



## **2021 Program Requirements**

1. Companies must be nominated by an employee to be considered for the competition.
2. Any current, full-time employee may nominate their company.
3. Only one nomination per company is necessary although more than one is permissible. Multiple nominations have no bearing on selection process.
4. The company must be a current PPAI member as of March 1, 2021.
5. The company must have a minimum of five full-time employees to qualify for consideration (owner or owners may be included in this count).
6. The company must provide PPAI with an Excel list of names and email addresses for all current full-time employees on or before April 6. If employees do not have a business email address, personal addresses are acceptable. There is no alternative to taking the survey by email. Employees who join the company after the Excel spreadsheet is submitted may not be added later. The Excel list should include only four columns: First Name, Last Name, Company and Email Address. PPAI is not responsible for incorrect or missing email addresses, including typos. Please proof your roster before sending. PPAI will keep this list confidential and will not share it with any third parties.
7. Each nominated company must identify one employee who will be the primary contact for the competition. That name should be provided to Tina Filipski at TinaF@ppai.org.

8. Each employee listed on the provided company roster will be sent an email with a link to the survey and must complete and submit it by April 29, 2021.
9. A minimum percentage of completed surveys must be received from employees to qualify the company for consideration:
  - 60% of employees at companies with 5-25 full-time employees
  - 40% of employees at companies with 26-75 full-time employees
  - 20% of employees at companies with 76 or more full-time employees
10. PPAI will make two attempts to secure a completed survey from every employee listed on the roster provided by the company.
11. Companies that do not meet the minimum percentage of survey completions will not be considered for this competition.
12. Companies will be scored based on employee ratings in four size categories: micro (5-9 employees), small (10-25 full-time employees), medium (26-75 full-time employees), and large (76 or more full-time employees).
13. Deadlines: Company nominations are due by March 25, 2021. An Excel spreadsheet of full-time employee names and email addresses is due by April 6, 2021. Employee surveys must be completed by April 29, 2021.

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