

**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. |
| **Company** |  |
| **Designation** |  |
| **Country** | Singapore |
| **Category** | This is only for individual winners 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/).

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**Section 1: Vision & goals**

Please provide an overview of what the nominee for the respective individual category set out to do over the past 12 months.

*Here are some prompts to help you get started:*

* *What is the background of your nominee? What areas of HR is your nominee responsible for?*
* *What did your nominee set out to achieve 12 months ago?*
* *Detail attributes this individual possesses that benefit the business. What is his/her vision for HR in the organisation?*
* *List your nominee’s innovative approach to people management, taking into account challenges to your industry sector and the business model in which you operate.*
* *How would colleagues describe this individual? What are some good personal attributes?*
* *What are some innovative and/or new changes implemented and/or challenged by the nominee?*
* *What is the expected business ROI from the changes incorporated?*
* *Please include some testimonials from peers/senior management/clients.*

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***All images, photos, charts, graphs, diagrams, etc can be inserted into this section.***

**Section 2: Implementation**

This section is for you to provide an overview of how your nominee for the respective category worked towards achieving his/her objectives over the past 12 months. You can choose to highlight one particular programme and/or initiative or multiple projects.

*Here are some prompts to help you get started:*

* *What are some initiatives/programmes led by this individual from his/her managerial leadership?*
* *How did your nominee decide on the particular strategy s/he followed?*
* *What business problem(s) is your nominee trying to address?*
* *A clear narrative that demonstrates why the strategy was implemented and how it is having an impact on the organisation.*
* *What challenges did your nominee encounter and how did s/he solve them?*
* *Please explain in greater detail a situation in which this individual stepped up.*
* *How has this individual gone above and beyond for his/her team?*
* *How is this nominee’s implementation different or unique?*
* *How did the individual get the buy-in from the respective stakeholders?*

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***All images, photos, charts, graphs, diagrams, etc can be inserted into this section.***

**Section 3: Impact**

This section is for you to provide an overview of what your nominee for the respective category has achieved over the past 12 months.

*Here are some prompts to help you get started:*

* *What HR metrics did your nominee achieve?*
* *How did your nominee contribute to your organisation’s commercial/business goals?*
* *What was the feedback from stakeholders (employees, line management, top management) post implementation?*
* *Please list the primary and secondary impact.*
* *Evidence of success: How has the idea/strategy strengthened the organisation? Please use metrics, anecdotes and case studies.*
* *Judges will consider feedback from stakeholders.*

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**Section 4: Future plans**

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 HR policy changes?*
* *What else can be done differently to further improve?*
* *What are some other support areas your nominee could benefit from in the future?*
* *What are some room for areas of improvement?*
* *What has your nominee’s performance taught your team about what else is achievable?*

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