

LATINA *Style* 50
2023 LATINA *Style* 50 Survey

26th Anniversary
The 50 Best Companies for Latinas to Work for in the
United States

The August issue of *LATINA Style* will feature its 26th Annual *LATINA Style* 50, a report on the Top (50) Companies providing the best career opportunities for Hispanic women in our country.

PLEASE COMPLETE THIS SURVEY USING 2022 INFORMATION ONLY.

For previously participating companies, all completed materials must be sent by **Friday, June 16, 2023**, and for new companies, by **Friday, June 23, 2023**.

If you have any questions, please call the *LATINA Style* Office at (214) 357-2186 or email LS50@latinastyle.com

CONFIDENTIALITY CLAUSE:

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General Information

Company Name (as you would like it to be listed in all press materials):		
Please Indicate Participation in the Survey: <i>First Time:</i> YES <input type="checkbox"/> NO <input type="checkbox"/> <i>Most Recent Year:</i>		
Person Completing Survey/Primary Survey Contact:		
Title:	Department:	
Address:		
City:	State:	ZIP:
Phone:	Email:	
Company Website:		
Company CEO/President:		
Company Headquarters:		
City:	State:	ZIP:
Phone:	Email:	
CEO/President's Executive Assistant:		
Address:		
City:	State:	ZIP:
Phone:	Email:	

Company Classification

What is the nature of your company's primary business?

<input type="checkbox"/> Accounting	<input type="checkbox"/> Food, Beverage (manufacturing)
<input type="checkbox"/> Advertising, Marketing, Public Relations	<input type="checkbox"/> Health Care (including hospitals, medical equipment)
<input type="checkbox"/> Apparel, Textile (manufacturing)	<input type="checkbox"/> Hospitality
<input type="checkbox"/> Automobile, Automotive Parts (manufacturing)	<input type="checkbox"/> Insurance (includes life, health, property, and casualty)
<input type="checkbox"/> Biotechnology	<input type="checkbox"/> Pharmaceuticals
<input type="checkbox"/> Chemicals	<input type="checkbox"/> Petrochemicals
<input type="checkbox"/> Commercial Banking	<input type="checkbox"/> Retail (all categories)
<input type="checkbox"/> Computer Peripherals, Data Services	<input type="checkbox"/> Scientific, Photographic Equipment
<input type="checkbox"/> Software	<input type="checkbox"/> Soaps, Cosmetics (manufacturing)
<input type="checkbox"/> Computers, Office Equipment	<input type="checkbox"/> Telecommunications
<input type="checkbox"/> Diversified Financial Services/Company	<input type="checkbox"/> Toys, Sporting Good (manufacturing)
<input type="checkbox"/> Electronics (manufacturing)	<input type="checkbox"/> Utilities
	<input type="checkbox"/> Other: _____

PLEASE NOTE

If you cannot answer a question or provide the appropriate information, please make sure to mark the answer with N/A. Any answer left completely unanswered (meaning it is NOT MARKED with N/A) WILL be scored negatively.

PART I - Employee Statistics

1. EMPLOYEE COUNT

	# of employees		% of total employees	
	2021	2022	2021	2022
Total Hispanic Women in the company:				
Total Hispanics (Women + Men) in the company:				
Total Women in the company:				
Total Employees in the Company:			100%	

2. CORPORATE RANKS

Do Hispanic Women, Hispanics, or Women hold any of the following top positions in the company? Place the number of members where applicable.

TITLE	Hispanic Women (#)	Hispanic Men (#)	Women (#)	New this year (#)	N/A
Board of Directors: *Total number: _____					
Chairman/CEO					
Vice Chairman					
President/COO					
Chief Financial Officer					
Corporate Counsel					
Chief Diversity Officer					
Chief Marketing Officer					

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2a. Please provide a List of Hispanic Members serving on your company's Board of Directors:

PART II - Recruitment and Procurement Policies

3. HIGHEST RANKING HISPANICS

Please list Top 5 Ranking Hispanics (male & female) in your company. Please list by position.

NAME	TITLE	DEPARTMENT

PLEASE READ

We understand that companies have a variety of structures making it possible for 2 or more Latinas to be tied for the 'Highest Ranking Position' within the company. We allow you to submit a maximum of three Highest Ranking Latina Forms (*Please send separate form*). If your company is in the Top 12, LATINA *Style* will select and choose one Latina to be featured in the magazine. Please keep this in mind while filling out the information below and the Highest Ranking Latina form.

4. If LATINA *Style* Magazine was to produce a feature related to your industry, who would be considered the Highest-Ranking Latina available for an interview? _____

4a. How many levels away is the Highest-Ranking Latina to the President/CEO? (i.e.: Is she a direct report, one away, or two away?)

4b. Have any High-Ranking Latinas been promoted this year? YES NO

4c. If answer is YES, please provide name and new title:

NAME	TITLE	DEPARTMENT

The Latina *Style* 50 Awards Ceremony is one of the most prestigious events that take place in the Hispanic community. A highest-ranking Latina must attend the ceremony to accept the award. Their absence will disqualify the company from submitting a survey for one year. The awards ceremony will be held on May 2024 in Washington, D.C.

Please initial to acknowledge the clause above: _____

PLEASE MAKE SURE THAT THE INFORMATION PROVIDED ABOVE CORRESPONDS WITH THE INFORMATION PROVIDED IN THE 'HIGHEST RANKING HISPANIC WOMEN FORM'

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Key Contact for Diversity Equity & Inclusion or Chief Diversity Officer:		
Title:	Department:	
Address:		
City:	State:	ZIP:
Phone:	Email:	

5. HISPANIC AFFINITY GROUPS

Does your company have a Hispanic Employee Resource Group/Association? YES NO

Nominations for the 2023 Employee Resource Group of the Year award must be submitted with this survey.

5a. If YES, please list all Hispanic Employee Associations within your company:

5b. Please describe some of its major goals and recent activities:

President of the Hispanic Employee Resource Group:		
Title:	Department:	
Address:		
City:	State:	ZIP:
Phone:	Fax:	
Email:		

6. RECRUITMENT

How and where does your company recruit Hispanic Women?
Please explain recruitment policies pertaining to Hispanic Women below.

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6a. Does your company have a dedicated program to recruit Hispanic women? YES NO

If yes, please name each program endorsed by your company.

1.
2.
3.

7. Does your company have a dedicated program to recruit transitioning military personnel? YES NO

Key Contact Person for Recruitment Opportunities for VETERANS, RESERVES, ETC.		
Name:	Department:	
Title:	Address:	
City:	State:	ZIP:
Phone:	Fax:	
Email:		

7a. Does your company utilize recruitment advertising in any of the following Hispanic media or recruitment outlets?

Place an X or ✓ where applicable and provide a name for each media.

Newspapers		
Magazines		
Television		
Radio Stations		
Websites		
Search Firms		
Social Media		

8. MINORITY/DIVERSITY PROCUREMENT PROGRAM

Does the company have a Minority Supplier Development Program? YES NO

PART III – Employee Benefits

9. ALTERNATIVE WORK POLICIES

Does your company have any of the following alternative work policies?

Place an X or ✓ where applicable.

Traditional Flextime - the employee can change start and end times periodically	
Daily Flextime - the employee can change start and end times on daily basis	
Compressed Work Week - the employee can put in 40 hours in less than 5 days (i.e. four 10- hour days)	
Telecommuting/Work at Home- working from home with a computer hook-up	
OTHER:	

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10. PROFIT SHARING

10a. Does your company offer profit sharing?

YES

NO

If Yes, what percent of 2022 annual profits were offered to employees? _____%

10b. Which employees are eligible to participate?

Salaried Paid _____

Hourly Paid _____

10c. Does your company present any awards to deserving employees?

YES

NO

10d. Does your company offer monetary awards or bonuses to employees?

YES

NO

If Yes, what is the average amount per employee awarded?

\$ _____

11. HEALTH BENEFITS

11a. Does your company offer a health insurance plan for all full-time employees?

YES

NO

11b. Does your company offer a health insurance plan for all part-time employees?

YES

NO

11c. What percentage of the employee's premium for personal coverage does your company pay?

_____%

11d. What percentage of the employee's premium for family coverage does your company pay?

_____%

11e. What percentage of your workforce does not have health care insurance?

_____%

PART IV – Advancement Opportunities for Women

12. TASK FORCE PROGRAMS

12a. Does your company have a Task Force that addresses women's issues in the workplace?

YES

NO

12b. Is the Task Force considered: Place an X or ✓ where applicable.

INTERNAL _____

FORMAL _____

EXTERNAL _____

INFORMAL _____

Please name each Task Force Program offered by your company:

1.
2.
3.

Key Contact Person for the Task Force Program:		
Title:	Department:	
Address:		
City:	State:	ZIP:
Phone:	Email:	
Website:		
Who oversees the Task Force Program?		
Title:	Department:	
Phone:	Email:	

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□

▶ How are the goals of the Task Force set and measured?

12c. Are there any Latinas involved in the company's women's task force? YES NO

Nominations for the 2023 LATINA Executive of the Year award must be submitted with this survey.

13. MENTORING PROGRAMS

13a. Does your company have a Mentoring Program to encourage the advancement of women employees? YES NO

14. LEADERSHIP TRAINING & CAREER COUNSELING

14a. Does your company endorse the sponsorship of women at management or leadership training programs? YES NO

14b. Does your company have a Fast Track Program that accelerates potential promotions for Hispanic Women employees? YES NO

If yes, please name and explain the program's policy:

Key Contact Person for the Fast Track Program:		
Title:	Department:	
Address:		
City:	State:	ZIP:
Phone:	Email:	
Website:		

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15. CONTINUOUS EDUCATION OPPORTUNITIES

Does your company provide continuous education reimbursements? YES NO

If yes, how much per year is reimbursed? \$ _____ OR _____%

15a. Which employees are eligible to participate in continuous education programs? Salaried Paid _____ Hourly Paid _____

16. Did your company receive any awards or recognitions in 2022? YES NO

If YES, please provide a list.

1.
2.
3.
4.
5.

17. IN YOUR OWN WORDS

17a. Please provide your company's CEO/President's mission statement regarding diversity practices below.

The CEO/President of your company must sign in the signature box provided below to verify the statement and survey information.

Print Name:	Title: Chief Executive Officer
Signature:	Date:

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Thank you for your participation in LATINA *Style*'s 50 Best Companies for Latinas to Work for in the United States Survey. We look forward to working with you and your team to ensure that Latinas take full advantage of the opportunities offered by your company.

DEADLINES

All completed materials must be emailed or postmarked no later than **Friday, June 16, 2023**, for existing companies and for new companies, by **Friday, June 23, 2023**. Please note that in order to meet our publishing schedules it will not be possible to grant deadline extensions beyond this date.

Please include this completed checklist in your company's submission and send all materials to:

EMAIL: LS50@latinastyle.com

with a courtesy copy to

beana.d@latinastyle.com

Phone: (214) 357-2186

*Once the submission has been received, ***the Survey Contact will receive an email confirmation.*** Please ***contact the LATINA Style office*** if confirmation has not been received after two weeks from the date of submission.

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SUBMISSION CHECKLIST

Before submitting your company's evaluation, please be sure you have included the following:

☆**NOTE:** *Incomplete surveys will **NOT** be considered for evaluation*☆

- A completed survey including all data, contact information, and appropriate signatures.
- A list of Hispanic members serving on your company's Board of Directors
- Please submit High-Res Company Logo with any guidelines. This will be used for official messaging if selected as one of the Top LATINA *Style* 50 Companies.
- A completed **Highest Ranking Latina Form** including an updated professional biography and recent color photo with a resolution of at least 300 dpi (*additional form*)
- A completed **2023 Employee Resource Group of the Year Form** including Logo with any guidelines (*additional form*) (*optional*)
- A completed **2023 LATINA Executive of the Year Form** including an updated professional biography and recent color photo with a resolution of at least 300 dpi (*additional form*) (*optional*)
- Your Company's CEO/President's mission statement regarding your company's diversity practices

On behalf of _____ (Company), we understand that should we be selected as a LATINA *Style* 50 Best Company for Latinas to Work for in the United States, our highest-ranking Latina must be present to receive the award on behalf of the company at the Awards Ceremony & Diversity Leaders Conference on **May 2024 in Washington, D.C.** We understand that if our highest-ranking Latina's schedule does not permit her attendance, another high-ranking Latina will represent our company in her place.

*Date to be determined

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SUMMARY OF KEY CONTACTS

Survey Contact:		
Title:	Department:	
Address:		
City:	St:	ZIP:
Phone:	Fax:	
Email:		

CEO/President's Executive Assistant:		
Address:		
City:	St:	ZIP:
Phone:	Fax:	
Email:		

Key Contact for Corporate Responsibility:		
Title:	Department:	
Address:		
City:	St:	ZIP:
Phone:	Fax:	
Email:		

Highest Ranking Latina:		
Title:	Department:	
Address:		
City:	St:	ZIP:
Phone:	Fax:	
Email:		

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Chief Diversity Officer:		
Title:	Department:	
Address:		
City:	St:	ZIP:
Phone:	Fax:	
Email:		

Key Contact Person for Hispanic Employee Association:		
Title:	Department:	
Address:		
City:	St:	ZIP:
Phone:	Fax:	
Email:		

Key Contact Person for Recruitment Opportunities:		
Title:	Department:	
Address:		
City:	St:	ZIP:
Phone:	Fax:	
Email:	Recruitment Website:	

Key Contact Person for Procurement Opportunities:	Department:	
Title:		
Address:	St:	ZIP:
City:	Fax:	
Phone:	Procurement Website:	
Email:		

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Key Contact Person for the Task Force Program:		
Title:	Department:	
Address:		
City:	St:	ZIP:
Phone:	Fax:	
Email:	Website:	

Key Contact Person for the Mentoring Programs:		
Title:	Department:	
Address:		
City:	St:	ZIP:
Phone:	Fax:	
Email:	Website:	

Key Contact Person for the Leadership Training Programs:		
Title:	Department:	
Address:		
City:	St:	ZIP:
Phone:	Fax:	
Email:	Website:	

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Key Contact for Marketing:		
Title:	Department:	
Address:		
City:	St:	ZIP:
Phone:	Fax:	
Email:		

Key Contact for Public Relations/External Affairs:		
Title:	Department:	
Address:		
City:	St:	ZIP:
Phone:	Fax:	
Email:		

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HIGHEST RANKING LATINA FORM

We understand that companies have a variety of structures making it possible for 2 or more Latinas to be tied for the ‘Highest Ranking Position’ within the company. We allow you to submit a maximum of three Highest Ranking Latina Forms (*Please send separate forms*). If your company is ranked in the Top 12, LATINA *Style* will select ONE Latina to be featured in the magazine. Please keep this in mind while filling out the information below.

THE LATINA STYLE 50 AWARDS CEREMONY IS ONE OF THE MOST PRESTIGIOUS EVENTS THAT TAKE PLACE IN THE HISPANIC COMMUNITY. A HIGHEST-RANKING LATINA MUST ATTEND THE CEREMONY TO ACCEPT THE AWARD. THEIR ABSENCE WILL DISQUALIFY THE COMPANY FROM SUBMITTING A SURVEY FOR ONE YEAR. THE AWARDS CEREMONY WILL BE HELD ON MAY 2024 IN WASHINGTON, D.C.

Please initial to acknowledge clause above: _____

Fill in the form below with information about your Company’s Highest Ranking Latina Woman.

Highest Ranking Latina:	
Full Title to be used in publications:	
Department:	
Address:	
Phone:	
Email:	
Years with the company:	
How many levels away is the Highest-Ranking Latina from CEO/President?	

*Please note that the LATINA *Style* 50 Report is released in August. Any titles or promotions that are affected during or before the month of August should be immediately communicated to beana.d@latinastyle.com

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SUBMISSION CHECKLIST

Before submitting, please be sure you have included the following:

- A completed **Highest Ranking Latina Form**
- Recent color photo with a resolution of at least 300 dpi
The picture ***MUST BE A SEPARATE*** file from this document and not embedded in the document
Please name the image with the following format:
(Full Name of Highest-Ranking Latina - Company Name)
- An updated professional biography

Use the space below to enter the biography of your company's Highest-Ranking Latina. Biography should be no more than 300 - 350-word count and include most current position/responsibilities as well as background, expertise and community involvement.



2023 ERG/ BRG OF THE YEAR

Nomination Form

- Deadline to submit is **June 16, 2023**, for existing companies and **June 23**, for new companies
- Please submit ERG/BRG President's Bio and High-Resolution Photo (JPEG Format) as a separate attachment **not** embedded in the document
- Please submit ERG/ BRG Logo in EPS & JPEG format
- Email Nominations to ERG@latinastyle.com

Part I: Nominator

Nominated By:	
Title:	
Company:	
Phone:	
Email:	

Part II: Company Information

Company:	
CEO:	
Address:	
Phone:	
Email:	

Part III: ERG Information

Name of ERG/BRG:	
President:	
Job Title:	
Address:	
Phone:	
Email:	

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Part III: Chief Diversity & Inclusion Officer

Name:	
Title:	
Address:	
Phone:	
Email:	

ERG/BRG MISSION STATEMENT:

SECTION 1: GENERAL INFORMATION

- When was the ERG/BRG Established?
- How many members?
- In how many states? (Please list)
- Demographic Profile? (*Age, income, range of job titles levels, male/female etc.*)
- How is the ERG/BRG funded?
- What is the annual budget for the ERG/BRG, if applicable?

SECTION 2: CORPORATE LEADERSHIP

- Who is the corporate sponsor for the ERG/BRG?

Name:	
Title:	
Address:	
Phone:	
Email:	

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Does the ERG/BRG have the opportunity to interact with the CEO?

- How does the company support the ERG/BRG?
- How does the ERG/BRG benefit its members?
- How is the leadership of the ERG/BRG selected?
- How does the ERG/BRG leadership communicate with its members?

SECTION 3: COMMUNITY INVOLVEMENT

- How well does the ERG/BRG serve the community?
- What organizations does the ERG/BRG support and how?
- How well does the ERG/BRG serve the company in regards to diversity issues?

SECTION 4: BUSINESS IMPACT

- Does the company use the ERG/BRG as a source of new ideas and market intelligence?
- How effective/impactful are the solutions that your ERG/BRG finds to the company?
- How does your ERG/BRG keep the core business values intact?
- How is the ERG/BRG involved in connecting the company with customers/clients?

SECTION 5: AWARDS & RECOGNITIONS

- Please list recognitions received
- When were they presented?

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Thank you for your submission!

The **Top ERG's/ BRG's of the Year** will be featured in the Nov/ Dec issue of *LATINA Style Magazine*. The Presidents of the Top ERG's/BRG's will be invited to the **26th Annual LATINA Style 50 Awards and Diversity Leaders Conference** which will be held on

May 2024, in Washington, D.C.

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2023 Latina Executive of the Year Nomination Form

- Deadline to submit is **June 16, 2023**, for existing companies, and **June 23** for new companies
- Please submit Nominee's Bio and Photo (JPEG Format) as separate attachments **not** embedded in the document
- Email Nominations to LEY@latinastyle.com
- For questions or more information please call us at 214-357-2186

PART I: NOMINATOR/ORGANIZATION INFORMATION

Nominated By:	
Company:	
Title:	
Phone:	
Email:	

PART II: NOMINEE INFORMATION

Nominee Name:	
Company:	
Title:	
Address:	
Phone:	
Email:	
How long has she worked with the company?	

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2023 Latina *Executive of the Year*

Please answer the following questions to the best of your knowledge

PART III: LEADERSHIP

- How has this executive demonstrated excellence in leadership?
- How has she made her team and those she leads better?
- Does she have additional leadership roles in any affinity groups or other company programs? Does she serve on any Board of Directors, if so please list.

PART IV: COMMUNITY INVOLVEMENT

- How does this executive give back to her community?
- Is she involved in any community-based organizations?
- Does she encourage her company to get involved in her community? Does she dedicate her personal time?

PART V: BUSINESS IMPACT

- How has this executive contributed to the development of others and her company?
- Has she contributed to her company's financial bottom line?

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2023 Latina *Executive of the Year*

PART VI: BRIEF PARAGRAPH

Write a brief paragraph as to why you feel your nominee makes a good candidate for the LATINA *Style* Corporate Executive of the Year and possibly as a featured panelist (include characteristics, qualifications, etc.).

Thank you for your nomination!

The **Top Latina Executives of the Year** will be featured in the Nov/ Dec. issue of LATINA *Style* Magazine. The **Top Latina Executives** will also be invited to the **26th Annual LATINA *Style* 50 Awards and Diversity Leaders Conference** which will be held on **May 2024, in Washington, D.C.**

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