**AWARD ENTRY FORM**

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| **Company name\* (to be used for all marketing collaterals and on the trophy should you win)** |  |
| **Country** | Singapore |
| **Category** |  |

\*Please take note that we will omit Inc, Corporation, Pte. Ltd and Sdn. Bhd in order to follow our editorial design guidelines in all marketing collaterals but not on the trophy (e.g. If “ABC Pte Ltd” is written down above, we will use “ABC” across all marketing collaterals and “ABC Pte Ltd” on the trophy should ABC be a winner.)

It is the responsibility of the entrant to ensure that all information provided in this entry form is true and correct. No changes, including the company name that is to be used for marketing collaterals and the trophy, will be accepted by the organiser once the entry form has been submitted.

**CRITERIA AND REQUIRED INFORMATION**

Please refer to the Employee Experience Awards 2023 entry guidelines document for entry criteria and other specific requirements. Remember to upload your supporting documents and images, if any, on the online submission page. Total word count for the document should not exceed 2000 words.

**SUBMISSION:**

Once you are ready to submit your nomination, please save this file as a PDF and submit here:

<https://awards.humanresourcesonline.net/employee-experience-awards-sg/entry-guidelines/>

Video files may be uploaded directly along with your Core Submission Document, or you may host the videos and provide the link in your Core Submission Document. If you password-protect it, do include the access password in your document. Please copy and paste links to any videos here:

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| **Section 1: Business challenge**  This section is for you to outline key business challenges that you were faced with the past year.  *Here are some prompts to help you get started:*   * *Provide the context of your industry and include the brief background/overview of your company.* * *Please include information that demonstrates the implications of the business challenges faced.* * *What were your initial plan/business opportunities you were looking to pursue?* * *How has the challenge(s) pivoted your vision, goal and mission of your HR strategy?* * *What was the company’s overall direction? What kind of buy-in and support did you get from your top management and line-of-business managers to overcome the challenge?* * *What are some innovative and/or new ideas proposed when brainstorming solutions to tackle the challenge(s)?* * *What is the expected business ROI* from the proposed changes? * *Please include some testimonials from peers/senior management/clients. Feel free to include graphs, charts that will strengthen your business case.*   ***Please be reminded that the limit for your overall entry form is restricted to 2000 words only. Judges can mark you down for exceeding word limit.*** |

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| **Section 2: Strategy**  This section is for you to share the strategies that you have implemented to transform your business.  *Here are some prompts to help you get started:*   * *What did you do to transform your business?* * *Outline the milestones in your strategy highlighting what worked and what didn’t work. How did you solve the issues that cropped up along the way when you were executing your strategy?* * *How was your strategy communicated to all stakeholders? What were some of the channels you used?* * *Who were your key stakeholders? How did you maintain continued support from key stakeholders?* * *Please include information that demonstrates the acceptance rate of the transformation strategy.* * *What were the key objectives of your transformation strategy?* * *What are some of the USP’s of your transformation strategy? How does this align with your organisational goals?* * *Please include some testimonials from peers/senior management/clients. Feel free to include graphs, charts that will strengthen your business case.*   ***Please be reminded that the limit for your overall entry form is restricted to 2000 words only. Judges can mark you down for exceeding word limit.*** |

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| **Section 3: Impact**  This section is for you to outline how your strategy has affected your organisation.  *Here are some prompts to help you get started:*   * *What were the primary and secondary results of your strategy? How did your plan affect your organisational culture and goals?* * *What business and commercial benefits did your transformation strategy deliver?* * *What was the feedback from your stakeholders?* * *How did you track the ROI of your impact?* * *Please provide some evidence of success. You may use metrics, anecdotes and case studies.* * *Please include some testimonials from peers/senior management/clients. Feel free to include graphs, charts that will strengthen your business case.*   ***Please be reminded that the limit for your overall entry form is restricted to 2000 words only. Judges can mark you down for exceeding word limit.*** |

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| **Section 4: Learning points**  This section is for you to summarise your overall entry into concise points focused on the key learning that you have taken away from your workplace transformation journey.  *Here are some prompts to help you get started:*   * *Please identify top 3 key takeaways from your transformation strategy.* * *What were some gaps in your strategy?* * *What are the strengths that form the foundation of your strategy?* * *What are the future plans that you have in place to further boost this?* * *What are some elements of the strategy that you think is unique to your organisation?* * *Please include some testimonials from peers/senior management/clients. Feel free to include graphs, charts that will strengthen your business case.*   ***Please be reminded that the limit for your overall entry form is restricted to 2000 words only. Judges can mark you down for exceeding word limit.*** |