



Employer of Choice Award
Nomination Form
Job Service Employers' Committee (JSEC)



Dear Business Owner, Manager, Supervisor, and Staff Member:

The Bozeman Job Service Employer Committee annually recognizes businesses that create “Great Workplaces” in our community by presenting them with an Employer of Choice Award.

JSEC is now accepting nominations for Employer of Choice in three categories: employers with 0-24 employees, employers with 25-50 employees, employers with 51+ employees.

Tell us your story, or give an application to a business who you think is an Employer of Choice so they can tell their story. We want to hear what Bozeman businesses are doing to create a great workplace so they can receive this award. Each year, winning employers at the JSEC level are eligible to be nominated for the MSEC Employer of Choice Award.

Are employed by an Employer of Choice?

Are you an enthusiastic employee who is fully engaged and impressed with the business and employer for whom you work or do business?

Does the business provide innovative workforce solutions for training, increasing employee participation and motivation?

Or, do you know of a business that has done something exceptional for its employees and/or the community and think it is an Employer of Choice?

Nominations are due March 11, 2019.

Please e-mail completed nomination form to: shanken@mt.gov

Or mail to:

**Bozeman JSEC c/o Susan Hanken; 121 No Willson Ave ~
Bozeman, MT 59715**

The Bozeman Job Service Employers' Committee (BJSEC) works with and supports the services of our local Job Service and assists with our community's workforce and business development needs.

JSEC Employer of Choice Award Guidelines

What makes your organization a great place to work?

Employers use a variety of methods to attract and retain people. Staff may be offered:

- Work flexibility
- Work and family life balance
- Challenging and rewarding career path
- Training and Continuing Education
- Competitive wages and benefits
- Perks
- Accountability and Fun
- Healthy workplace environment
- Leadership and Policies
- Team Building
- Community Involvement

Entry process and judging

All entrants will be notified of receipt of their entry.

Entries will be judged by a panel comprised of JSEC members and past JSEC Award Winners.

The 2019 Employer of Choice winners will be announced by March 25th.

The judging panel will select the winners of the 2019 Employer of Choice Award based on its decisions and scores regarding written entries, thoroughness of information provided for all sections, and employee comments or testimonials. Please provide logo and pics, if possible/relevant.

Terms and conditions of entry

- All entry documentation must be received by **March 11, 2019**.
- Members of the judging panel are ineligible to enter.
- Entries and supporting materials will not be returned to entrants. All materials submitted will be used for the purpose it is intended and will not be circulated. No material relating to the entry will be publicized without prior approval.
- The three local winners will be submitted as nominees into the MSEC - Montana State Employers' Council Employer of Choice Award Competition for the statewide designation of the award, competing with Employers of Choice across the State.
- The state MSEC award recognizes one small employer (under 25 employees), one mid-sized employer (25-50 employees) and one large employer (51+ employees) using the same criteria and standards.

Assistance in completing the entry

If you require any assistance in completing your entry, please do not hesitate to telephone Susan at Job Service Bozeman: (406) 582-9223 or e-mail shanken@mt.gov.

JSEC Employer of Choice Nomination Form

Business Information			
Company:			
Address:			
City:		Zip:	
Phone:		Email:	
Employer's website address:			
Size of business: <input type="checkbox"/> 51 or more <input type="checkbox"/> 25-50 employees <input type="checkbox"/> 25 or fewer employees Number of employees: How long has nominated employer been in business: Member of Local JSEC Chapter: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Nominated by			
Name:			
Title:			
Phone:		Email:	

You may type your responses onto a separate sheet of paper and submit with this nomination form.

1. Describe: Employee Benefits/Initiatives (Maximum score=10 points)

2. Describe: Leadership and Workplace Culture (Maximum score=10 points)

Note: **Leadership** refers to many aspects of a business' performance, such as effectively communicating with employees, cultivating respect and confidence among employees, leading the way within an industry or community, having vision and being innovative. **Workplace Culture** refers to the prevalent atmosphere of a business including collaborating with employees in business decisions, respecting life/work balance, demonstrating balanced treatment in personnel decision making and creating opportunities for employees to be recognized.

3. Describe: Employee Training/Development (Maximum Score=10 points)

Note: **Employee Development** refers to the investment in time and resources a business dedicates to developing its employees including continuing education opportunities, mentoring programs and opportunities for advancement.

4. Describe: Community Orientation (Maximum Score=10 points)

Note: **Community Orientation** refers to services or contributions a business makes to the community through special programs or outreach. Including developing/providing incentive programs to recycle or use public transportation, sponsoring local events, donating resources to non-profit organizations.

5. Describe: OJT, Mentorship, Internship, or Apprenticeship Opportunities (Tie Breaking Points up to 10)

Note: Montana is continuing to focus on opportunities to fill the workforce pipeline. What is your organization doing to promote and create opportunities that build the workforce within the state?

6. Describe: Summary of your Organization

Note: If your organization is selected as the MSEC Employer of Choice, what do you want others to know about your organization?

Please Return Nominations no later than Monday, March 11th, 2019.
Please e-mail completed form to Susan; shanken@mt.gov
Or, mail completed form to: Bozeman JSEC; Attention: Susan Hanken
121 No Willson Avenue • Bozeman, MT 59715