



2018 AGE-SMART EMPLOYER AWARD APPLICATION

DUE: AUGUST 17, 2018 BY NOON (12PM)

Submit completed application to: AF Awards@eldersinaction.org

APPLICATION CHECKLIST

Business Name: _____

☐

Completed Checklist

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Cover Letter (see Guidelines document for more info)

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Complete Award Application

- Section 1:
 - Business or Organization Information
 - Primary Contact Signature
- Section 2: Narrative

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Supporting Documents (if applicable)

****INCOMPLETE OR LATE APPLICATIONS WILL NOT BE ACCEPTED.****

Award guidelines are available at agefriendlyportland.org

DUE 8/17/18 BY NOON (12PM)

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2018 AGE-SMART EMPLOYER AWARD APPLICATION

DUE: AUGUST 17, 2018 BY NOON (12PM)

You must complete all fields and all components of each question.

SECTION 1: BUSINESS INFO AND SIGNATURE*

Business Name: _____

Business Size: (choose one) ☐ 5-19 Employees ☐ 20-49 Employees ☐ 50+ Employees

Business/Organization Type: (choose one) ☐ Non-profit ☐ Private business ☐ Public agency

Business Website: _____

Mailing Address: _____

Primary Contact Name: _____

Primary Contact Title: _____

Primary Contact Signature: _____

Primary Contact Phone: _____

Primary Contact Email: _____

*Age-Friendly Portland accepts the following 'signatures': A hand-delivered 'wet' signature, a scanned 'wet' signature sent via email or fax, a signature verified using a third party service (DocuSign, etc) and a signature 'written' using design software (Adobe Acrobat, MS Paint, etc.). Age-Friendly Portland does not accept a typed name in an italics or cursive font as a 'signature'.

SECTION 2: NARRATIVE

Detailed narrative responses may require additional pages.

1. **Explain how your business has adjusted its hiring process to engage a wide range of potential applicants including older workers.**
Older workers reflect the rapidly growing “silver economy”, comprised of products and services focusing on older adults. Their unique insights and visibility enhance business relations and open opportunities with this market.
2. **Explain how your business has invested in training and development to assist all workers, especially older workers, to stay relevant and productive.**
The increasingly global economy is undergoing a shift towards knowledge-based jobs fueled by rapidly changing technology. Many employers don’t prioritize professional development for older workers due to misperceptions about work horizon; however, employees must constantly update skills to stay relevant and productive.
3. **Explain how your business educates managers in age-diversity and guides a culture of equity and inclusiveness which promotes intergenerational respect and honors the contributions of each individual employee.**
Today’s workplace is comprised of four generations with diverse values, priorities, work and communication styles. These differences can lead to misconceptions, generational tension and result in lower employee engagement and retention. Educating managers in age-diversity can minimize these tensions.
4. **Explain how your business ensures organizational innovation and sustainability that benefits employees of all ages through life-long skills building, knowledge transfer and mentoring.**
Mentoring, a type of knowledge transfer that leverages relationship building, benefits both mentors and mentees as measured by employee engagement, promotions and retention.
5. **Explain how your business maximizes employee health and well-being to sustain and even enhance productivity by allowing for adaptive work environments.**
Environment, equipment and job processes play a large role in employee productivity, especially that of older workers. As workers age, risk of injury and disability from job-related tasks increases, especially in physically demanding jobs.
6. **Explain how your business invests in employees’ health and well-being with goals toward employee retention and employment longevity.**
Health insurance and losses associated with employee illness and poor health are a significant threat to productivity and profitability for the whole organization. Many employers utilize workplace wellness programs to control these costs as well as reduce absenteeism and risk of injury while improving productivity.

7. Explain how your business promotes meaningful and streamlined transitions from work to retirement, and to and from temporary employee leave.

Evidence suggests that combined with well-executed financial education and retirement planning, supportive transitions can decrease stress, reduce absenteeism, increase productivity and improve employee loyalty.

8. What benefits does your business offer to its employees? Select all that apply:

Insurance

- ☐ Health Insurance
- ☐ Dental Insurance
- ☐ Disability Insurance
- ☐ Life Insurance
- ☐ Flexible Spending Account
- ☐ Other: _____

Scheduling

- ☐ Flexible Schedule
- ☐ Telecommute/Work from Home
- ☐ Paid Holiday
- ☐ Paid Time Off/Vacation
- ☐ Phased Retirement

Financial

- ☐ Tuition Assistance
- ☐ Retirement Plan
- ☐ Oregon Saves
- ☐ Caregiving Benefits
- ☐ Retirement Plan