

SINGAPORE / ENTRY FORM

**AWARD ENTRY FORM**

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.

|  |  |
| --- | --- |
| **Your name**  **(This will be used for all marketing collaterals and on the trophy should you win)** | e.g. XYZ Pte Ltd  XYZ will be used across all marketing collaterals while XYX Pte. Ltd. will be engraved on the trophy name should XYZ win. |
| **Country** | Singapore |
| **Category** |  |

**GUIDELINES**

1. Please refer to the **HR Excellence Awards Singapore 2022 entry guidelines document** for entry criteria and other specific requirements.
2. Any sensitive or confidential information which is to be used for judging purposes only should be highlighted in red.
3. Only use this Microsoft Word document only. Exclude all external branding in this word document.
4. Please use only 10-point font size, Arial. 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.
5. \*Please take note that we will omit Inc, Corporation, Pte. Ltd, PT, Berhad, Sdn. Bhd and etc in order to follow our editorial design guidelines in all marketing collaterals including trophy.

**HOW TO SUBMIT:**

1. Once you are ready to submit your nomination, please save this file as a PDF document.
2. Remember to prepare and upload your supporting documents and images, if any, on the online submission page.
3. Upload this core award entry form document along with the supporting documents and images, if any, [here](https://awards.humanresourcesonline.net/hr-excellence-awards-sg/).

**CONTACT US:**

**Reggie Ola**   
Senior Regional Project Manager   
Mobile: +639 955458533  
Whatsapp: +65 8428 1877  
Email: [reggieo@humanresourcesonline.net](mailto:reggieo@humanresourcesonline.net)

**Cariza Ratin**

Regional Project Manager

Mobile: +639 959328624

Email: <carizar@humanresourcesonline.net>

|  |
| --- |
| **Section 1: Vision & goals**  This section is for you to provide an overview, vision and objective(s) of your strategy.  *Here are some prompts to help you get started:*   * *Provide an overview of your strategy.* * *What was the objective of it? What was the outcome you were looking for?* * *What business problem did you want to solve with your plan; what business opportunities were you looking to pursue?* * *How did you get buy-in from top management and line-of-business managers?* * *What are some innovative and/or new ideas proposed?* * *What is the expected business ROI from the proposed changes?* * *Please include some testimonials from peers/senior management/clients.*   ***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.***  ***All images, photos, charts, graphs, diagrams, etc can be inserted into this section.*** |
| **Section 2: Implementation**  This section is for you to outline how you implemented your strategy and to set out for the judges how you pursued the objectives outlined in your plan.  *Here are some prompts to help you get started:*   * *How was your strategy communicated to all stakeholders?* * *How did you keep your plan on track – on time and under budget?* * *How did you maintain continued support from key stakeholders?* * *What problems were encountered during implementation and how did you solve them?* * *What elements of the plan were easier or more difficult than you thought at first?* * *A clear narrative that demonstrates why the strategy was implemented and how it is having an impact on the organisation.* * *How is this implementation different or unique?*   ***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.***  ***All images, photos, charts, graphs, diagrams, etc can be inserted into this section.*** | |
| **Section 3: Impact**  This section is for you to outline how your strategy added tangible benefits to your organisation.  *Here are some prompts to help you get started:*   * *What were the primary and secondary results of your strategy?* * *What business/commercial benefits did your strategic plan deliver?* * *What were the unintended positive consequences of your innovative strategy?* * *How did your plan contribute to the organisation’s commercial/business goals?* * *What was the feedback from stakeholders (employees, line management, top management) post implementation?* * *Evidence of success: How has the idea/strategy strengthened the organisation? Please use metrics, anecdotes and case studies.* * *Judges will consider feedback from stakeholders.*   ***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.***  ***All images, photos, charts, graphs, diagrams, etc can be inserted into this section.*** |
| **Section 4: Future initiatives**  This section is for you to set out for the judges how you intend to build on the benefits your organisation gained after implementation of your strategy.  *Here are some prompts to help you get started:*   * *What other objectives do you plan to pursue next?* * *Has the successful implementation of your strategy affected the strategic planning process of other areas of your organisation?* * *What has the implementation of your strategic plan taught you about what else is achievable?* * *What else can be done differently to further improve?* * *What are some other support areas the implementation could benefit from in the future?* * *What are some room for areas of improvement?*   ***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.***  ***All images, photos, charts, graphs, diagrams, etc can be inserted into this section.*** |