

# Employer Excellence Certification

## Application Preparation

### Tips for an Excellent Application

- **Meet the Deadline.** Complete and submit the online application by 11:59 p.m. on Friday, March 22, 2026. Applications will not be accepted after the deadline.
- **Complete Every Section.** Each section of the application will be reviewed and assigned a weighted score by an independent panel of judges. You are strongly encouraged to include as much content as possible and not to leave any section blank. While we do wish to review a robust and complete application, we also encourage you to be succinct and polished in your responses to ensure your most important points stand out.
- **Read the Application Entirely Before You Start.** Before beginning, you should become familiar with the application. Reading through it a few times will help with gathering the information needed to complete it. For ease of viewing, use the [Employer Excellence Certification Application Document](#).
- **Be Specific.** When providing numbers and specific examples, please use exact figures whenever possible.
- **An Excellent Application Takes Time.** Start the application process early. It will take more time than you anticipate and we strongly encourage you to not wait until the deadline to begin.

### 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

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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.