



**2018 HR EXCELLENCE AWARDS  
SUBMISSION REQUIREMENTS**  
Human Resources Executive of the Year Award

CPHR Manitoba's HR Excellence Awards submissions must provide all the information requested to complete your case for consideration of an HR Excellence Award. **One submission per individual will be accepted annually.** It is critical that the submission clearly identify the award the submission pertains to.

**Description:**

The Human Resources Executive of the Year Award recognizes an individual that has demonstrated excellence in leadership at the senior or executive level. This individual has successfully led and implemented strategic responses to address economic, societal, technological, political or demographic trends that could impact the organization and human resources practices.

Excellence in leadership at the executive level includes:

- Understanding current governance principles and methods
- Participation in Strategic Planning processes
- Supporting the development of relevant vision, mission, values and goals
- Recognizing the roles of governance and leadership and their relationships with other stakeholders
- Translating organizational strategy into human resources objectives and priorities
- Identifying current and future talent needs to support the organization's strategic goals, objectives or business plan
- Demonstrated business acumen
- Effective human resources leadership

**Minimum Eligibility Criteria:**

- CPHR Manitoba member in good and will be at the time of the award presentation
- Physically employed by an organization based in Manitoba
- Have volunteered with CPHR Manitoba, within the human resources profession or with other community organizations in the year preceding December 31
- Previous Human Resources Executive of the Year Award recipients are not eligible to apply for a second award in this category

### **Submission Content:**

Submissions should include the following headings:

#### Summary (to be used in conference program)

- Include Award Category.
- Briefly describe the nominee's position and general job responsibilities.
- Provide a summary of the specific initiative/program/project the individual led, developed, championed or supported.
  - You may also want to include:
    - Start and end date (time length)
    - The goal of the initiative – why was this change needed?
    - What role did the nominee play? (Led, co-led, supported, team member)
  - Why do you think the nominee is worthy of this award - what impact or high level value did this accomplishment create for the organization, its employees, and other stakeholders?

#### Volunteerism/Community Involvement

What community volunteer activities has the nominee been involved in over the past 12 months?

- How has the nominee made a positive contribution to the community and improved the lives of others today and in the future?

What HR-related volunteer activities has the nominee been involved in over the last 12 months?

- What level of initiation was undertaken by the nominee and how was leadership displayed?
- How has the nominee contributed to the HR profession through volunteer activities over the last 12 months? What are the impacts and sustainability of the activities?

#### Leadership

- What role did the nominee play?
- Describe the size of the team and who the nominee involved - human resources, other functional leaders and employees, clients, associates, external contributors, other stakeholders.
- How did the nominee provide vision, inspiration and direction to their team members/colleagues?
- Describe the nominee's leadership style throughout the process.

#### Innovation

- How did the initiative display creativity, employ new techniques, or utilize innovative approaches?
- How did the nominee's approach produce a valuable and meaningful end result?
- How did the nominee demonstrate excellence in the application of HR best practices throughout the planning, execution and follow-up of the initiative?

#### Strategic Planning

- Describe the environment before the initiative was implemented. What would be the impact on their organization or financial implications if this challenge was not addressed?
  - What were some of the obstacles faced in leading this initiative – managing change and resistance, limited internal staff and financial resources, tight time lines, budget constraints; buy-in from senior leaders and team. *Providing obstacles and resistance faced helps illustrate the difficulty of the individual's initiative emphasizing the accomplishment as well as showing greater ingenuity, creativity, innovativeness and problem solving skills in achieving it.*
- What role did the initiative play in the success of the organization?
- How did the initiative help to align the HR function with corporate strategic goals?
- How did the initiative increase strategic importance and the credibility of the Human Resources within the organization?

#### Contribution Made to the HR Profession

- **How did the nominee contribute to the HR profession as a result of the implementation of this initiative?**
- **Describe any new knowledge that has resulted from the initiative that has been shared and/or adopted by the larger professional community that could be considered a legacy.**

#### Results/Outcomes

Describe the environment **after** the initiative including impact on the organization's productivity, finances or other benefits. *Quantifying and showing specific results and measurements helps evaluators understand the full impact of an initiative.*

- Describe the impact and breadth of impact on the organization - was this initiative adopted by other departments/locations? Was it the first time this initiative was introduced or succeeded?

#### Reference Letters (2)

Letter of reference from two of the following possible references:

- Employer (CEO, Manager, direct report)
- Customer impacted by initiative
- Vendor impacted by initiative
- Employee testimonials
- Labour Union testimonials

#### **Helpful points for preparing your submission:**

The nomination form will be evaluated and the recipient selected solely on the content of this form, so please be clear, concise and very specific when providing examples to each question.

Do not hide 'gems of excellence' in lengthy sentences; give many specific examples stating the situation or challenge, what they did and the what the result was - consider Problem – Action – Result – format used in Behavioural based interviews.

All nominees are excellent HR professionals but you have to demonstrate how the nominee went above and beyond normal expectations and therefore is deserving of an award (e.g. Nominee X has only been in HR for three years, yet they took the initiative to suggest, manage and implement a new benefits program for employees which has resulted in a 25% increase in employee satisfaction and engagement which in turn has decreased turnover by 20%.)

#### **Earn CPD Hours \*NEW for 2017\***

CPHRs can now earn Continuing Professional Development (CPD) hours for completing the full application.

- *Hours can be claimed under section 1a - Work/Consulting Initiatives.*
- *The number of hours claimed should be in accordance with the length of your submission and a reasonable estimate of the amount of time it took to prepare.*
- *The number of hours claimed will be subject to review by the Audit Committee.*

#### **Submission Guidelines:**

- Provide a clear and concise response to all questions/topics.
- Avoid using acronyms in the submission.
- Submissions must be sent electronically via email in PDF format in **one document** only to [admin@cphrmb.ca](mailto:admin@cphrmb.ca). Please note that multiple documents in the email can make it extremely difficult to ensure tracking of all materials. As a requirement, all submissions MUST be only one PDF which includes all attachments, references and/or appendices.
- Subject line of email must state "**HR Excellence Awards Submission**" Category \_\_\_\_\_.
- Submissions must be written in Arial or Times Roman 12 font and be 1.5 space



**Selection Process:**

The Awards Committee will review all complete submissions received by the deadline. The Awards Committee will review only submissions completed according to the submission specifications. Submissions will be considered as nominees if the minimum scoring threshold is met (as determined by the Awards Committee). CPHR Manitoba will verify the absence of any previous academic or professional misconduct for all individual award recipients.

Candidates will be notified of their standing as a nominee by mid-February and successful nominees will be recognized at the HR Excellence Awards in April 2018, where the winner of the award will be announced.

**Information for Nominee**

1. All submissions will be held by the CPHR Manitoba office and forwarded directly at one time to the Chair of the Awards Committee.
2. Interviews with the Awards Committee and/or supplemental data may be required to verify and validate the information provided.
3. Individuals will be advised of the selection results in late February and the awards will be presented at CPHR Manitoba's HR Excellence Awards in April 2018.
4. If selected as a nominee for an award you will be required to make yourself available for a video interview in March 2018. Videos are produced for each nominee and shown live during the HR Excellence Awards. There is no cost to the nominee for the video.