**Top Employers for Working Families 2024**

**Completing the benchmark FAQ**

*Q: Who should fill in the benchmark?*

A: The benchmark can be filled in by either one person or different people. The only

restriction is that **only 1 person should be in working on a section at a time.** If two people

are working on the same section concurrently, there is a risk that they will overwrite the other

person’s answers.

*Q: We are a large organisation. Can one benchmark cover all our operational areas?*

A: If your organisation has a number of divisions involved in quite different operations and

activities, then choosing one of these to be the basis of your response is required. Where

policy and practice vary, your responses should reflect what goes on in your one chosen

division or business area to ensure consistency.

*Q: We are a global organisation. Should our answers reflect our global figures or just our UK figures?*

A: Please only include your UK figures.

*Q: How do I save as I go along?*

A: Your answers are saved every time you click NEXT.

*Q: Do I need to finish the benchmark in one go?*

A: No. You can come out and go back into each section as many times as you wish.

*Q: What if I don’t have exact figures?*

A: When completing the survey, work on the principle that if you would be happy to put the

figures into a report for your board, it will be enough information.

*Q: What do I do if I want to skip onto the next question without inputting an answer?*

A: You can input 0 or NA if you want to move onto the next question. You can revisit any question and change your answer until you submit your response.

*Q: How is the benchmark scored?*

A: Each section is worth a specified amount. There are a few questions that give you an opportunity to provide an explanation, which are not scored, and these are made clear.

*Q: How do I submit my completed entry when all sections are complete?*

A: Once you are satisfied that all sections are complete and ready for submission, there is a

‘submit’ link on the landing page. This tells us that your entry is finished. In order to be entered

for the Top 10 and Top 30, please ensure that your finished entry is submitted by **5.30pm on 31st July 2023.**

*Q: Can I get a record of my answers once I’ve submitted?*

A: We recommend that you print each completed section for your own records: **we are not able to provide a PDF copy of your final submission.**

*Q: What is the closing date of the benchmark?*

A: The benchmark closes at **5.30pm on 31st July 2023**. Please note that this deadline is **not** flexible – **no extensions will be granted,** and we will not be able to include any submissions and rank your organisation after this deadline.