



**2018 HR EXCELLENCE AWARDS
SUBMISSION REQUIREMENTS**
Human Resources Patron 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 HR Patron of the Year Award recognizes an executive who endorses, supports or champions the HR function within their organization.

Championing in HR includes:

- Demonstrating a commitment to employees
- Involving Human Resources leaders in key decisions and strategic planning
- Leading with integrity
- Championing a respectful and inclusive workplace
- Demonstrating vision and addressing future challenges

The specific initiative/accomplishment may only be declared for an HR Excellence Award once, unless there have been significant changes or additional unanticipated results that can be clearly demonstrated. The initiative must have been implemented within the past five years of the date of submission, with a history of implementation of not less than one year.

Minimum Eligibility Criteria:

- 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 Patron of the Year Award recipients are not eligible to apply for a second award in this category



Submission Content:

Submissions should include the following:

Nominee Profile

Full Name:

Position Title:

Employer:

Employer Mailing Address:

Phone Number:

Email Address:

Nominator Profile (if not submitted by Nominee)

Full Name:

Position Title:

Employer:

Employer Mailing Address:

Phone Number:

Email Address:

Summary (to be used in conference program)

- Include Award Category.
- Briefly describe the nominee's background and role within the organization
- Provide a summary of the specific initiative/program/project the Executive led, championed or supported.
 - You may also want to include:
- Why do you think the nominee is worthy of this award - what impact or high level value did championing and supporting the HR initiative(s) 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

- Describe the involvement of the nominee throughout the process, from beginning to end.
- Describe how the nominee provided vision, inspiration and leadership to their staff and colleagues to successfully implement the initiative.

Results-Oriented

- 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? Were noticeable and measurable results achieved?

Commitment to Human Resources

- Describe how the initiative demonstrated that Human Resources is a key to the success of the organization as a whole.
- How is the Executive and the organization committed to best practices in HR?
- How did the initiative increase the strategic importance and credibility of Human Resources within the organization?

Change Agent

- Describe the change management process that was utilized to implement the initiative. Describe the messaging that was used and the support that was required for a successful implementation. What was the nominee's role throughout this process?
- How did the nominee lead by example throughout the implementation process? How were changes promoted among the executives and senior management?

Innovation

- Describe how the initiative was innovative, creative and strived for excellence.

Strategic Planning

- 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?

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. 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.