



**2019 HR EXCELLENCE AWARDS
SUBMISSION REQUIREMENTS**
Human Resources Patron of the Year Award

CPHR Manitoba's HR Excellence Awards submissions must provide all the information requested to complete your case for consideration of an HR Excellence Award. **One submission per individual will be accepted annually.** It is critical that the submission clearly identify the award the submission pertains to.

Description:

The HR Patron of the Year Award recognizes an executive who endorses, supports or champions the HR function within their organization. This award is intended for someone who does not work in the field of HR.

Championing in HR includes:

- Demonstrating a commitment to employees
- Involving Human Resources leaders in key decisions and strategic planning
- Leading with integrity
- Championing a respectful and inclusive workplace
- Demonstrating vision and addressing future challenges

Minimum Eligibility Criteria:

- Physically employed by an organization based in Manitoba
- Holds an Executive-level position outside of Human Resources
- Previous Human Resources Patron of the Year Award recipients are not eligible to apply for a second award in this category



Submission Content:

Submissions should include the following:

Nominee Profile

Full Name:

Position Title:

Employer:

Employer Mailing Address:

Phone Number:

Email Address:

Nominator Profile (if not submitted by Nominee)

Full Name:

Position Title:

Employer:

Employer Mailing Address:

Phone Number:

Email Address:

Summary (to be used in event program)

- Include Award Category.
- Briefly describe the nominee's background and role within the organization
- Why do you think the nominee is worthy of this award?
- What impact has the nominee had on the organization as a result of his/her support of the HR function?

Leadership

- How has the nominee provided vision, inspiration and leadership to their staff and colleagues? Provide specific examples.

Change Initiative

- Has the nominee championed an HR initiative in the past 5 years that has had a noticeable and measurable positive impact on the organization?
- Describe the environment **after** the initiative including impact on the organization's productivity, finances or other benefits. *Quantifying and showing specific results and measurements helps evaluators understand the full impact of an initiative.*

Commitment to Human Resources

- Describe how the above initiative demonstrated that Human Resources is a key to the success of the organization as a whole.
- How is the Executive and the organization committed to best practices in HR?
- How did the initiative increase the strategic importance and credibility of Human Resources within the organization?

Innovation

- Describe how the nominee promotes innovation, creativity and excellence in the HR department.
Provide specific examples including qualitative data where applicable.

Strategic Planning

- How has the nominee incorporated the HR function into the strategic planning of the organization?
- How has the nominee been instrumental in utilizing the HR function to achieve organizational success?

Helpful points for preparing your submission:

The nomination form will be evaluated and the recipient selected solely on the content of this form, so please be clear, concise and very specific when providing examples to each question. Provide quantitative data wherever possible to demonstrate impact and results.

Do not hide 'gems of excellence' in lengthy sentences; give many specific examples stating the situation or challenge, what they did and the what the result was - consider Problem – Action – Result – format used in Behavioural based interviews.

Earn CPD Hours

CPHRs can now earn Continuing Professional Development (CPD) hours for completing the full application.

- *Hours can be claimed under section 1. Professional Practice – New Projects as an 'application'.*
- *The number of hours claimed should be in accordance with the length of your submission and a reasonable estimate of the amount of time it took to prepare.*
- *The number of hours claimed will be subject to review by the Audit Committee.*

Submission Guidelines:

- Provide a clear and concise response to all questions/topics.
- Avoid using acronyms in the submission.
- Provide quantitative data wherever possible.



- Submissions must be sent electronically via email in PDF format in **one document** only to hello@cphmb.ca. Please note that multiple documents in the email can make it extremely difficult to ensure tracking of all materials. As a requirement, all submissions **MUST** be only one PDF which includes all attachments, references and/or appendices.
- Subject line of email must state "**HR Excellence Awards Submission**" **Category** _____.

Selection Process:

The Awards Committee will review all complete submissions received by the deadline. The Awards Committee will review only submissions completed according to the submission specifications. Submissions will be considered as nominees if the minimum scoring threshold is met (as determined by the Awards Committee). CPHR Manitoba will verify the absence of any previous academic or professional misconduct for all individual award recipients.

Candidates will be notified of their standing as a nominee by mid-February and successful nominees will be recognized at the HR Excellence Awards on April 4, 2019, where the winner of the award will be announced.

Information for Nominee

1. All submissions will be held by the CPHR Manitoba office and forwarded directly at one time to the Chair of the Awards Committee.
2. Interviews with the Awards Committee and/or supplemental data may be required to verify and validate the information provided.
3. Individuals will be advised of the selection results in late February and the awards will be presented at CPHR Manitoba's HR Excellence Awards on April 4, 2019.
4. If selected as a nominee for an award you will be required to make yourself available for a video interview in February/March 2019. Videos are produced for each nominee and shown live during the HR Excellence Awards. There is no cost to the nominee for the video.