Best Places to Work
Participation Guide

Step 1: Nominate

- Locate your contest at quantumworkplace.com/best-places-to-work-contests.

Step 2: Log in with Quantum Workplace

- Once the survey opens, you'll receive an email from bestplaces@quantumworkplace.com. Use the "Start Survey Setup" link in the email to get started.
- If you nominated your organization with the business journal the login credentials used will be different from the credentials for logging in with Quantum Workplace.

Step 3: Setup the Survey

- After logging in, our system will guide you through the setup process. Preview the questions.
- Our standard survey contains questions designed by Quantum Workplace Insight Analysts. To customize it with up to 10 custom questions and demographics upgrade to Custom Survey.
- View our guide on how to announce your participation in the contest to your employees.

Step 4: Invite Employees

- Invite employees by importing their email addresses into our system. A step-by-step guide can be found here.
- Employees without an email address can take the survey on paper or via a printed invite to take their survey online.
- Download our Excel template for uploading email addresses.

Step 5: Launch Your Survey

- Review our email delivery guide and ask your IT team to allowlist our email / IP addresses.
- Send yourself a test survey.
- Launch your survey immediately or choose a date for them to be sent.

Step 6: Monitor Responses

- After Launch, you will receive daily email updates.
- Continue to log into our reporting tool to monitor responses.
- Reminders are sent every four business days to employees who have not completed the survey.

Step 7: View Results

- You'll be able to view your results once the survey period closes and results are tallied.
- For access to detailed reports and recommendations select the upgrade button.