

Instructions for submitting a Nomination for HR Award of Excellence

A complete nomination has the following components:

- Nomination Form
- Narrative Summary
- Supporting Documentation (optional)

Step One - Nomination Form:

Complete the Nomination Form. (page 3 of this document)

Step Two - Narrative Summary:

Write a two-page summary that clearly describes the nominee's suitability for the award and directly addresses the criteria for the HR Award of Excellence. You must clearly refer to each criterion and address how they fit each criterion in the written summary and include specific examples on how each has impacted the business or workplace.

Step Three - Supporting Documentation:

Provide the following documentation that supports the nomination:

- 1) One letter of support from CEO, VP, union, etc.
- 2) Two references that can be contacted by a member of the judging panel. Include name, title, company, city, province, phone, email, and relationship to nominee. At least one reference must be from a different organization than the nominee.
- 3) Up to two (2) pages of supporting materials (ie: form, brochure, communication material, etc.)

Step Four - Submit a Complete Nomination

Submit two (2) copies of the complete nomination by mail, courier, or hand deliver for receipt by **12:00pm on Tuesday, February 13, 2018, to:**

2018 CPHR Nova Scotia HR Awards
Chartered Professionals in Human Resources of Nova Scotia
84 Chain Lake Drive, Suite 103
Halifax, NS B3S 1A2

Electronic submissions will not be considered or reviewed.

It is anticipated that Nominators will be advised of the status of their nomination by mid/late March.

2018 HR Awards

HR Award of Excellence

The HR Award of Excellence recognizes exemplary HR professionals who demonstrate leadership in the HR profession and their organization through strong HR practices and innovative programs leading to the achievement of business results.

Nominees must:

- Be a CPHR Nova Scotia member in good standing
- Work in Nova Scotia

If selected as a recipient, nominees must:

- Consent to the nomination and publication of both name and photo in connection with the CPHR Nova Scotia HR Awards.
- Agree to complete a confidential information form that will be used to determine eligibility.
- Provide a professional biography and photo to be used for publicity purposes in relation to the awards.
- Be available to attend the Awards Event during the CPHR Nova Scotia Conference in April 2018. (Award recipient will receive a complimentary ticket to the awards event for themselves and one guest.)

HR Award of Excellence Criteria:

- **Leadership and Organizational Impact** – Demonstrates leadership and vision within their organization that motivates others and affects positive change contributing to business results.
- **Strategist** – Champions change to influence strategic alignment and continuous improvement for the organization.
- **Commitment to the HR Profession** – Contributes to the promotion and advancement of the HR profession through involvement in the community, in their professional association (CPHR Nova Scotia), shares their knowledge and experience with other professionals, and is committed to their own professional development and growth.
- **Ethics and Integrity** - Role models professional values and ethical practice.

Nomination Process:

- Nominations may be for any generalist or specialty function within the human resources field.
- Awards are open to individuals in Nova Scotia.
- Nominations must be received within the stated nomination period.
- Self-nominations cannot be made in this category.
- Nominations must have the expressed consent of the nominee prior to submission.
- To ensure consistency among the applications, submissions must include all components and not exceed maximum number of pages for the nomination.
- CPHR Nova Scotia reserves the right to check the nominee's references.
- CPHR Nova Scotia reserves the right to confirm the accuracy of the information provided.
- CPHR Nova Scotia may contact nominees, or nominators, for clarification of information provided.
- The panel of judges may select one or more recipients in this category.
- The judging panel is not required to accept all nominees as award recipients.
- All recipients will be recognized at the awards celebration.
- CPHR Nova Scotia reserves the right to not present awards in all categories each year, depending on the quality of the nominations received.
- All decisions of the panel of judges relating to the awards will be final.

2018 HR Awards

Nomination for HR Award of Excellence

I would like to nominate: _____

The nominee is aware of, and has agreed, that this nomination go forward. (Yes/No)

Contact information for the nominee:

Individual / Contact Person						
Employing Organization						
Position Title						
Mailing Address						
	City		PR		Postal	
Telephone			Fax Number			
Email						
Number of Years the Nominee has been Working in HR						

Nominator Information / Contact:

My Working Relationship with Nominee: _____

Nominator Name						
Employing Organization						
Position Title						
Mailing Address						
	City		PR		Postal	
Telephone			Fax Number			
Email						

Signature of Nominator: _____ Date: _____

Information Required for Nomination:

1. Completion of this form including an original signature from the nominator.
2. A two-page narrative that outlines how the nominee meets the criteria for the HR Award of Excellence.
3. Supporting Documentation (optional)

Submit two (2) copies of the nomination package for receipt by 12:00 noon on Tuesday, February 13, 2018.