

**IDG Insider Pro and Computerworld Best Places to Work in IT 2021 Survey**

IDG Insider Pro and Computerworld are conducting the 28th annual survey to identify the best places to work for IT professionals. The results of our survey will be released in the Summer of 2021. The special report, which will appear online and in our digital magazine, will highlight companies that offer their IT employees the best benefits, competitive salaries, and opportunities for training and advancement, as well as interesting project work and a flexible and diverse work environment.

The 100 Best Places to Work in IT list is ranked by company size: Large organizations have 5,000 or more U.S. employees; Midsize have between 1,001 and 4,999 U.S. employees; and small organizations employ 1,000 or fewer U.S. workers (keeping in mind that some companies may have a large global presence but only a small U.S. footprint).

Before you begin the survey, we recommend visiting our website to read a [detailed FAQ](https://www.idginsiderpro.com/article/3448582/about-the-best-places-to-work-in-it.html#faq). This will answer many of the questions that may arise as you work on the survey.

The survey should be completed by an individual who is familiar with or has access to employment statistics and financial data, as well as benefits policies and programs for your IT department and company. The survey should be completed on behalf of your entire company, not just your IT unit, unless otherwise specified. Specific sections of the survey are devoted to your IT employees.

To be considered for our Best Places to Work in IT list:

• Companies must have a minimum of 30 IT employees in the U.S.

• Companies based outside the U.S. must have a minimum of 300 total employees at a U.S. headquarters, a minimum of 30 IT employees in the U.S. and at least 50% of IT employees based in the U.S.

• In most cases, we prefer to have the parent organization, rather than subsidiaries or affiliates, apply for the Best Places to Work in IT list. However, a subsidiary or affiliate may be eligible, providing that it stands out as a separate entity from the parent organization, with separate business functions, IT leadership and so on. A subsidiary may also be eligible to apply separately if its parent organization is a holding company. In those cases, the parent organization and subsidiary may be able to apply separately. We encourage organizations to contact us at bestplaces@computerworld.com, and our Best Places research team will evaluate the submissions on a case-by-case basis.

In the context of this survey, **we define IT workers as those who provide technology support and services to their own company, or to multiple companies through their work at an IT service provider. Workers who would \*not\*** be included are administrative support staff for the IT department, staff who work in communications or PR for the technology department, IT contractors, or those staff whose primary role is in product development for outside sales.

**Companies that withhold information used to rank the finalists will have points deducted from their ranking.** Answers that are left blank or have unexplained N/As will be assumed to be 0 (zero).

Note: We no longer require organizations to reveal the number of IT employees who are women or minorities. Although rankings are affected by this diversity data, IDG will not publish the data and will not reveal whether an organization declined to provide it.

**Companies must provide answers to questions related to data we run in our feature stories and graphics in order to be considered.** Please see below for the types of required information that are typically run in the special report.

• Company name

• Location

• Industry

• Website

• Total number of employees

• Total number of IT employees

• Percentage of IT employee turnover

• Percentage of IT employee promotions

• Number of training days offered per IT employee

• Training budget per IT employee

\* Paid time off after one year of service

\* Paid time off after ten years of service

\* Percentage of employee’s health insurance premium paid for by the company

• Information from an essay regarding what’s special about your company and IT department.

Most other data is reported as an aggregate of the responses from organizations that make the Best Places list.

**Best Places Privacy Policy**

The IDG Insider Pro and Computerworld Best Places to Work in IT survey resides on a secure server in the United States, which prevents network transactions from being decoded, thus preserving the privacy of sensitive company data. IDG will provide each participating company with a unique password-protected link to their survey results. Upon completion of the company survey portion, each company will also be provided with a separate unique password-protected link to view the response rate of their employee survey portion of the program.

The information gathered in this questionnaire is used to evaluate Best Places nominees and develop stories about the honorees for a special section to be published on IDGInsiderPro.com and Computerworld.com in the Summer of 2021. IDG will neither share nor sell the sensitive company data provided by survey participants. Should your company make the 100 Best Places to Work in IT list, contact information for your organization’s corporate communications representative may be used to send this individual information (boilerplates and press release information, logos) related to that placement. That same contact information may be shared with IDG’s sales partner, The YGS Group, for the purpose of offering commemorative items, logo licensing, benchmark reports and advertising opportunities.

**Some technical notes**

You will be able to save your partially completed survey as many times as necessary. Please save your unique ID and password in order to re-enter the survey. When you return to the survey, you will be able to review/modify questions that you have already answered. In addition, we provide a "user-friendly" version of the survey in Microsoft Word .doc format, which can be accessed here <https://www.idginsiderpro.com/article/3448582/about-the-best-places-to-work-in-it.html#worddoc> for you to use as a guide. We recommend using this version to work with and then transferring your answers to the live survey.

Upon survey submission, IDG will email you a password-protected link to view and print your company's final survey responses. Please note that this password-protected link will be different from the unique ID and password from a partially completed version.

If an answer requires a numerical response, **DO NOT** put in an explanation or words in the response field. Instead, use the addendum at the end of the section to annotate your answer.

If, in response to an answer, you have a range, such as 10% to 50% or 9 to 12 weeks or $1,000 to $5,000, **take the average of the ranges** and make a note that you did so in the addendum section.

If, upon filling out the Word version of the survey, you realize that you can’t answer a question, please contact bestplaces@computerworld.com to determine how to proceed before starting the online survey. **Do not enter 0 (zero) or 999, for example, in order to continue with the survey.**

To maintain equity, most answers are required. Each section of the survey will have an addenda space for issues that arise with survey questions that you feel you need to address or amend.

Please email bestplaces@computerworld.com with any questions.

Click here https://www.idg.com/idg-privacy-policy/ to view IDG Communications, Inc.’s privacy policy.

We appreciate your participation. Please complete and submit the survey by **Friday, February 5, 2021 at 5:00 p.m. EST.**

\*Please note: A response is REQUIRED for each question. Some questions allow a "Decline to answer" response.

**SECTION 1. Employee Information**

Survey Contact

1. Please provide your contact information (later in the survey we'll ask for other company contacts, such as those from the HR and IT departments). We will contact you on survey matters such as questions, problems, updates, etc.:

Name:

Title:

Phone:

Email:

2. What is the total number of employees at your company in the U.S? **Please answer this question on behalf of your entire company, not just your IT unit.**

**The answer to this question may appear in our special report and is required to be eligible for consideration. If your company does not track this information, please provide an estimate.**

Today \_\_\_\_\_

12 months ago\_\_\_\_\_

3. What is the total number of full-time IT employees\* at your company in the U.S.?

\* Answers should be based on those IT workers who provide technology support and services to their own company, or to multiple companies through their work at an IT service provider. Workers who should \*not\* be included are administrative support staff for the IT department, staff who work in communications or PR for the technology department, IT contractors, or those staff whose primary role is in product development for outside sales.

**The answer to this question may appear in our special report and is required to be eligible for consideration. If your company does not track this information, please provide an estimate.**

Today \_\_\_\_\_

12 months ago\_\_\_\_\_

4. What is the total number of part-time IT employees at your company in the U.S.?

**The answer to this question may appear in our special report and is required to be eligible for consideration. If your company does not track this information, please provide an estimate.**

Today \_\_\_\_\_

12 months ago\_\_\_\_\_

5. What is the total number of temporary/contract IT workers at your company in the U.S., including temporary IT, contract IT, and IT workers from managed service providers? ***PLEASE NOTE: Declining to provide this data will mean lost points as your score is tallied.***

Today \_\_\_\_\_

12 months ago\_\_\_\_\_

[ ] Decline to answer

6. What is the total number of individuals your company works with who are offshore IT contractors? ***PLEASE NOTE: Declining to provide this data will mean lost points as your score is tallied.***

Today \_\_\_\_\_

12 months ago\_\_\_\_\_

[ ] Decline to answer

For the purposes of this survey, an IT manager is defined as someone who is responsible for running an IT department or area. This person may oversee the operations or projects, manage an IT team or be responsible for budget or spending in that IT department or area.

7. How many U.S.-based IT managers are employed at your company? (Please include both full-time and part-time managers.) \_\_\_

8. How many U.S.-based IT staff (non-managers) are employed at your company? (Please include both full-time and part-time staff.) \_\_\_

This next section addresses workforce diversity. **IDG no longer requires that organizations provide data about the number of women and minority employees in IT to be eligible for consideration, and we no longer publish this information about individual companies.** Declining to provide this data will mean **lost points as your score** is tallied, but the fact that you decline to answer will not be made public.

9. How many U.S.-based IT managers at your company are women? (Please include both full-time and part-time managers.) \_\_\_

[ ] Decline to answer

10. How many U.S.-based IT staff (non-managers) at your company are women? \_\_\_

[ ] Decline to answer

Please note that in ranking the 2021 Best Places to Work in IT companies, IDG will take into account the latest minority population percentages from the U.S. Census Bureau for the state in which the organization is headquartered. Our aim is to fairly award points to companies that work hard to recruit and retain a culturally diverse group of IT employees.

11. How many U.S.-based IT managers at your company are minorities (e.g., African American, Asian/Pacific Islander, Native American/Alaskan Native, Hispanic/Latin or other)? \_\_\_\_

[ ] Decline to answer

12. How many U.S.-based IT staff (non-managers) at your company are minorities? \_\_\_\_

[ ] Decline to answer

13. Do you estimate that the total number of your company’s U.S.-based IT employees (both full-time and part-time) in your current fiscal year will increase, decrease or remain the same compared to the previous fiscal year?

Increase

By what percentage will the head count increase? (Please round to the nearest whole number.) \_\_\_\_\_%

Decrease

By what percentage will the head count decrease? (Please round to the nearest whole number.) \_\_\_\_\_%

Remain the same

14. What was your organization’s U.S.-based IT employee turnover rate for your most recently completed fiscal year? Turnover includes voluntary separations (retirements, job changes) and involuntary separations (layoffs, dismissals, firings).

**The answer to this question may appear in our special report and is required to be eligible for consideration. If your company does not track this information, please provide an estimate. (Please round to the nearest whole number.)**

\_\_\_\_ %

15. What is the average workweek for a full-time U.S.-based IT employee at your company?

35-40 hours

41-45 hours

46-50 hours

More than 50 hours

**ADDENDUM FOR SECTION 1 REGARDING YOUR EMPLOYEES:**

Please place comments or explanations pertaining to questions in this section here. **[When entering comments, please DO NOT hit the tab or the return key in order to submit complete information. Please use plain text - no formatting such as bullets, etc.]**

**(5,000-character limit, or about 800 words)**

**SECTION 2: Budgeting**

16. In your most recently completed fiscal year, did your company implement any salary freezes or salary cuts among U.S.-based IT employees?

Yes, salary freezes

Yes, salary cuts

No

17. Has your company budgeted for salary increases for U.S.-based IT employees for your current fiscal year?

Yes …

By what percentage on average? (Please round to the nearest whole number.) \_\_\_%

Check here if this number is still to be determined

Approximately what date will the information be determined? Please note that our cutoff date is Feb. 26, 2021.

No

18. Has your company budgeted for bonuses for U.S.-based IT employees for your current fiscal year?

Yes

No

Check here if this number is still to be determined

Approximately what date will the information be determined? Please note that our cutoff date is Feb. 26, 2021.

19. Is the budget for bonuses in your current fiscal year likely to be an increase, decrease or the same as the budget for bonuses in your previous fiscal year?

Increase

Decrease

Same

Check here if this number is to be determined

Approximately what date will the information be determined? Please note that our cutoff date is Feb. 26, 2021. MM/YY

Please note that information from the following question will be used to write the Best Places profiles for IDG Insider Pro and Computerworld's special report. We want to hear about what's truly special at your organization.

20a. Describe one or two things that make your company a best place to work for U.S.-based IT employees. For instance, name a unique benefit your company offers, ways your company rewards outstanding performance, what your IT workers value most about the work environment or what's special about your career development or retention programs.

When entering comments, please DO NOT hit the tab or the return key in order to submit complete information. **[Please use plain text - no formatting such as bullets, etc.]**

**(5,000-character limit, or about 800 words)**

20b.       Describe what actions your company has taken in response to the pandemic, such as deploying new technologies, provisioning employees with laptops or other hardware and software, beefing up security or networking infrastructure, and so on. What strategies has your company implemented to support the wellbeing of IT employees and others working from home on an ongoing basis, and what plans are you making for a safe return to the office?

When entering comments, please DO NOT hit the tab or the return key in order to submit complete information. **[Please use plain text - no formatting such as bullets, etc.]**

**(5,000-character limit, or about 800 words)**

**ADDENDUM FOR SECTION 2 REGARDING BUDGETING:**

Please place comments or explanations pertaining to questions in this section here. **[When entering comments, please DO NOT hit the tab or the return key in order to submit complete information. Please use plain text - no formatting such as bullets, etc.]**

**(5,000-character limit, or about 800 words)**

**SECTION 3: Benefits and Compensation: Please answer this section for your U.S.-based IT employees.**

21. Which of the following compensation packages are offered to your U.S.-based IT employees? (Select all that apply):

Individual employee performance bonuses

Profit sharing or employee stock ownership program

401(k)/403(b) plan

Overtime pay

Comp time for overtime hours worked

Stock options

Employee referral bonus program

22. **If 401(k)/403(b) plan offered in Q15 ask:** Does your company match employee contributions to the 401(k)/403(b) plan?

Yes

No

23. Which of the following benefits are offered to your U.S.-based IT employees?

(Select all that apply):

Personal time off (includes sick, vacation, personal days)

Health insurance

Flexible hours

Corporate/employee wellness program including onsite fitness center or fitness membership reimbursement, smoking-cessation programs, health screenings, wellness education, etc.

Employee Assistance Programs (EAP)

College tuition reimbursement

Reimbursement for technology certifications

Continuing education/executive education programs

Telecommuting options for employees

Life insurance

Short-term disability insurance (STD)

Long-term disability insurance (LTD)

Domestic partner/spousal equivalent benefits

Same-sex partner benefits

Nondiscrimination policy regarding sexual orientation

Job sharing

Company-subsidized childcare

Free childcare

Back-up childcare

Onsite childcare

Elder care and/or services

Paid sabbaticals

Unpaid sabbaticals

Onsite concierge

Company-supported affinity groups

24.  **If college tuition reimbursement offered in Q23 ask:** On average, what is the maximum cost/dollar amount of tuition that can be reimbursed per employee per year?

$\_\_\_\_\_\_\_\_.00 per employee per year

 No set maximum

25. **If reimbursement for technology certification offered in Q23 ask**: On average, what is the maximum cost/dollar amount of technology certification that can be reimbursed per employee per year?

$\_\_\_\_\_\_\_\_.00 per employee per year

 No set maximum

26. **If continuing education/executive education programs offered in Q23 ask:** On average, what is the maximum cost/dollar amount of continuing education/executive education programs that can be reimbursed per employee per year?

$\_\_\_\_\_\_\_\_.00/per employee per year

 No set maximum

27.  **If health insurance offered in Q23 ask:** What percentage of an employee’s health insurance premium does the company pay for?

\_\_\_%

28.  **If health insurance offered in Q23 ask:** Is the percentage of an employee’s health insurance premium covered by the company higher, lower or the same as 12 months ago?

Higher percentage of premiums covered by the company now than 12 months ago

Lower percentage of premiums covered by the company now than 12 months ago

Same percentage of premiums covered by the company now and 12 months ago

29. **If health insurance offered in Q23 ask**: Is health insurance offered to part-time employees?

Yes

No

30. **If health insurance offered in Q23 ask:** Does your company offer employees a choice of health plans?

Yes

No

31. **If health insurance offered in Q23 ask:** Does your company offer dependent healthcare coverage?

Yes

No

32. **If PTO selected in Q23 ask:** How many total days of paid time off (vacation, sick, and personal days but not state or national holidays such as Thanksgiving or Labor Day) on average are offered after 1 day of service?

\_\_\_days

[ ] Check here if there is no set maximum/unlimited paid time off days after 1 day

33.  **If PTO selected in Q23 ask:** How many total days of paid time off (vacation, sick, and personal days but not state or national holidays such as Thanksgiving or Labor Day) on average are offered after 10 years of service?

\_\_\_days

[ ] Check here if there is no set maximum/unlimited paid time off days after 10 years

34. **If Affinity Groups selected in Q23 ask:** What groups does your organization support (e.g., women in IT, people of color, veterans, etc.)? List all that apply.

35. How many weeks of fully and partially paid maternity leave does your company offer to your U.S.-based IT employees \*not\* including employees’ vacation days, sick days, personal days, floating holidays and/or disability leave? We understand that length of leave and whether the leave is fully or partially paid can differ based on years at the company and other factors. **The total number of weeks below should be the maximum number of fully and partially paid weeks offered at your company.**

\_\_\_ fully paid weeks

\_\_\_ partially paid weeks

35a. Please make sure that the numbers you provided did not include employees’ vacation days, sick days, personal days, floating holidays and/or disability leave, and reflect just the number of weeks of fully and partially paid maternity leave your company offers to U.S.-based IT employees.

\_\_\_Fully paid weeks

[ ] This answer is correct

[ ] Change my answer

\_\_\_Partially paid weeks

[ ] This answer is correct

[ ] Change my answer

36. How many weeks of fully and partially paid paternity leave does your company offer to your U.S.-based IT employees \*not\* including the employees' vacation days, sick days, personal days, floating holidays and/or disability leave? We understand that length of leave and whether the leave is fully or partially paid can differ based on years at the company and other factors. **The total number of weeks below should be the maximum number of fully and partially paid weeks offered at your company.**

\_\_\_ fully paid weeks

\_\_\_ partially paid weeks

36a. Please make sure that the numbers you provided did not include employees’ vacation days, sick days, personal days, floating holidays and/or disability leave, and reflect just the number of weeks of fully and partially paid paternity leave your company offers to U.S.-based IT employees.

Fully paid weeks

[ ] This answer is correct

[ ] Change my answer

Partially paid weeks

[ ] This answer is correct

[ ] Change my answer

37. Does your company’s medical benefits program offer any of the following to your U.S.-based IT employees? (Select all that apply)

Dental

Vision

Pretax programs for uncovered medical expenses (for example, flexible medical spending program)

Fertility services

Mental health services

Alternative treatment options

Long-term care

None of the above

**ADDENDUM FOR SECTION 3 REGARDING BENEFITS AND COMPENSATION:**

Please place comments or explanations pertaining to questions in this section here. **[When entering comments, please DO NOT hit the tab or the return key in order to submit complete information. Please use plain text - no formatting such as bullets, etc.]**

(5,000-character limit, or about 800 words)

**SECTION 4: IT Department/Career Development**

**Please provide the following information about your company’s IT department.**

38. What percentage of your company’s U.S.-based IT employees were promoted in the latest fiscal year?

**The answer to this question may appear in our special report and is required to be eligible for consideration. If your company does not track this information, please provide an estimate. (Please round to the nearest whole number.)**

\_\_\_\_%

39. How often does your company conduct a survey of U.S.-based IT employee satisfaction?

More than once a year

Once a year

Once every two years

Never

40. Do U.S.-based IT employees at your company formally evaluate their managers each year?

Yes

No

41. What was your company’s IT budget for its latest fiscal year?

Do not use commas, decimal points or dollar signs. Please write out the whole number; do not write 1B or 2M etc.

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.00

[ ] Decline to answer

**For the following questions on training, please include both in-house as well as external training.**

42. What was the overall training budget for U.S.-based IT employees in your company’s latest fiscal year including in-person training and remote training (e-learning)? Note: In-person training costs include class and instructor fees only.

This information is required to be eligible for consideration. If your company does not track this information, you must provide an estimate.

$\_\_\_\_\_\_\_\_.00

43. Will the overall training budget for U.S.-based IT employees increase, decrease or remain the same for your current fiscal year compared with your company’s most recently completed fiscal year?

Increase

Decrease

No change

44. How many days of **in-person or remote training** was a typical U.S.-based IT employee at your company eligible for during your most recently completed fiscal year?

**The answer to this question may appear in our special report and is required to be eligible for consideration. If your company does not track this information, please provide an estimate.**

\_\_\_ days per typical IT employee

[ ] No set maximum

45. Does your company have formal mentoring programs for U.S.-based IT employees?

Yes

No

**ADDENDUM SECTION 4 REGARDING IT DEPARTMENT:**

Please place comments or explanations pertaining to questions in this section here. **[When entering comments, please DO NOT hit the tab or the return key in order to submit complete information. Please use plain text - no formatting such as bullets, etc.]**

(5,000-character limit, or about 800 words)

**SECTION 5. Company Contacts and Information**

46. Please provide the contact information for the individual who should receive your company’s employee survey link and information:

[ ] check box if this is the same contact you gave at the beginning of the survey [checking this would autofill the answers given in Q1 in the fields below]

Name:

Title:

Phone:

Email:

47. Please provide the contact information for your company’s corporate communications department here. This individual will receive information (boilerplates and press release information, logos) from IDG, should your company be on the 100 Best Places to Work in IT list. In addition, this individual may be contacted by IDG’s sales partner, The YGS Group, regarding the purchase of commemorative items, logo licensing, customized benchmark reports and advertising opportunities.

Name:

Title:

Phone:

Email:

48. Please provide the contact information for your company’s HR department contact here.

Name:

Title:

Phone:

Email:

49. Please provide the contact information for your company’s CIO or head of IT here.

Name:

Title:

Phone:

Email:

**Company Information: Please answer on behalf of your entire company, not just your IT unit, unless otherwise specified.**

50. Full company name (please include the complete company or organization name here, not the name of the IT unit):

Street address:

City:

State:

ZIP:

Company's URL: http://

Company’s career page URL: http://

51. If your company is a subsidiary/division of another company, please list the parent company here. (Note that in most cases, we prefer to have the parent organization, rather than subsidiaries or affiliates, apply for the Best Places to Work in IT list. However, a subsidiary or affiliate may be eligible, providing that it stands out as a separate entity from the parent organization, with separate business functions, IT leadership and so on. A subsidiary may also be eligible to apply separately if its parent organization is a holding company. In those cases, the parent organization and subsidiary may be able to apply separately. We encourage organizations to contact us at bestplaces@computerworld.com, and our Best Places research team will evaluate the submissions on a case-by-case basis.) [OPEN ENDED FIELD]

[ ] We are not a subsidiary/division of another company

52. What is your organization's primary line of business?

Agriculture

Automotive

Biotechnology

Business services/consulting (noncomputer-related)

Computer dealer/reseller

Construction/mining

Defense/aerospace

Education

Energy/utilities

Government: Federal

Government: State or local

Finance

Food industry

Insurance

IT/computer-related services/consulting

Health/medical services

Manufacturing (computer-related)

Manufacturing (noncomputer-related)

Pharmaceutical

Real estate

Retail trade

Telecommunications

Transportation and logistics

Travel

Wholesale trade

Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADDENDUM FOR SECTION 6 REGARDING COMPANY CONTACTS AND INFORMATION.**

Please place comments or explanations pertaining to questions in this section here. **[When entering comments, please DO NOT hit the tab or the return key in order to submit complete information. Please use plain text - no formatting such as bullets, etc.]**

(5,000-character limit, or about 800 words)

**SUBMIT RESPONSES**

Are you sure you are ready to submit?

I certify that the information provided is correct to the extent of my knowledge and that I understand the information will be used in accordance with IDG Communications, Inc’s Privacy Policy LINK <https://www.idg.com/idg-privacy-policy/>

**SUBMIT [ ]**

Your survey was successfully submitted. Thank you for your valued time and participation!

Within the next week, IDG will email you a password-protected link to view and print your company's survey responses, as well as a link to your company's employee survey for distribution to selected employees. Prior to getting your employee survey link, you may receive an email with questions about your company survey responses. You will need to answer these before you receive your employee survey.

**What’s next?**

1. The employee survey portion of the Best Places to Work Survey.

In order to better understand what is important to your company’s IT employees, a random sample of IT employees should be selected to participate in a short online survey on employee satisfaction and workplace environment/culture.

**Upon completion of this survey,** we will provide you with a sample letter and the link to your company’s employee satisfaction survey for you to email to all of your U.S.-based IT employees or a representative portion. **Note: the number of completed employee surveys must NOT exceed the total number of IT employees at your organization. This will result in a points deduction.** We will also ask you to provide documentation of the employee selection process and the process you used to distribute the survey. The printer-friendly version of the employee portion of the survey is available for download from our [Best Places FAQ page](https://www.idginsiderpro.com/article/3448582/about-the-best-places-to-work-in-it.html#faq).

2. Company Photo

We encourage organizations selected for the Best Places to Work in IT list to submit a photo that captures the spirit of your organization. These photos may be run throughout the special report. Best bets:

• Corporate headquarters or campus

• Interior workspace

• A close-up of the organization's signage (inside or outside)

• A candid shot of 2 or 3 IT team members at work **(no large group photos, please)**

Important: Please provide the photographer's credit information (or let us know if a credit isn't required).

Please do not send photos with company logos or text embedded in the photograph.

Please do not send heavily edited/Photoshopped images, such as photos that have been composed with a digital image editor.

Size & Format Requirements for photos:

Please provide a crisp, clear photo that is a minimum of 6 x 4 inches at 300 dpi, which translates to a minimum of 1800 x 1200 pixels. Please provide the photographer's credit information and the names of the employees pictured in each photo. (Note that the photos will be cropped as needed by IDG's designers.)

**Below is the Best Places to Work in IT timeline,** which includes your action items and deadlines.

Friday, January 15, 2021: Nomination process closes

January, 2021: Nominated companies will receive an email with link to the Best Places to Work in IT survey from IDG Insider Pro and Computerworld. The printer-friendly version of the Best Places to Work in IT company portion of survey is available here: <https://www.idginsiderpro.com/article/3448582/about-the-best-places-to-work-in-it.html#worddoc>

Wednesday, January 13, 2021: Roll-out of employee survey information. Starting on this date, those companies that have **COMPLETED** their company survey will receive an email with a link to their company's employee survey for distribution to selected employees. Companies will also receive instructions on selecting a random sampling of IT employees as well as instructions on verifying the process used to select the employees and a sample cover letter. After this date, as companies complete surveys, the links will be emailed to them

Friday, February 5, 2021: DEADLINE: Best Places to Work in IT company portion of survey is due to IDG.

Friday, February 26, 2021: DEADLINE: Best Places to Work in IT employee portion of survey is due to IDG. Form that verifies selection process and cover letter soliciting employee survey participation also due to IDG.

Early June 2021: Organizations will be notified of their standings on the Best Places to Work in IT 2021 list.

Summer 2021: Best Places to Work in IT list is published at [www.idginsiderpro.com](http://www.idginsiderpro.com) and www.computerworld.com.

Please email bestplaces@computerworld.com with any questions. All correspondence should include your company name, as well the topic of your email in the subject line.

If you need to send any additional addenda or information as attachments, please email bestplaces@computerworld.com. Please be sure to include your company name and the topic of the email in the subject line.

Click here to go to [www.idginsiderpro.com](http://www.idginsiderpro.com/)

Click here to go to [www.computerworld.com](http://www.computerworld.com)

Thank you,

IDG’s Research Team