



# HR Department of the Year Excellence Award Application

## COMPANY NAME HERE:

\*Please write as you would like it presented in all communications and event day items.

Please complete this application in as much detail as possible. The judges will review what you included and use it in evaluating your organization. All fields are required. Please email your completed application to [Info@hrawards.org](mailto:Info@hrawards.org) by Friday, August 26<sup>th</sup>, 2022.

### **APPLICATION DEADLINE: FRIDAY, AUGUST 26, 2022 by 5:00 PM**

**Save the Date!** Winners will be announced at the Awards Dinner, which will take place on Wednesday, November 9<sup>th</sup> from 5:30pm-9pm at the Crystal Tea Room in Philadelphia.

**Next Steps:** Your application will be reviewed, and finalists will be contacted by September 15<sup>th</sup>.

#### AWARD CATEGORY

*\*select only one category per application*

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

#### APPLICANT CONTACT INFORMATION

Name	
Company	
Title	
Address ( <i>headquarters must be within a 1 hour drive from Center City, PHL to be eligible</i> )	
Email Address	
Phone #	
Alternate Contact Name & Title	
Alternate Contact Email & Phone #	
Head of HR Name & Title	
Head of HR Email & Phone #	

#### COMPANY INFORMATION

# of Employees in Company	
# of Employees in HR Dept.	
# of HR Employees in the Excellence Award Category	
Company Industry	
Please briefly describe the nature of your company's business	



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**SHORT ANSWER QUESTIONS** – Please be as descriptive as possible.

**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.***

**2. Who does the head of HR report to – Name and Title?**

**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.**

**DETAILED ANSWER QUESTIONS** – Please be as descriptive as possible. Note – the information you provide is the only information the judges will have to determine if you will be a finalist.

**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?**

**5. How have the initiatives described in question 4 above contributed to/impacted the success of the overall organization? *Provide details: (a) how their effectiveness was measured – quantitative and/or qualitative, and (b) the results (e.g., impact on business performance, employee engagement scores, operational efficiency, reduced costs or contained risks, transformation of culture, etc.). Include trends and comparative benchmarks if available.***

**6. In 200 words or less, please tell us why your HR department is exceptional in the area of Excellence for which you are applying and why you should win the HR 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.***