



**2019 HR EXCELLENCE AWARDS  
SUBMISSION REQUIREMENTS**  
Rising Star 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 Rising Star Award recognizes impressive accomplishments and results in the first five years of Human Resources experience.

Early career excellence includes:

- Fostering long-term success in the organization.
- Innovating, enriching, supporting and championing HR policies, programs and initiatives.
- Demonstrating effective leadership skills.
- Striving for personal excellence.
- Pursuing HR-related higher education.
- Volunteerism and community involvement.

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 (retroactively from the date of submission), with a history of implementation of not less than one year.

**Minimum Eligibility Criteria:**

- CPHR Manitoba member in good standing as a CPHR Candidate and will be at the time of the award presentation
- Have been employed in the Human Resource profession for five years or less as of December 31, 2018
- Have volunteered with CPHR Manitoba, within the human resources profession or with other community organizations in the year preceding December 31
- Physically employed by an organization based in Manitoba
- Previous Rising Star Award recipients are not eligible to apply



**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?

1. Contribution in the Workplace

What was the last major project for the organization that the nominee had a significant role? Describe the project, the nominee's role, and the impact the project has had on the organization.

What impact has the nominee had on the HR department and the organization as a whole?

2. 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?

3. Continuous Learning

How has the nominee applied their education and experience to make a significant impact on the organization?

How has the nominee accepted and applied feedback received?

What steps has the nominee taken to grow and develop as an HR professional?

What HR activities has the nominee undertaken in the last year that demonstrates the pursuit of continuous improvement?

How has the nominee demonstrated new skills learned through their work?

4. Personal Excellence and Long-Term Success

How does the nominee demonstrate personal excellence?

How does the nominee initiate continuous improvement in their role?

How does the nominee demonstrate perseverance when completing lengthy and difficult tasks?

5. 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%.)

**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](mailto: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**  
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**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.