



NEOC Organizational Profile Sample: Leadership Review & HR Inventory

The Leadership Review and HR Inventory are designed to collect and highlight the key elements that combined, help make your organization an Employer of Choice.

The information collected will be combined with the Employee Commitment Survey to determine an overall Employer of Choice score. Each NEOC winner will be promoted by the designated media partners and listed on the CCEOC website.

This document is filled in by each participating organization and accounts for 50% of the overall assessment score. The following is a sample of the Organizational Profile.

1. Leadership Review

1.1. Communication

How effective is executive leadership at conveying the mission, vision values, goals and strategies? To what degree did employees have input into the mission, vision and values? What channels of communication are used and how often?

1.2. Employee Engagement

How do executive leaders engage employees and help them become more involved in and committed to the organization?

1.3. Trust & Respect

How does the executive leadership develop trust and respect with employees?

1.4. Environment & Sustainability

Describe CSR (corporate social responsibility) initiatives supported by your organization.

1.5. Governance & Transparency

Please describe how your board works to create an employer of choice culture and how your organization demonstrates fiscal responsibility. Give examples.

1.6. Volunteering

Please describe what your organization does to attract, engage and retain volunteer staff. Give examples.

1.7. Above & Beyond

Please describe what makes your organization an employer of choice and any other unique things you are doing to create a world class culture. Give examples.



2. HR Inventory

Compensation, Benefits, Practices, Policies, Procedures and Perks

2.1. Work/life Initiatives

What work/life initiatives does your organization administer to help employees better manage their busy lives?

Initiative	Yes	No	Coming
Vacation allowance after first year			
Childcare assistance?			
Paid time off for volunteer work?			
Paid personal days off?			
Eldercare initiatives (may range from referral program, eldercare assessment, case management, a list of local organizations or businesses that can help with information or products, or seminars and support groups)?			
Referral program to care services, local organizations, etc.?			
Flexible working arrangements?			
Standard parental leave?			
Parental leave for adoptive parents?			
Family leave policies and other leaves of absence policies such as educational leave, community service leaves, self funded leave or sabbaticals?			
EAP (employee assistance programs): on-site seminars and workshops on such topics as stress, nutrition, smoking cessation, communication etc?			
Subsidized internal and/or external educational or training opportunities?			
Fitness facilities or fitness membership assistance?			
Tele-work option for employees?			
Tuition subsidies			
Relocation services for transferred employees			



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2.2. Employer Paid Healthcare – Medical, Dental, other

Initiative	Yes	No	Coming
Life Insurance			
Accidental death & dismemberment			
Short term disability			
Long Term Disability			
Eye care – eye exams, check-ups, eye glass purchase subsidy			
Dental Coverage			
Health coverage for retirees			
Ergonomic assessment of work area			

2.3. Financial

Initiative	Yes	No	Coming
Competitive wages			
Employee Stock Option program – company matched contributions			
Register Retirement Savings Program contributions			
Employee referral programs			
Company bonuses			
Defined contribution pension plan			
Profit sharing program			
Rewards & Recognition			
Reimbursement for continuing education and courses related to work			