



Certification Document

2026 Application Questions

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Welcome & Overview

The Employer Excellence Certification Program celebrates and supports Cobb County businesses that go above and beyond in fostering a positive, supportive, and engaging workplace.

We invite you to submit information on your organizations workplace flexibility, employee engagement and development, employee benefit packages, workplace safety and more. Once the application window closes on May 22, applications are reviewed and scored by the [Employer Excellence Certification Committee](#).

Confidentiality

The Cobb Chamber uses confidential information only for the business purpose for which it was developed or given. The Cobb Chamber respects the confidentiality of information about its customers, members, employees, vendors, partners, and program participating organizations. Confidential information will not be used for personal benefit. The Cobb Chamber protects the intellectual property rights, including copyrights, patents, licenses and trademarks, and other proprietary information.

SelectCobb, the 501c3 economic development organization housed within the Cobb Chamber, is the organizer and administrator of the Employer Excellence Certification Program. Any information and documentation included in the application submission will be safeguarded and remain confidential. The Employer Excellence Certification Committee, responsible for reviewing, scoring, and providing feedback for applicants, are required to adhere to the above-mentioned confidentiality standards. Any information or documentation provided during the application process will only be reviewed for the purposes of this program. All SelectCobb staff and committee members have signed confidentiality pledges pertaining to information contained in company applications to reinforce our confidentiality standards.

Submitting Documents, Attachments, & Information

Supported file types for attachments:

- Documents: .pdf, .doc, .docx
- Spreadsheets: .xls, .xlsx, .csv
- Images: .jpg, .jpeg, .png,
- Presentations: .ppt, .pptx
- Compressed/Archive: .zip
- Other: .eml (Email), .heic (Apple images), .txt (plain text), .weba, .webm (web audio/video)

Please provide the requested documentation to the best of your ability based on the context and information provided. Organizations have differing titles for certain documents and organize internal information differently. Please submit all applicable information and documents for each section of the application.

If you are attaching a large document containing information for multiple sections, please provide the document title and corresponding page number in the appropriate space.

Application Portal

Please be advised that any information provided and/ or documentation attached will not be reviewed until the application is *submitted*, not *saved*. While the application portal will allow you to save your entries and will send a 'save and resume' link to the chosen email, it is recommended to answer all questions on a separate document, then copy this text into the application once you are ready to submit. **Applications are due by 11:59 p.m. on Friday, May 22, 2026.** Any applications submitted after the deadline will not be considered.

The Employer Excellence Certification is open to all businesses. Membership in the Cobb Chamber is not required for this certification; however, Cobb Chamber members will receive discounted rates to apply.

Scoring, Certification Status, & Payment

Application submittal and/ or application fee payment does not guarantee an organization will receive a certification. Certification recipients are awarded based on whether applicants receive a sufficient number of points to qualify.

Businesses with 10+ full time employees are eligible to receive a Bronze, Silver, or Gold Certification based upon the score the applicant receives. Businesses with 2-9 full-time employees will be considered for an 'Employer on the Rise' Certification if their application meets the qualifying scoring requirements.

The Cobb Chamber and the SelectCobb team reserve the right to request additional information during the review process.

Business Information

Questions:

1. Business Name
 - a. DBA (if applicable)
2. Industry NAICS Code
3. Year Founded
4. Business Address
5. Mailing Address
6. Website
7. Logo
8. Are you a current Cobb Chamber member? (Yes/ No/ I'm interested in more information)
9. Are you a SelectCobb Investor? (Yes/ No/ I'm interested in more information)
10. Is your business a franchise?
 - a. Number of locations
 - b. Location Addresses
 - c. Overview of corporate workplace practices and policies.
 - d. Documents/ Attachments if applicable
11. Employees
 - a. Full-Time
 - b. Part-Time
 - c. Contact
 - d. Seasonal/ Other
 - e. Employee Makeup
12. Please provide a brief description of your business and company culture (150–300 words).

Contact Information

Questions:

1. Primary Contact Person (Name, Title, Email, Phone)
2. Secondary Contact Person (Name, Title, Email, Phone)
3. Billing Contact Person (Name, Title, Email, Phone)

Workplace Flexibility & Work–Life Integration

Questions:

1. What flexible work options do you offer (remote work, hybrid schedules, flexible start/stop times, compressed workweeks, etc.)?
 - a. What percentage of employees work alternative work schedules?
2. How do you ensure employees can take time off or manage family obligations?
3. What is your paid leave policy for employees?
4. What programs or benefits do you offer that support families (childcare support, elder care, flexible scheduling for parents, or others)?
5. Please describe one policy or cultural practice that best demonstrates your company's commitment to work–life balance.

Documents/ Attachments:

Please include all applicable files, documents, etc. that are relevant for this section of responses.

- Employee handbook sections or policy excerpts related to PTO, flexibility, and family leave.
- Sample communication or internal memo outlining flexible work expectations (if available).

Attachment Notes:

If there are any additional comments or notes regarding the attached documents, please add those here.

Employee Engagement

Questions:

1. How do you gather employee feedback?
 - a. How often do you gather employee feedback?
 - b. What is the process for following up with this feedback?
2. How do you celebrate achievements, milestones, or employee contributions?
3. Does your company conduct stay interviews (or have stay conversations)? If so, please describe your process.

Documents/ Attachments:

Please include all applicable files, documents, etc. that are relevant for this section of responses.

- Example of internal survey summary or feedback process (if available).
- Evidence of employee recognition (photo, newsletter excerpt, or internal email).

Attachment Notes:

If there are any additional comments or notes regarding the attached documents, please add those here.

Employee Development

Questions:

1. Describe your new hire onboarding process.
2. How does your organization handle career advancement opportunities for internal positions?
 - a. Are hiring, promotions, and performance processes clear and transparent?
3. How frequently do managers meet one-on-one with employees to discuss performance or growth?
4. What professional development opportunities are available for employees (training, mentoring, tuition reimbursement, leadership programs)?
5. What formal support does your organization provide for educational and/or certification attainment?
6. What percentage of employees are participating in professional development/ training programs?

Documents/ Attachments:

Please include all applicable files, documents, etc. that are relevant for this section of responses.

- Training or professional development policy.

Attachment Notes:

If there are any additional comments or notes regarding the attached documents, please add those here.

Health, Well-Being, & Safety

Questions:

1. What health, dental, or mental-health benefits do you offer to employees?
 - a. What percentage of employees are enrolled in your organization's health benefits?
2. What types of wellness initiatives (fitness challenges, wellness stipends, counseling access, etc.) does your company offer?
 - a. Do you offer compensation for healthy behaviors?
 - b. What percentage of employees participate in organization sponsored wellness initiatives?
3. How do you promote a safe and healthy workplace (safety policies, ergonomic workspace, mental health days)?

Documents/ Attachments:

Please include all applicable files, documents, etc. that are relevant for this section of responses.

- Copy or summary of employee benefits plan or wellness program materials.
- Workplace safety or wellness policy summary.
- Photos or examples of wellness events or facilities.

Attachment Notes:

If there are any additional comments or notes regarding the attached documents, please add those here.

Compensation & Financial Well-Being

Questions:

1. Does your company offer a 401K/ Retirement Benefit package?
2. How often do you conduct regular compensation reviews or market benchmarking?
3. Do you provide bonuses, profit sharing, and/or performance incentives?
4. What financial wellness tools or resources do you offer (financial wellness coaching, group workshops, financial planning seminars, etc)?
5. How do you ensure pay transparency and fairness?
6. What percentage of employees earn at or above minimum wage?
7. What percentage of employees earn at or above market value?
8. What percentage of employees are eligible to participate in company incentives (bonus plans, etc)?

Documents/ Attachments:

Please include all applicable files, documents, etc. that are relevant for this section of responses.

- Copy of Compensation Philosophy and/ or Compensation Review Policy.
- Example of employee financial-wellness communication or benefit description.

Attachment Notes:

If there are any additional comments or notes regarding the attached documents, please add those here.

Company Civility & Culture

Questions:

1. What is your written policy outlining company values and culture?
 - a. Are values used in day-to-day decisions? If so, please describe how.
2. What steps do you take to ensure all employees feel valued and included?
3. Please describe one initiative or practice that promotes a positive and inclusive culture.
4. How does your organization handle conflict resolution or employee concerns?

Documents/ Attachments:

Please include all applicable files, documents, etc. that are relevant for this section of responses.

- Copy Statement outlining company values and culture.
- Company Code of Conduct Policy.
- Evidence of recent training or workplace activity to advance company culture.

Attachment Notes:

If there are any additional comments or notes regarding the attached documents, please add those here.

Community & Employee Impact

Questions:

1. What percentage of employees participate in volunteer or community service programs?
 - a. What is the total number of employee volunteer hours over the last year?
2. Do you offer paid volunteer time off (VTO) or organize team service events?
3. What types of community partnerships or organizations does your company support?
 - a. How many community/ non-profit partnerships does your organization have?
 - b. How does your business contribute to local initiatives or community partnerships (financial donations, in-kind services, etc)?
4. Please describe one recent community engagement or employee giving program.

Documents/ Attachments:

Please include all applicable files, documents, etc. that are relevant for this section of responses.

- Proof of community partnerships.
- Policy or communication about volunteer programs.
- Testimonials or press coverage (optional).

Attachment Notes:

If there are any additional comments or notes regarding the attached documents, please add those here.

Certification Statement & Agreement

Questions:

1. I certify that all information submitted is accurate and complete to the best of my knowledge.
2. I understand that submission does not guarantee certification and that additional verification may be requested.
3. I understand that my application will not be reviewed until the application fee has been paid. I acknowledge and agree to the terms and conditions listed in the 'Application Information' section of the application. (Located on the first page of the application)
4. Electronic Signature
5. 'Save & Resume' Email