

HR FOCUS AWARDS NOMINATION FORM

Legal Name of Company

.....

☐ Multinational ☐ Indigenous Company Size.....

Address (Include City)

.....

.....

Contact Person (Name, Designation, Number)

.....

.....

List of previous awards won

.....

.....

.....

SECTOR AWARDS

Best HR Management in:

- ☐ BANKING AND FINANCE
- ☐ INSURANCE
- ☐ HOSPITALITY
- ☐ MANUFACTURING & FMCG
- ☐ HEALTHCARE
- ☐ OIL AND GAS
- ☐ LOGISTICS
- ☐ EDUCATION
- ☐ AGRICULTURE
- ☐ CONSTRUCTION & REAL ESTATE
- ☐ MINING
- ☐ MEDIA AND ADVERTISING
- ☐ TELECOMMUNICATIONS AND IT
- ☐ PUBLIC SECTOR

FUNCTION AWARDS

Best Organization In:

- ☐ LEARNING & DEVELOPMENT
- ☐ EMPLOYEE RELATIONS
- ☐ REWARDS MANAGEMENT
- ☐ PERFORMANCE MANAGEMENT
- ☐ COMPENSATION & BENEFITS
- ☐ RECRUITMENT & SELECTION
- ☐ HR INFORMATION SYSTEMS (HRIS)
- ☐ ORGANIZATIONAL CULTURE
- ☐ EMPLOYER BRANDING
- ☐ DIVERSITY & INCLUSION
- ☐ EMPLOYEE SAFETY, WELL-BEING AND WORKPLACE DESIGN

PERSONALITY AWARDS

- ☐ HR RISING STAR OF THE YEAR
- ☐ HR MANAGER OF THE YEAR
- ☐ HR-ORIENTED CEO OF THE YEAR
- ☐ HR TEAM OF THE YEAR
- ☐ HR PRACTITIONER OF THE YEAR

*OVERALL BEST ORGANIZATION IN HR PRACTICE

*This award is not vied for but is awarded to the best performing organization by the HR Focus Awards Technical Committee, based on nominations submitted.

- *Attach your justification (a few paragraphs) for the awards ticked in an attached document and submit. You may attach any supporting documentary evidence, policies, manuals, videos, etc. Video files should not exceed 2GB and documents should be in PDF format.*
- *Your organisation may choose to vie for more than one award category.*
- *Entries submitted will be vetted by the HR Focus Awards Technical Committee solely on documentary evidence submitted. Further information may be required, through your contact person listed above.*
- *All information will be held in the highest level of confidentiality.*
- *You may attach extra documents, should the spaces provided above not suffice.*



Sector Award Categories

1. Best HR Management in Banking & Financial Services (NEW!)
2. Best HR Management in Insurance (NEW!)
3. Best HR Management in Hospitality
4. Best HR Management in Manufacturing & FMCG (NEW!)
5. Best HR Management in Healthcare
6. Best HR Management in Oil and Gas
7. Best HR Management in Logistics (NEW!)
8. Best HR Management in Education (NEW!)
9. Best HR Management in Agriculture (NEW!)
10. Best HR Management in Construction & Real Estate (NEW!)
11. Best HR Management in Mining (NEW!)
12. Best HR Management in Media & Advertising (NEW!)
13. Best HR Management in Telecommunication and IT
14. Best HR Management in Public Sector

Function Award Categories

15. Best Organization in Learning & Development Practice
16. Best Organization in Employee Relations Practice
17. Best Organization in Rewards Management Practice
18. Best Organization in Performance Management
19. Best Organization in Compensation & Benefits (NEW!)
20. Best Organization in Recruitment and Selection
21. Best Organization in HR Information Systems (HRIS)
22. Best Organization in Organizational Culture
23. Best Organization in Employer Branding
24. Best Organization in Diversity & Inclusion
25. Best Organization in Employee Safety, Wellbeing and Workplace Design

Personality Award Categories

26. HR Rising Star of the Year
27. HR Manager of the Year
28. HR-Oriented CEO of the Year
29. HR Team of the Year
30. HR Practitioner of the Year

31. Overall Best Organization in HR Practice*

**This award is not vied for but is awarded to the best performing organization by the HR Focus Awards Technical Committee, based on nominations submitted.*



AWARDS CRITERIA

Sector Award Categories

1. To win Best HR Management in:
Banking and Finance, Insurance, Hospitality, Manufacturing & FMCG, Healthcare, Oil and Gas, Logistics, Education, Agriculture, Construction & Real-Estate, Mining, Media and Advertising, Telecommunications and IT, and Public Sector.
You must show evidence that you have a history of best practice in HR Management in the specific industry. This includes:
 - 1.1 General HR practice
 - 1.2 HR management philosophy
 - 1.3 Strategic HR management
 - 1.4 HR function visibility & role
 - 1.5 HR practice documentation
 - 1.6 Best practice in the individual HR functions such as L&D, recruitment & selection, employee relations, compensation and benefits, organizational culture, rewards management, performance management, and HRIS

Function Award Categories

2. To win Best Organization in Learning & Development Practice:
You must show that you have demonstrated history and evidence of best practice in Learning and Development including:
 - 2.1 Learning needs identification
 - 2.2 Training facilitation
 - 2.3 Learning transfer
 - 2.4 Training evaluation
 - 2.5 Learning and development management policy
 - 2.6 Learning & development communication
3. To win Best Organization in Employee Relations Practice
You must show that you have demonstrated history and evidence of best practice in Employee Relations including:
 - 3.1 Employee relations philosophy/core values governing employee relations.
 - 3.2 History of industrial harmony

- 3.3 Labour – management negotiations
 - 3.4 Quality of labour – management relations
 - 3.5 Employee Relations structures/systems
 - 3.6 Employee Relations management policy
 - 3.7 Employee Relations communication
4. To win Best Organization in Rewards Management Practice
- You must show that you have demonstrated history and evidence of best practice in Rewards Management including:
- 4.1 Design and implementation of incentive schemes
 - 4.2 Determination of job values
 - 4.3 Salary administration
 - 4.4 Benefits administration
 - 4.5 Rewards Management policy
 - 4.6 Rewards Management communication
5. To win Best Organization in Performance Management Practice
- You must show that you have demonstrated history and evidence of best practice in performance management including:
- 5.1 Performance management philosophy
 - 5.2 Performance motivation system
 - 5.3 Performance measurement system
 - 5.4 Performance Management policy
 - 5.5 Performance Management communication
6. To win Best Organization in Compensation and Benefits:
- You must show that you have demonstrated history and evidence of best practice in compensation and benefits including:
- 6.1 Strategy to recognize and reward employees with benefit packages.
 - 6.2 Employee benefits packages
 - 6.3 Employee retention plans



7. To win Best Organization in Recruitment and Selection

You must show that you have demonstrated history and evidence of best practice in Recruitment and Selection including:

- 7.1 Organization design
- 7.2 Jobs design
- 7.3 Role clarification
- 7.4 Selection instruments
- 7.5 Selection policy

8. To win Best Practice in HR Information Systems (HRIS)

You must show that you have history and evidence of best practice in HRIS including:

- 8.1 Benefits management and enrollment
- 8.2 Paid time off and leave tracking.
- 8.3 Recruitment and applicant tracking
- 8.4 Performance management
- 8.5 Training

9. To win Best Organization in Organizational Culture:

You must show that you have demonstrated history and evidence of best practice in developing the organizational Culture including:

- 9.1 Strong company vision, mission, strategy, and values
- 9.2 Leaders with a strong sense of purpose
- 9.3 Acceptance and appreciation for diversity
- 9.4 Regard for fair treatment and respect for employees
- 9.5 Employee pride and enthusiasm for the organization and the work performed.
- 9.6 Equal opportunity for each employee to realize their full potential.
- 9.7 Strong communication with all employees regarding policies and company issues

10. To win Best Organization in Employer Branding

You must show that you have demonstrated history and evidence of best practice in Employer Branding to be recognized as an Employer of choice including: -

- 10.1 Employee benefits packages



- 10.2 Employee retention plans
- 10.3 Employee mentoring and coaching process
- 10.4 Employee engagement practice
- 10.5 Work life Balance programs
- 10.6 Active community presence eg: career fair participation
- 10.7 CSR activities

11. To win Best Practice in Diversity & Inclusion

You must show that you have history and evidence of best practice in Diversity and Inclusion
Including:

- 11.1 Strategies to create a diverse workforce and foster an inclusive culture.
- 11.2 A clear link between the diversity strategy and the overall business strategy
- 11.3 How diversity and inclusion strategy has promoted growth and sustainability of the organisation.
- 11.4 How diversity and inclusion strategy and initiatives impact the overall business performance.

12. To win Best Organization in Employee Safety, Well-being, and Workplace Design

You must show that you have demonstrated history and evidence of best practice in HR Management in ensuring safety, health, and wellbeing (mental, physical, emotional, financial) including:

- 12.1 A holistic and innovative safety, health and wellbeing initiative and approach.
- 12.2 Effective implementation of short- and long-term health and safety initiatives that achieve sustainable business benefits.
- 12.3 Adoption, engagement and integration of safety and wellbeing initiative across the organization.
- 12.4 Clear and measurable return on investment, especially on employee experience, business performance and operational effectiveness.
- 12.5 Evidence of a Workplace Design that is people-focused; not just to create a pleasant environment for staff but to deliver clear engagement, well-being, and productivity.
- 12.6 A clear description or demonstration on why the strategy was implemented and how it fits into the broader business strategy.
- 12.7 The role HR played in organization's approach when HR was brought into the process and its impact.



12.8 How strategy has impacted engagement, retention, team cohesion and productivity (use metrics, case studies, etc.)

Personality Award Categories

13. To win HR Rising Star

You must show evidence that you have history and evidence of best practice in HR Management including:

- 13.1 Ownership and impact of the candidate on HR strategy of the organisation
- 13.2 Testimonial of Head of HR and other business leaders on how the candidate has added value to the organisation.
- 13.3 Guidance and support on human resource policies, procedures, and processes
- 13.4 Quantifiable achievements within the role

14. To win HR Manager of the Year

You must show evidence that you have history and evidence of best practice in Leadership of HR Management in an HR Function or general HR practice:

- 14.1 Primary point of HR contact for an HR Function or general HR practice –Strategic Business Partnering
- 14.2 Human Resource Management philosophy
- 14.3 Strategic HR Management
- 14.4 HR function visibility & role
- 14.5 HR practice documentation
- 14.6 Best practice in any or all the individual HR Functions (such as: L&D, recruitment, etc)

15. To win HR Oriented CEO of the Year

You must show evidence that you have history and evidence of collaboration in HR management practice and initiatives including CEO and HR Partnership in driving organisational change.

- 15.1 An effective management framework that promotes the integration of HR initiatives and strategies
- 15.2 CEO support and approval of change initiatives and policies that have impacted business performance.
- 15.3 A clear business case and understanding of HR strategies in linkage with the general business objectives.



15.4 Alignment between organisation vision and values and leadership principles

15.5 Collaboration on best practice in articulating the culture, vision, and performance of the organisation. *Employees views on their CEOs including ability to engage with workforce and inspire will be analysed

16. To win HR Team of the Year

You must show evidence that you have demonstrated history and evidence of HR team's excellence within their function and business partnering with other functions across organisation to achieve cross functional synergies and bottom-line performance including:

16.1 Collaborative approach and ability to attract and develop talents.

16.2 Showcase a united front and acts purposefully for the good of the organisation.

16.3 Employ innovative and unique approaches to addressing key business issues and new ways of working.

16.4 Strategic approach to all aspects of HR Management and impact of HR function on employee experience, customer satisfaction and overall business results productivity (use metrics, case studies, etc)

17. To win HR Practitioner of the Year

You must show evidence that you have demonstrated history and evidence of best practice in Leadership of HR Management including:

17.1 Primary point of HR contact for the leadership community within the company –Strategic Business Partnering

17.2 General HR practice & Championing Change

17.3 Human Resource Management philosophy

17.4 Strategic HR Management

17.5 HR function visibility & role

17.6 HR practice documentation

17.7 Best practice in the individual categories such as: learning and development, recruitment and selection, employee relations, organisational culture, rewards management, performance management, and HRIS

*****Nominations should be sent in to HRFocusAwards.Com by 14th July 2023**

*****For more information, call 0546791509 or 0547815676 for assistance.**