

EMPLOYER ASSESSMENT

GENERAL WORKPLACE CONTACT INFORMATION

Name of dealership (if your dealership makes the list, this will be used for marketing and publishing purposes):

Your entire dealership group's Senior-most Leader (President, CEO, Owner) contact information:

Name (Including prefix or suffix, e.g., Dr., Ms., Mr., Jr., etc.)

Title:

City, State, ZIP:

Mobile Phone Number:

Email address:

Number of years as the leader of your dealership: _____ Year(s)

Your dealership location's Senior-most Leader (President, Owner, Dealer Principal, General Manager) contact information:

Name (Including prefix or suffix, e.g., Dr., Ms., Mr., Jr., etc.):

Title:

City, State, ZIP:

Mobile Phone Number:

Email address:

The email address of the senior leader in the above two questions will only be used to contact this individual to arrange possible interviews for recognition purposes. The email address will not be shared publicly.

Your dealership submitted the total number of permanent full- and part-time eligible employees at your local dealership on the email upload portal (*online employee survey method*) or on the confirmation checklist (*paper employee survey method*). Based on that number, please respond to the questions below about your employees in each category, if available.

Please provide the number of full- and part-time employees at your dealership that are millennials (born between 1981-1996).

a. Sum of all millennial employees at your dealership: _____

Please provide the number of full- and part-time employees at your dealership that are Hispanic and/or Latino.

a. Sum of all Hispanic and/or Latino employees at your dealership: _____

Please provide the number of full- and part-time employees at your dealership that are female.

a. Sum of all female employees at your dealership: _____

Please provide the number of full- and part-time employees at your dealership that are male.

a. Sum of all male employees at your dealership: _____

Please provide the percentage of senior-level positions that are held by men or women at your dealership:

Men: _____%
Women: _____%

Please provide your dealership's percentage rate of voluntary turnover from its previous fiscal year: _____%

RECRUITING AND EMPLOYMENT PRACTICES

Does your dealership utilize pre-employment screening or skills assessment tools? (Yes/No)

If yes, select all that apply:

- Credit history
- Criminal background checks
- Driving records
- Drug testing
- Education verification
- Personality/behavioral tests
- Previous worker's compensation claims
- Professional reference checks
- Sex offender registry
- Skills assessment
- Social media
- Unstructured recorded interviews
- Work sample tests
- Other, please describe:

Does your dealership take an approach to hire and keep any employees of different ethnicities and cultures? (Yes/No)

If yes, please explain this approach.

Does your dealership take any approach to hire and keep any employees that identify as female? (Yes/No)

If yes, please explain this approach.

Does your dealership take any approach to hire and keep any employees that need workplace accommodations for their disabilities? (Yes/No)

If yes, please explain this approach.

Does your dealership take any approach to hire and keep any employees that are older in age? (Yes/No)

If yes, please explain this approach.

Does your dealership take any approach to hire and maintain employees that are veterans or have served in the military? (Yes/No)

If yes, please explain this approach.

Does your dealership have a formal grievance procedure in place for employees who feel they have been treated unfairly based upon their race, gender identity, or beliefs? (Yes/No)

If yes, briefly explain and provide examples. (800 character limit)

Does your dealership provide formal inclusion and diversity training? (Yes/No)

If yes, please list up to three examples. *(250 character limit per example)*

Does your dealership have Employee Resource Groups (ERGs) for employees who fall into the “diversity” category? (Yes/No)

If yes, please list the ERGs and the employees they serve. Examples include: a mentorship program, an LGBTQ+ network, a veterans support group, a women’s network. *(250 character limit per example)*

DEALERSHIP BENEFITS

How many employer-paid holidays do you offer each year?

Does your dealership provide time off as PTO (one bank of time) or as vacation/sick/personal days (separate banks)?

After one year of employment at your dealership, do your employees receive an unlimited number of paid time off? (Yes/No)

If no, how many days of paid time off do employees receive after one year?

After one year of employment at your dealership, do your employees receive an unlimited number of vacation days? (Yes/No)

If no, how many vacation days do employees receive after one year?

After one year of employment at your dealership, do your employees receive an unlimited number of sick days? (yes/No)

If no, how many sick days do employees receive after one year?

After one year of employment at your dealership, do your employees receive an unlimited number of personal days? (yes/No)

If no, how many personal days do employees receive after one year?

Please select any of the following additional PTO policies or programs that apply to your dealership:

Employees can use their sick days to care for their dependents.

Employees can exchange their unused time off for pay.

Employees can donate their unused time off/personal/sick days to fellow employees.

My dealership does not provide any additional absence policies.

Other than what is required by the Family and Medical Leave Act (FMLA) or other laws, or what is provided for in a short-term disability program offered by your dealership, which benefits does your dealership offer for the adoption/birth of a child? *(Select all that apply)*

Fully paid maternity leave

Partially paid maternity leave

Unpaid maternity leave

Fully paid paternity leave

Partially paid paternity leave

Unpaid paternity leave

Other, please describe:

Our dealership does not offer other benefits for the adoption/birth of a child.

Does your dealership offer healthcare benefits? (Yes/No)

If yes, who is eligible?

Full-time employees only

Full-time and part-time employees (working less than 32 hours a week)

When can a new hire enroll in your dealership's healthcare plan (*check one*)?

First day of hire

First day of the next month after hire

30 days after hire

60 days after hire

90 days after hire

More than 90 days after hire

Other, please describe: _____

Please put a check mark next to each benefit provided by your dealership and the percentage of the premium cost absorbed by the dealership. If your dealership offers more than one plan for any benefit, please select the response which describes your most basic plan.

Medical coverage (employee)

Medical coverage (dependents)

Dental coverage (employee)

Dental coverage (dependents)

Vision coverage (employee)

Vision coverage (dependents)

Long-term care insurance (employee)

Long-term care insurance (dependents)

Life insurance (employee)

Life insurance (dependents)

Long-term disability benefits

Short-term disability benefits

Flexible Spending Accounts

Regarding your dealership's healthcare benefits (health, dental, vision, long-term care, disability, supplemental health insurance, pet insurance, etc.), is there anything else you'd like to tell us? (*800 character limit*)

Are there any bonus or incentive programs at your dealership currently offered to employees? (Yes/No)

Can employees at your dealership receive bonuses if they provide referrals for new hires? (Yes/No)

Does your dealership provide employees with third-party resources to receive help with personal issues (e.g., EAP)? (Yes/No)

If yes, briefly describe. (*800 character limit*)

Does your dealership offer an employee retirement plan? (*Select all that apply*)

401(k), 403(b) or 457

Pension Plan (SIMPLE, SEP and/or SARSEP)

Defined benefit plan

Formal profit-sharing plan
Employee Stock Ownership Plan (ESOP)
Employer match or other formal contribution to the retirement plan

- If you have an employer match, please briefly describe:

Other, please describe: _____
My dealership does not offer a retirement plan.

When are employees entitled to contribute to their retirement plan at your dealership?

First day of hire
First day of the next month after hire
30 days after hire
60 days after hire
90 days after hire
More than 90 days after hire
Other, please describe _____

Are any of your employees “remote” or “work-from-home” on a full-time or part-time basis? (Yes/No)

What percentage of your employee population is currently remote (on a full-time and part-time basis)?

What percentage of your employee population was remote prior to COVID (March 2020)?

What best practices does your dealership use to keep your remote workforce engaged? (1000 character limit)

GIVING BACK, WELLNESS INITIATIVES, AND WORK-LIFE BALANCE

In what ways does your dealership give back to the community? (*Select all that apply*)

We've implemented an employee volunteer program
We allow employees to participate in community service during normal business hours without losing pay or using vacation time
We host drives (food, clothing, toys)
We match employees' charitable donations
We provide opportunities for employees to engage with local health or human service initiatives
Other, please describe:
Our dealership does not formally support community initiatives.

Does your dealership promote health and wellness via any of the following? (*Select all that apply*)

Fitness and/or wellness programs within the workplace
Flexible work hours
Furniture that is ergonomically correct and/or encourages movement
Health club membership or fitness/wellness program reimbursement
Snacks, meals, meal stipends, and/or beverages
Telecommuting
Workplace facilities to promote exercise and fitness
Other, please describe:
Our dealership does not promote formal health and wellness initiatives.

Are managers in your dealership trained to look for and deal with signs of mental stress, fatigue, and/or burnout among their team? (Yes/No)

If yes, please briefly describe (type of training, how often). (800 character limit)

Does your dealership provide family-friendly support through any of the following? (*Select all that apply*)

Fully or partially paid parental leave for the birth or adoption of a child.

Adoption benefits, including information and referral services, paid time off, legal, counseling and agency fees, court costs, travel, and lodging, etc.

Time off to take family members to medical appointments.

Marriage and family counseling.

Marriage anniversary time off.

Lactation facilities, lactation support programs, and/or breastmilk shipping during business travel for breastfeeding mothers.

All or part of employees' full- or part-time childcare paid, either on a regular basis or at pre-arranged times.

Schedule flexibility to attend children's school events (sports, music, other activities).

Employees' family members invited to workplace celebration or holiday events.

Tickets to sporting events or other entertainment events, museums, or amusement parks.

Other, please describe: _____

My dealership does not provide any family-friendly support.

Does your dealership promote a healthy work/life balance through any of the following? (*Select all that apply*)

Employee concierge services (e.g., car washes; chair massages; laundry service; etc.).

Employees are encouraged to limit checking of email and voicemail outside of work hours.

Employees are not permitted to work while on vacation.

Employees are required to take time off.

Financial planning workshops, seminars, or classes.

Meetings and staff-only events are not scheduled after hours.

No mandatory overtime (or kept to a strict pre-approved minimum).

Personal development and/or stress management workshops, seminars, or classes.

Sabbatical leave.

Time management workshops, seminars, or classes.

Other, please describe: _____

My dealership does not promote a work/life balance.

Does your dealership coordinate "Fun" activities to relieve work-related stress? (Yes/No)

If yes, please list up to three activities. (250 character limit per description)

What is the typical number of hours per day that the average employee works at your dealership?
_____ Hours per day.

What is the typical number of days per week that the average employee works at your dealership?
_____ Days per week.

Does your dealership currently offer four-day work weeks? (Yes/No)

Has your dealership been rewarded for its practices or customs in the workplace? (Yes/No)
If yes, please list up to three awards (include the name, year, and who presented the award).

TRAINING AND CAREER DEVELOPMENT

How often does your dealership conduct performance reviews for all employees?

As needed

Annually

Semiannually

Three or more times a year

My dealership does not conduct employee performance reviews for all employees.

Does your dealership offer formal employee professional development and/or career advancement programs? (Yes/No)

If yes, please briefly describe. (800 character limit)

Does your dealership offer any programs or trainings that prepare employees for leadership roles? (Select all that apply)

Job shadowing and/or cross training

Leadership workshops or other formal leadership education

Mentoring

Support of leadership roles within volunteer organizations outside of your dealership

Other, please describe:

My dealership does not offer programs or trainings that prepare employees for leadership roles.

Do you require employees to complete any of the following workplace-related training on a regular basis? (Select all that apply):

Communication

Conflicts of interest

Cyber security

Discrimination

Job safety

Moral behavior

Products and services

Quality

Racial sensitivity

Sexual harassment

Other, please describe:

None of the above

What types of tuition reimbursement and/or assistance does your dealership offer? (*Select all that apply*)

Advanced or post-graduate degree

Business education workshops and/or conferences

Professional certifications

Work-related courses

Other, please describe: _____

My dealership does not offer tuition reimbursement and/or assistance.

DEALERSHIP CULTURE & COMMUNICATIONS

Please select how frequently your Senior-most Leader consistently schedules staff meetings:

At least once a month

Once a quarter

Twice a year

Once a year

Less often than once a year

My Senior-most Leader does not schedule staff meetings.

How often does your dealership conduct employee engagement surveys?

This is the first time

Less than once a year

Once a year

More than once a year

Does your dealership have a structured system for recognizing achievements, attendance, or safety? (Yes/No)

If yes, please list up to three examples. (*250 character limit per example*)

ADDITIONAL INFORMATION FOR POSSIBLE RECOGNITION

Should you make the list, we would like to notify your top three vendors or suppliers. Please provide the names and contact information: Vendors 1 - 3:

Vendor Name:

Contact Name:

Address, City, State, ZIP:

Telephone:

Email Address:

In a few sentences, please tell us what makes your dealership the “best place to work for.” (*250 character limit*)

Please list three things that you do for your employees that makes them enjoy working for your dealership. (*250 character limit per description*)

Other than what you've listed elsewhere in this questionnaire, please tell us about any other unique benefits your dealership provides to your employees. (*250 character limit per description*)

In the event that your dealership is named a “best dealership to work for,” what would your winner profile say? (750 character limit):

Please provide your dealership’s website and official social media page:

Website: _____

Social media page: _____

Additional Partner Questions

The following questions were developed by Automotive News. Responses to these questions will not be used in the analysis to determine the Best Dealerships To Work For.

At registration, the address below was submitted as the physical address of the dealership. Please correct any information that is not accurate:

(Address from employer registration generates here)

Address 1: _____

Address 2: _____

City: _____

State/Province: _____

Zip/Postal Code: _____

Is there a dealer principal at this location? (Yes/No)

- a. If yes, what is the dealer principal’s name?
- b. If no, what is the general manager’s name?

[REQUIRED] Please indicate if you are part of a:

Publicly held dealership group (Enter name):

Privately held dealership group (Enter name):

N/A

With which charities or causes is your dealership most involved?

Charity/Cause 1:

Charity/Cause 2:

Charity/Cause 3:

Charity/Cause 4:

Charity/Cause 5:

Charity/Cause 6:

How long have you been involved with each (years)?

Charity/Cause 1:

Charity/Cause 2:

Charity/Cause 3:

Charity/Cause 4:

Charity/Cause 5:

Charity/Cause 6:

Please list/explain your annual contributions:

Money:

Volunteer time:

In kind contributions:

Other:

Other philanthropic activities your dealership is involved with:

Describe how your dealership's culture actively supports diversity and inclusion in the workplace. This may include coaching, mentoring, training, leadership development, etc.:

Please list any company and/or diversity awards your dealership has received through an industry, state or national award program. Please share the story behind the recognition or award:

Logo and Photo Request

Please submit three photos that show employees doing their jobs, community service or off-site activities together. They should be at least 4 to 5 inches wide with a resolution of 250. Acceptable formats are .jpg, .tif, .eps and .png. One of the photos should be landscape orientation of the highest resolution possible with the subject in close or medium distance. The best photos are candid, action shots (not posed) with people in them in a well-lit location.

Don't submit photos with writing superimposed on them. Don't submit collages; individual images are required.

Please provide caption information (what is happening in the photo, what is the name of the event, etc.). For photos containing four people or fewer, first and last names and titles, in order from left to right, are required. It is not necessary to include this information for larger group shots. However, if there is a high-level person in the group, such as the dealer principal or general manager, who can be easily identified (sitting in the middle of the group or somewhere in the front row, for example), please include that information.

Names and titles will be printed the way they are submitted, so please double-check that this information is correct, including spelling.

Please provide us with a high-resolution version of your logo (Upload specifications will be provided online).

Thank You!