

Pulling It All Together

Employer of Choice Checklist

A shared company vision:

- Every employee understands what distinguishes our company from our competitors.
- All employees understand, and share our common company vision.
- We attract employees who are compatible with our company vision.

Employee has role clarity:

- Employees know what is expected of them on the job.
- Employees know who they report to, and who to seek help from.
- Co-workers are committed to doing the job well.
- Employees regularly receive feedback on job performance.

A healthy, safe and comfortable workplace:

- Employee health and safety awards come before production goals.
- Positive professional friendships are encouraged at our company.

A motivating, supportive and trusting environment:

- Employees have the necessary tools to do the job.
- Supervisors care about employees as individuals.
- Employees' opinions are listened to and are taken into account.
- Supervisors act as coaches and are supportive.
- Supervisors offer genuine praise often.
- Employees have the opportunity to do what they do best.
- Employees are encouraged to grow and develop within their careers.
- Employees have opportunities for growth, given challenging work, new duties/assignments.

Balance in work and personal life:

- Employees have flexible work hours and vacations.
- Employees have some discretion over timing of overtime.

Regular and open communication:

- Supervisors continually share information and knowledge with all employees.
- The company encourages regular feedback between employees and supervisors.