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

**Please complete this application with as much detail as possible. The judges will review what you included and use it in evaluating your organization. All fields are required. Email your completed application to** [**info@hrawards.org**](mailto:info@hrawards.org) **by Friday, August 23, 2024. We will contact you to confirm receipt of your application. If you don’t get notified within a week of your submittal, please contact us at the email address above.**

**APPLICATION DEADLINE: FRIDAY, AUGUST 23, 2024, by 5:00 PM**

***Save the Date!* Winners will be announced at the Awards Dinner, November 14, 2024, from 5:30 PM – 9:00 PM at the Crystal Tea Room in Philadelphia.**

***Next Steps:*** Your application will be reviewed, and finalists will be contacted by **September 13th**.

***Judges’ Evaluation***: Part of the application process includes a virtual evaluation with the HR Department of the Year judges. Please note that you and your HR Department will need to be flexible in providing a time to meet with the judges within the timeframe they are given to review all applications. This meeting will be held during the month of October. One of the judges will contact you to schedule the meeting and review what to expect, how to prepare for it, etc., and answer your questions*.*

* **Who should attend the virtual meeting?** The key functional members of the HR department along with the head of HR. The judges would also like to meet separately with the CEO or a member of the Senior Executive team (before or after the HR team meeting).
* **How long is the meeting?** Typically, the meeting with the HR team is 1 ½-2 hours and 45-60 minutes with the CEO/senior executive, preferably on the same day.
* **IMPORTANT: Look at your/your HR team's and the CEO's availability to schedule the judging meeting.** This will be coordinated with the judges' availability.
* **Optional:** PowerPoint presentation for the HR Team meeting

**APPLICATION SUBMISSION**

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| **Date Submitted** |  |

**APPLICANT CONTACT INFORMATION**

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| **Name** |  |
| **Company** |  |
| **Title** |  |
| **Address** *(headquarters must be within a 2-hour drive from Center City, PHL to be eligible)* |  |
| **Email Address** |  |
| **Phone #** |  |
| **Alternate Contact Name & Title** |  |
| **Alternate Contact Email & Phone #** |  |
| **Head of HR Name & Title** |  |
| **Head of HR Email & Phone #** |  |

**COMPANY INFORMATION**

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| **# of Employees in Company** |  |
| **# of Employees in HR Dept.** |  |
| **Company Industry** |  |
| **Are you a non-profit organization?** |  |
| **Please briefly describe the nature of your company’s business** |  |
| **What functions are included within the HR department (e.g., Communications, Compensation & Benefits, Training & Development, Talent Acquisition, HRIS, Payroll, Facilities, etc.)?** | |
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**SHORT ANSWER QUESTIONS –** Please be as descriptive 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. |
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**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.***

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| **4. What are the top 3 priorities of the HR department and how are they related to the strategic objectives and goals of the organization?** |
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| **5. In the past 1-2 years, how has the HR department contributed to/impacted the success of the overall organization?** Provide details: (a) major initiatives HR led and/or was deeply involved in, (b) how their effectiveness was measured – quantitative and/or qualitative, (c) and the results (e.g., impact on business performance, employee engagement scores, operational efficiency, reduced costs or contained risks, transformation of culture, etc.). Include trends or comparative benchmarks if available. ***Note: this information, particularly results, is critical to be considered competitive for this award.*** |
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| **6. 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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