



**2019 HR EXCELLENCE AWARDS
SUBMISSION REQUIREMENTS**
Human Resources Professional 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 Human Resources Professional of the Year Award recognizes an individual that has displayed excellence in leadership at the professional level. This individual has developed, championed and successfully implemented an initiative, program or project that clearly and measurably demonstrates a positive impact for the organization and/or supports organizational goals. The initiative must have been implemented within the past five years (retroactively from the date of submission), with a history of implementation of not less than one year. The specific initiative/accomplishment may only be declared for an HR Excellence Award once, unless there have been significant changes or additional unanticipated results that can be clearly demonstrated. The initiative must have been implemented within the past five years of the date of submission, with a history of implementation of not less than one year.

Excellence in leadership at the professional level includes:

- Promoting commitment and motivation of employees
- Partnering with appropriate leadership and stakeholders
- Effectively communicating with employees, unions and organizational stakeholders
- Supporting performance management
- Promoting collaborative work environments
- Supporting ongoing learning and development
- Fostering health, wellness and safety
- Informing business decisions with HR metrics
- Sound financial management

Minimum Eligibility Criteria:

- CPHR Manitoba member in good standing as a CPHR or CPHR Candidate and will be at the time of the award presentation
- Have been employed in the Human Resource profession for five years or more as of December 31, 2017
- Physically employed by an organization based in Manitoba
- Have volunteered with CPHR Manitoba, within the human resources profession or with other community organizations in the year preceding December 31
- Previous Human Resource Professional of the Year Award recipients are not eligible to apply for a second award in this category

Submission Content:

Submissions should include the following information:

Summary (to be used in event program)

- Include Award Category
- Briefly describe the nominee's position and general job responsibilities.
- Provide a summary of the specific initiative/program/project the individual led, developed, championed or supported. You may also want to Include:
 - Start and end date (time length)
 - What role did the nominee play? (Led, co-led, supported, team member)
- Why do you think the nominee is worthy of this award - what impact or high level value did this accomplishment create for the organization, its employees, and other stakeholders?

Volunteerism/Community Involvement

What community volunteer activities has the nominee been involved in over the past 12 months? How has the nominee made a positive contribution to the community and improved the lives of others today and in the future?

What HR-related volunteer activities has the nominee been involved in over the last 12 months? What level of initiation was undertaken by the nominee and how was leadership displayed? How has the nominee contributed to the HR profession through volunteer activities over the last 12 months? What are the impacts and sustainability of the activities?

Leadership

Describe the nominee's leadership style and how they provided vision, inspiration and direction to their team members/colleagues throughout the duration of the initiative.

What were some of the obstacles faced in leading this initiative (managing change and resistance, limited internal staff and financial resources, tight time lines, budget constraints; buy-in from senior leaders and team). *Providing obstacles and resistance faced helps illustrate the difficulty of the individual's initiative emphasizing the accomplishment as well as showing greater ingenuity, creativity, innovativeness and problem solving skills in achieving it.*

Innovation

Describe how the initiative was innovative and creative, employing new techniques, a challenge process and/or demonstrated a departure from an inefficient methodology or approach.

How did the nominee's approach produce a valuable and meaningful end result?

Describe how the nominee demonstrated excellence in the application of HR best practices throughout the planning, execution and follow up of the initiative.

Strategic Planning

Describe the impact and breadth of impact on the organization - was this initiative adopted by other departments/locations? Was it the first time this initiative was introduced or succeeded? What feedback was received from the management or leadership team?

Describe how the initiative was of strategic importance for the organization's success and aligned the HR function with corporate strategic goals.

Did the initiative increase the strategic importance and credibility of Human Resources within the organization?

Results/Outcomes

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.*

- Describe the impact and breadth of impact on the organization - was this initiative adopted by other departments/locations? Was it the first time this initiative was introduced or succeeded?

Reference Letters (2)

Letter of reference from two of the following possible references:

- Employer (CEO, Manager, direct report)
- Customer impacted by initiative
- Vendor impacted by initiative
- Employee testimonials
- Labour Union testimonials

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.

All nominees are excellent HR professionals but you have to demonstrate how the nominee went above and beyond normal expectations and therefore is deserving of an award (e.g. Nominee X has only been in HR for three years, yet they took the initiative to suggest, manage and implement a new benefits program for employees which has resulted in a 25% increase in employee satisfaction and engagement which in turn has decreased turnover by 20%.)

Earn CPD Hours

CPHRs can 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@cphrmb.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 their status as a nominee by mid-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.