feedback between management and employees.
- Opportunities for employee participation and involvement in decision-making processes. Employees are positive advocates for the employer, actively promoting a favorable image of the organisation within the workplace, with customers, and throughout the community.

8. Corporate Social Responsibility:

- Integration of social and environmental responsibility into business practices.
- Contribution to the community, involvement in philanthropic initiatives, or sustainability efforts.
- Workplace has appropriate policies and processes in place to support transparency, equity & consistency of approach to key workplace issues.

9. Leadership and Management Practices:

- Demonstrated strong leadership and effective management practices that inspire and motivate employees.
- Evidence of transparent and ethical leadership, clear goals, and strategic planning.

10. Business Growth and Success:

- Evidence of business growth, innovation, and financial success.
- Positive impact on the local economy and industry.

Employer of the Year Judging Sheet

1) Workplace Culture and Employee Engagement:

- a) How do you foster a positive and inclusive workplace culture that promotes employee well-being, engagement, and satisfaction? ____ / 15

- b) Can you provide examples of initiatives or programs you have implemented to enhance employee morale, motivation, and work-life balance? ____ / 15

- c) How do you measure and assess employee engagement and satisfaction within your organisation? ____ / 15

2) Employee Development and Training:

- a) How do you provide opportunities for employee skill development, training programs, and career advancement? ____ / 15

- b) Have you implemented performance management systems, mentoring programs, or leadership development initiatives? If yes, can you provide examples? ____ / 15

- c) How do you support employees in their professional growth and development? ____ / 15

- d) Can you describe the new starter programs implemented in your workplace, such as traineeships, apprenticeships, or graduate programs? How do these programs support the development and growth of new employees? ____ / 15

- e) How do these programs contribute to fostering a positive and inclusive workplace culture? ____ / 15

- f) Could you outline the key components of your induction and onboarding program for new employees? How do you ensure that it is comprehensive and effective in integrating new employees into the workplace? ____ / 15

- g) How does your onboarding program support employees in understanding the company's values, mission, and expectations? ____ / 15

3) Workforce Diversity and Inclusion:

- a) How do you promote diversity and inclusivity within your workplace, including gender, age, cultural background, and individuals with disabilities? ____ / 15

- b) Can you share strategies you have implemented to ensure equal employment opportunities and fair treatment for all employees? ____ / 15

- c) How do you create an inclusive environment that values and respects the diversity of your workforce? ____ / 15

4) Health and Safety:

- a) How do you demonstrate a strong commitment to workplace health and safety? ____ / 15

- b) Can you provide examples of effective safety protocols, risk assessments, and employee well-being programs that you have implemented? ____ / 15

- c) How do you involve employees in maintaining a safe and healthy work environment? ____ / 15

How does your workplace manage the return-to-work process for injured employees? ____ / 15

5) Employee Benefits and Work-Life Balance:

- a) What attractive employee benefits do you provide, such as flexible work arrangements, paid leave, healthcare plans, and retirement benefits? ____ / 15

- b) How do you support work-life balance initiatives and programs that promote employee well-being? ____ / 15

- c) Can you share examples of how these benefits and initiatives have positively impacted your employees' lives? ____ / 15

6) Employee Recognition and Rewards:

- a) How do you recognise and reward employee performance and achievements within your organisation? ____ / 15

- b) Can you provide examples of recognition programs or initiatives you have implemented? ____ / 15

- c) How do you ensure that employees feel appreciated for their contributions and efforts? ____ / 15

- d) How does your organisation ensure that all team members are clear about their individual goals and what they need to achieve? ____ / 15

- e) How do you handle poor performance within your team? ____ / 15

7) Employee Communication and Engagement:

- a) What communication channels and practices do you have in place to encourage open dialogue and feedback between management and employees? ____ / 15

- b) How do you involve employees in decision-making processes and provide opportunities for their participation and engagement? ____ / 15

c) Can you provide examples of how employee feedback has led to positive changes or improvements within your organisation? ____ / 15

d) How do you encourage and support employees to be positive advocates for the employer and the workplace? ____ / 15

e) Can you provide examples of how employees actively promote a positive image of the company to external stakeholders, such as customers, r industry partners or the broader community? ____ / 15

8) Corporate Social Responsibility:

a) How do you integrate social and environmental responsibility into your business practices? ____ / 15

b) Can you share examples of your contribution to the community, involvement in philanthropic initiatives, or sustainability efforts? ____ / 15

c) How do you communicate your corporate social responsibility initiatives to your employees and stakeholders? ____ / 15

d) How do you ensure transparency in your workplace regarding key workplace issues, such as performance evaluations, promotions, or workplace policies? ____ / 15

e) What measures are in place to promote equity and fairness among employees when it comes to opportunities, benefits, and career advancement? ____ / 15

9) Leadership and Management Practices:

a) How do you demonstrate strong leadership and effective management practices within your organisation? ____ / 15

b) Can you provide examples of how you inspire and motivate your employees through your leadership? ____ / 15

c) How do you ensure transparent and ethical leadership, clear goals, and strategic planning? ____ / 15

10) Business Growth and Success:

a) What evidence can you provide of your business growth, innovation, and financial success? ____ / 15

b) How has your organisation made a positive impact on the local economy and the nursery and garden industry? ____ / 15

c) Can you share examples of how your business has thrived despite challenges and uncertainties? ____ / 15

Tailor these questions to the specific achievements, initiatives, and practices of the candidates during the interview process.