

EMPLOYER ASSESSMENT

INSTRUCTIONS

The Employer Assessment is an opportunity for you to highlight your dealership. We will ask for information about your practices, programs, employee benefits, policies, and population statistics. Please complete as much of the Employer Assessment as possible.

Your submission is worth 20% of your overall score and will be used to determine the final winner list. Should your dealership rank among the best, your Employer Assessment will be provided to *Automotive News Canada*, who may use all or a portion of it for publication and event purposes.

If a question is not applicable, or if the requested information is not available, please leave it blank. Unless otherwise specified, all questions apply to business operations in the “best” program area for the most recently completed fiscal year.

EMPLOYER INFORMATION

Name of dealership (please write this as you would like it to be published):

Contact information of the President, CEO, Owner (senior-most leader) of your entire dealership group:

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

Title:

City, Province, Postal Code:

Mobile Phone Number:

Email address:

Number of years as the leader of your dealership group:

The senior-most leader (President, CEO, Owner) of your entire dealership group is:

White (European)

South Asian (East Indian, Pakistani, Sri Lankan, Indo-Caribbean)

Indigenous

Black

Arab

East Asian (Chinese, Korean, Japanese, other East Asian)

Southeast Asian (Filipino, Vietnamese, Cambodian, Thai, other Southeast Asian)

West Asian (Afghan, Persian/Iranian, Central Asian, other Western Asian)

Latin American

Bi-Racial or Multi-Racial

Other

Prefer not to answer

The senior-most leader (President, CEO, Owner) of your entire dealership group is:

Female

Male

Non-Binary

Prefer not to answer

Contact information of the President, Owner, General Manager, or Dealer Principal (senior-most leader) of your dealership location:

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

Title:

City, Province, Postal Code:

Mobile Phone Number:

Email address:

The email address of the senior leaders in the above questions will only be used to contact these individuals to arrange possible interviews for recognition purposes. The email addresses will not be shared publicly.

RECRUITING AND EMPLOYMENT PRACTICES

Do you have a strategy to recruit and retain a diverse workforce (e.g., employees of differing gender, race, sexual orientation, disability, and age)? (Yes/No)

If yes, please describe your strategy. (1000-character limit)

The numbers provided below should include full- and part-time permanent employees only. Do not include seasonal, temporary, per diem, interns, volunteers, or independent contractors.

Please provide the number of all current employees at your dealership location that belong to a Visible Minority group: _____ employees.

Please provide the number of all current employees at your dealership location that belong to an Aboriginal group: _____ employees.

Please provide the number of all current employees at your dealership location that are female: _____ employees.

Please provide the number of all current employees at your dealership location that are male: _____ employees.

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

Men: _____%

Women: _____%

Please provide the number of all current employees at your dealership location who are 30 or younger: _____ employees:

Please provide the number of all current employees at your dealership location that belong to Generation Z (born 1997 or later): _____ employees:

What is your annual percentage of voluntary turnover?

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:

DIVERSITY, EQUITY, AND INCLUSION

Do you have a strategy to recruit and retain employees of different ethnicities and cultures? (Yes/No)

If yes, please describe your strategy. (1000-character limit)

Do you have a strategy to recruit and retain employees that identify as female? (Yes/No)

If yes, please describe your strategy. (1000-character limit)

Do you have a strategy to recruit and retain employees that need workplace accommodations for their disabilities? (Yes/No)

If yes, please describe your strategy. (1000-character limit)

Do you have a strategy to recruit and retain Generation Z (born 1997 or later) employees? (Yes/No)

If yes, please describe your strategy. (1000-character limit)

Do you have a strategy to recruit and retain employees that are older in age? (Yes/No)

If yes, please describe your strategy. (1000-character limit)

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. (1000-character limit)

Does your dealership provide formal diversity and inclusion 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 veteran’s support group, a women’s network. (250-character limit per example)

ORGANIZATIONAL BENEFITS

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

Please select which employer-paid statutory holidays your dealership offers (dropdown menu with all federal holidays listed)

Do you offer paid time off (PTO) or vacation/sick/personal days? (Yes/No)

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

If PTO is selected:

Does your dealership offer unlimited PTO? (Yes/No)

If yes, what is the average number of PTO days an employee takes in one year?

If yes, list any usage requirements (e.g., minimum number of days, approval processes, blackout days, maximum number of consecutive days).

If no, how many PTO days does an employee receive in their first year of employment?

If no, please describe how employee tenure impacts PTO accrual (e.g., employees receive an additional week for every 5 years of service, additional days are rewarded for each year of service, tenure does not impact accrual, etc.) (1000-character limit)

If Vacation/Sick/Personal is selected:

Does your dealership offer unlimited vacation days? (Yes/No)

If yes, what is the average number of vacation days an employee takes in one year?

If yes, list any usage requirements (e.g., minimum number of days, approval processes, blackout days, maximum number of consecutive days).

If no, how many vacation days does an employee receive in their first year of employment?

If no, please describe how employee tenure impacts vacation accrual (e.g., employees receive an additional week for every 5 years of service, additional days are rewarded for each year of service, tenure does not impact accrual, etc.) (1000-character limit)

Does your dealership offer unlimited sick days? (Yes/No)

If yes, what is the average number of sick days an employee takes in one year?

If yes, list any usage requirements (e.g., minimum number of days, approval processes, blackout days, maximum number of consecutive days).

If no, how many sick days does an employee receive in their first year of employment?

If no, please describe how employee tenure impacts sick day accrual (e.g., employees receive an additional week for every 5 years of service, additional days are rewarded for each year of service, tenure does not impact accrual, etc.) (1000-character limit)

Does your dealership offer unlimited personal days? (Yes/No)

If yes, what is the average number of personal days an employee takes in one year?

If yes, list any usage requirements (e.g., minimum number of days, approval processes, blackout days, maximum number of consecutive days).

If no, how many personal days does an employee receive in their first year of employment?

If no, please describe how employee tenure impacts personal day accrual (e.g., employees receive an additional week for every 5 years of service, additional days are rewarded for each year of service, tenure does not impact accrual, etc.) (1000-character limit)

Other than what is required by the Fair Labor Standards Act (FLSA), what other types of time off do you offer (e.g., birthdays, time off for community service, comp time)? Please list up to three examples and describe. *(250-character limit per example)*

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.

Supplemental medical coverage (employee)	Vision coverage (dependents)
Supplemental medical coverage (dependents)	Long-term care insurance (employee)
Dental coverage (employee)	Long-term care insurance (dependents)
Dental coverage (dependents)	Life insurance (employee)
Vision coverage (employee)	Life insurance (dependents)
Long-term disability benefits	Short-term disability benefits
Health Savings Accounts	Flexible Spending Accounts

Regarding your dealership's employee benefits (dental, vision, long-term care, disability, supplemental health insurance, pet insurance, etc.), is there anything else you'd like to tell us? *(1000-character limit)*

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

If yes, briefly describe. *(1000-character limit)*

Does your dealership offer any of the following supplemental retirement plans in addition to the CPP? (Select all that apply.)

Registered Pension Plan (Defined Contribution and Defined Benefit)

Group RRSP

Deferred Profit Sharing Plan

Our dealership does not offer supplemental retirement plans.

What percentage of your employee population works remotely?

What best practices do you employ to keep your remote workforce engaged? *(1000-character limit)*

Other than what you have mentioned elsewhere in this assessment, please tell us about any other unique benefits your dealership offers to employees *(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 support health and wellness via any of the following? (*Select all that apply*)

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

Are managers 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). (*1000-character limit*)

Does your dealership offer any of the following family-friendly benefits (*Select all that apply*)?

- Adoption benefits, including information and referral services, paid time off, legal, counseling and agency fees, court costs, travel and lodging, etc.
- All or part of employees' full- or part-time childcare paid, either on a regular basis or at pre-arranged times
- Employees' family members invited to workplace celebration or holiday events
- Financial planning workshops, seminars, or classes
- Lactation facilities, lactation support programs, and/or breastmilk shipping during business travel for breastfeeding mothers
- Marriage and family counseling
- Marriage anniversary time off
- On-site childcare
- Schedule flexibility to attend children's school events (sports, music, other activities)

Tickets to sporting events or other entertainment events, museums or amusement parks
Time off to take family members to medical appointments
Other, please describe:
None of the above

Does your dealership offer any of the following work-life balance benefits (*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
Flexible work hours
Managers are formally trained to encourage work/life balance amongst their staff
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:
None of the above

EMPLOYEE FEEDBACK, DEVELOPMENT, AND ENGAGEMENT

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

After receiving survey results, what specific strategies has your dealership employed to improve workplace culture and productivity? (*1000-character limit*) 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. (1000-character limit)

Does your dealership offer any programs or training that prepares 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 training that prepares 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.

Is there anything else you would like to tell us about your dealership? (1000-character limit)

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/Province, ZIP/Postal Code:
Telephone:
Email Address:

Automotive News Canada may want to publicize a point of contact in the “best” program area. Please provide contact information for an employee that your dealership would feel comfortable having publicly published or printed. It could be a member of the HR team, a PR contact, or the senior most leader of your dealership within the applicable program area.

Name: (Including prefix or suffix, e.g., Dr., Ms., Mr., Jr., etc.)
Title:
City, State/Province, ZIP/Postal Code:
Email address:
Phone number:

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 the Automotive News Canada. Responses to these questions will not be used in the analysis to determine the Best Dealerships To Work For In Canada.

Please reconfirm the address of your dealership location:
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?

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:

Please list any other philanthropic activities your dealership is involved with:

Please provide us with a high-resolution version of your logo. By submitting to us your logo, you grant the respective publishing partner(s) the exclusive right to publish this information.

Please adhere to the following guidelines when uploading your logo:

- The logo should be color, not black and white.
- JPG, JPEG, and PNG files are acceptable. Minimum resolution 1500 pixels width x 900 pixels height (or 3 inches width x 5 inches height at 300 dpi).
- The logo should be no larger than 5MB. If your image is larger than 5MB, you must re-size it.
- The following file formats are not acceptable: AI, BMP, EPS, GIF, PDF, TIFF or Word.
- Do not submit a scanned logo.
- Do not submit a logo downloaded from a website.

Please provide us with three fun photos of your dealership. By submitting to us your images, you grant the respective publishing partner(s) the exclusive right to publish this information.

Please adhere to the following guidelines when selecting your images:

- Photos should have been taken within the last year.
- All images should be high-resolution. Usable photos are at least a minimum resolution 1500 pixels width x 900 pixels height (3 inches width x 5 inches height at 300 dpi), 300KB but less than 5MB. Do not upload images larger than 5MB. If your image is larger than 5MB, you must re-size it.
- PEG, JPG, or PNG files are acceptable.
- BMP, EPS, AI, GIF, PDF, PPT and Word files will not be accepted.
- Do not use cell phone images.
- Do not copy/paste from a website.
- Do not submit scanned images.
- Please provide a short caption describing each photo.