

Best Practices

The Top 25 Places to Work in Oklahoma vary greatly in purpose and size, but they do have some common practices. Of the 25 best companies in 2006:

- 23 have mission statements
- 22 have defined organization values
- 21 have ethics policies
- 20 have defined compensation policies
- 18 have formal mentoring programs
- 16 provide onsite gyms or pay for gym memberships
- 17 have a tuition reimbursement program
- 10 provide free daily snacks or meals
- 10 allow telecommuting
- 21 have a company newsletter
- 24 have a company intranet
- 23 use employee surveys
- 16 offer paid volunteer time
- 13 match charitable contributions

Source: OKCBusiness *Best Places to Work in Oklahoma 2006*

Looking at the Best Companies nationwide shows even more offerings by great employers, including:

- 360° and 180° assessments
- Company sponsored events, such as games, movies, and parties
- Hands-on volunteer work
- Employee-run committees
- Openness about the company's financials.
- On site health screenings
- Profit sharing
- Flexible schedules

Source: www.shrm.org/bestplaces

Be an Employer of Choice

Nextep was recently named the Best Place to Work in Oklahoma for the second consecutive year in the medium category. Striving to make your company an employer of choice is important to your bottom line; it generates higher productivity, a higher quality talent pool to choose from, lower turnover costs, and a higher-quality product, which leads to greater customer loyalty. This month's newsletter will help you look at your company to find ways that you can become an employer of choice and, in turn, a more successful company.

Three Steps to Greatness

Although each company is unique, there are some common threads found among all of the great places to work. All companies should use these principles to produce the best-working team.

- **Employees trust their employers.**
 - There is active and open communication between management and the employees.
 - Pay and promotions are dealt fairly.
 - Management and executives demonstrate strong ethical behavior.
- **Employees believe that the work they are doing is important.**
 - Management recognizes and rewards excellent performance.
 - Employees can easily see the impact of their product on clients and the community.
 - The company is involved in community service.
- **Employees feel genuinely respected and valued by management and peers.**
 - Employees are asked for input on decisions that affect them.
 - They feel a sense of camaraderie with their coworkers.
 - Employees get ample opportunity for training and growth.

Source: www.greatplacetowork.com

From the Employees: What makes your company the best place to work?

- "The support that the company gives to work life balance is awesome. They are really flexible with schedules and emergencies that arise with kids, pets, homes, etc."
- "Our break room is fantastic: the fridge and cabinets are always stocked with sodas and snacks for employees to enjoy; the arcade game, big screen TVs, and comfortable environment make it feel like home. "
- "I have the freedom to do the job right with great people."
- "The members of the management team always make themselves available to speak to employees one-on-one about ongoing projects, concerns, or questions. "
- "There are four focus groups that employees have the choice of participating in, including Employee Programs, Community Service, Wellness, and Character – this allows employees to be involved in projects and activities that allow them to expand their experience and knowledge at work and also to encourage communication and teamwork across departments. "
- "The "extras" such as corporate lunches, Hornets' and Redhawks' games, Corporate Challenge, and Christmas parties."
- "My company makes me feel appreciated, supported, and secure."
- "It gets me involved in community service, which I always wanted to do."
- "I value the overall company culture. Coming from two other companies with no HR infrastructure, it's like night and day."

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