

**AWARD ENTRY FORM- INDIVIDUAL CATEGORY**

**MAY / SINGAPORE**

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| **Entrant’s name** (to be used for all marketing collaterals and on the trophy should the entrant win) |  |
| Entrant’s company name\* (to be used for all marketing collaterals and on the trophy should the entrant win) |  |
| **Country** |  |
| **Category** | Most Inspiring Leader |

\*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/>

For more information, please contact:

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| **Section 1: Vision and goal**  This section is for you to provide an overview of what your nominee for the individual category set out to do over the past 12 months.  *Here are some prompts to help you get started:*   * *What is the name and job title of your nominee? Please provide a brief background about your nominee including experience, personal goals and vision.* * *What are the areas your nominee is responsible for?* * *Please highlight the personality and traits of your nominee. You may include some case study to further elaborate on this. How did these traits benefit the business?* * *How would the nominee’s peers describe him/her?* * *What did your nominee set out to achieve 12 months ago?* * *What are some initiatives/programmes led by this individual from his/her managerial leadership?* * *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: Business contribution**  This section is for you to share the role that the nominee played in driving workplace transformation.  *Here are some prompts to help you get started:*   * *What was the nominee’s contribution to business transformation?* * *What is the communication style of the nominee?* * *Who were the nominee’s key stakeholders? How did he/she maintain continued support from key stakeholders?* * *Please outline the strengths of your nominee.* * *How has your nominee inspired his/her peers? Please share some examples to illustrate this.* * *What are some values that your nominee believes in which has shaped the workplace culture?* * *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: Leadership impact**  This section is for you to outline how your nominee’s leadership capabilities.  *Here are some prompts to help you get started:*   * *What business metrics did your nominee achieve?* * *How does your nominee engage with his/her peers?* * *Describe your nominee’s leadership style and its impact on the team.* * *How has the nominee displayed inspirational traits in his/her leadership? What is the impact?* * *What was the feedback from his/her stakeholders?* * *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: Future initiatives**  This section is for you to provide an overview of how your nominee for the category is going to build on his/her success.  *Here are some prompts to help you get started:*   * *What objectives does your nominee plan to pursue next?* * *Has your nominee’s performance affected the way your organisation approaches workplace transformation?* * *What has your nominee’s performance taught you about what else is achievable?* * *How does your nominee remain as an inspirational leader 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.*** |