***2018 Awards for Excellence Application***

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| **COMPANY NAME HERE:**  \*Please write as you would like it presented in all communications and event day items. |  |

***Please note: All fields are required. If you have any additional materials you would like included in your submission, please email them to*** [jwolf@philly.com](mailto:jwolf@philly.com)

**INTENT TO APPLY DEADLINE: FRIDAY, JULY 6, 2018 by 5:00 p.m.**

Email your company name, award you’re applying for and the number of employees in your HR Department to [jwolf@philly.com](mailto:jwolf@philly.com)

**APPLICATION DEADLINE: FRIDAY, JULY 13, 2018 by 5:00 p.m.**

**Application Materials: (**Please email the following materials with your application\_

* CEO headshot in high resolution JPEG format
* HR Department staff photo in high resolution format

**Save the Dates:**Expanded coverage in Sunday Inquirer: Sunday, November 19Awards: Thursday, November 15, 5:30 p.m. – 8:30 p.m., Crystal Tea Room

**~AWARD CATEGORY~ *\*Please only select one category per application.***

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| --- | --- |
|  | Employee Relations |
|  | Talent Acquisition |
|  | Talent Management |
|  | Technology |
|  | Benefits |
|  | Wellness |
|  | Compensation |
|  | Diversity |
|  | Social Responsibility |

**~APPLICANT CONTACT INFO~**

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| --- | --- |
| **Name** |  |
| **Company** |  |
| **Title** |  |
| **Address** |  |
| **Email** |  |
| **Phone #** |  |
| **Alternate Contact** |  |
| **Alternate Title** |  |
| **Alternate Email** |  |
| **Alternate Phone** |  |
| **Head of HR (Name & Title)** |  |
| **Head of HR (Email & Phone)** |  |

**~COMPANY INFORMATION~**

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| **# Company Employees** |  |
| **# HR Dept. Employees** |  |
| **Ratio: HR Employees to Overall Company Employees** |  |
| **# HR Employees in the Excellence Award Category** |  |
| **Company Industry** |  |
| **HR Dept. Budget** |  |
| **Excellence Award Category Budget** |  |

**SHORT ANSWERS**Complete each question as descriptively as possible.

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| **1. Are you a division of a larger organization or a stand-alone company? If a division, what is the name of the larger organization and its location? Which HR functions are under your control versus that of the larger organization?**  *Note: To qualify for the award, you must have a significant portion of HR functions under your control.* |
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| **2. Who does the head of HR report to – Name and Title?** |
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| **3. How is the HR department organized (i.e., areas of responsibility)?** Please attach an organization chart. Show more detail for the group related to the Excellence Award Category. |
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**DETAILED ANSWERS**

Complete each question as descriptively as possible.

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| **4. Identify and describe the initiatives related to the area of Excellence for which you are applying. In what ways are they innovative or a best practice?** |
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| **5. How have the above initiatives benefited the organization, what quantitative and qualitative measures did you use, and what are the results** (e.g., impact on business performance, employees' performance, employee engagement, operational efficiency, reduced costs or contained risks, transformation of culture, etc., including trends or comparative benchmarks)? |
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| **6. How does your HR team obtain feedback/evaluation (formal and informal) with respect to the area of Excellence for which you are applying? How is the feedback applied to improve the processes?** |
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| **7. What does your team do to maintain state-of-the art-skills and build a high-performing team in the area of Excellence for which you are applying?** |
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| **8. In 200 words or less, please tell us why your HR department is exceptional and should win the Human Resources Department of the Year Award.** *Your answer to this question will be featured as the description in the printed program booklet and will be used to make acknowledgements at the awards dinner.* |
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