|  |  |
| --- | --- |
| **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 Thursday, October 2, 2025. 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: THURSDAY, OCTOBER 2, 2025, by 5:00 PM**

***Save the Date!* Winners will be announced at the Awards Dinner, November 14, 2025, 5:30 PM – 9:00 PM at the Crystal Tea Room, Philadelphia.**

***Next Steps:*** Your application will be reviewed by a panel of judges. You will be contacted by one of the judges to schedule a brief call to ask you questions and allow you to elaborate on your application’s responses.

**APPLICATION SUBMISSION**

|  |  |
| --- | --- |
| **Date Submitted (& date if updated)** |  |

**AWARD CATEGORY**

*\*Select only one category* ***per application***

|  |  |
| --- | --- |
| **Total Rewards** |  |
| **Employee Relations** |  |
| **Technology** |  |
| **Talent Management** |  |
| **Talent Acquisition** |  |
| **Wellness** |  |
| **Social Responsibility** |  |

|  |  |
| --- | --- |
| **Name/Title of person who heads this category** |  |
| **Their Email & Phone #** |  |

**APPLICANT CONTACT INFORMATION**

|  |  |
| --- | --- |
| **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**

|  |  |
| --- | --- |
| **# of Employees in Company** |  |
| **# of Employees in HR Dept.** |  |
| **# of HR Employees in the Excellence Award Category** |  |
| **Company Industry** |  |
| **Are you a non-profit organization?** |  |
| **Please briefly describe the nature of your company’s business** |  |

**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 the winner.

|  |
| --- |
| **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? How are they aligned to the strategic objectives and goals of the organization?** |
|  |

|  |
| --- |
| **5. How have the initiatives described in question 4 above contributed to/impacted the success of the overall organization?** Provide details:  (a) how the initiatives’ effectiveness were 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.***Note: this information, particularly results, is critical to be considered competitive for this award.*** |
|  |

|  |
| --- |
| **6. In 200 words or less, please tell us why your HR department is exceptional in the Excellence category 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.* |
|  |