



**2019 HR EXCELLENCE AWARDS  
SUBMISSION REQUIREMENTS**  
CPHR Manitoba Scholarship 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:**

CPHR Manitoba offers two Scholarship Awards annually – one to a full time, post-secondary student enrolled in a Degree program and one to a full time, post-secondary student enrolled in an Accredited Certificate or Diploma program. A \$1,000 scholarship will be awarded at CPHR Manitoba's HR Excellence Awards to each deserving student who exemplifies an outstanding portfolio of academic, leadership, extra-curricular, and human resource activities. Two complimentary tickets to the event will also be provided to each nominee so that he/she may attend this prestigious Awards Gala.

**Minimum Eligibility Criteria:**

- CPHR Manitoba member in good standing and will be at the time of the scholarship presentation
- Currently enrolled in a full-time program of study majoring in Human Resources at an accredited post-secondary institute in Manitoba (i.e. degree, diploma, certificate)
- Minimum B average or G.P.A. of 3.0 (on a 4.5 scale)
- Will be continuing their studies during the semester of the awards presentation (Winter 2019) at an accredited post-secondary institute in Manitoba
- Human Resource work experience (paid or voluntary) in the year preceding December 31 AND/OR volunteer activities that require leadership in the year preceding December 31
- In the event that your post-secondary program includes participation in a co-op or internship program, completion of this work term must be at a minimum 'meets expectations performance level' and you must have completed the full term
- Previous scholarship recipients are not eligible to apply for a second scholarship

**Submission Content:**

The following information must be submitted in PDF format by December 14, 2018:

- Contact Information (Name, Address, Email, and Phone)
- Membership status with CPHR Manitoba (i.e. member in good standing)
- Current post-secondary enrolment (i.e. full-time student, field of study, name of institution)
- Anticipated enrolment in the 2019-2020 academic year (not mandatory)
- Human Resource experience (paid or voluntary) - how you have developed professional competence relating to the practice of human resource management in the year

- preceding December 31 (Maximum 300 words).
- Leadership experience - through volunteer activities in the year preceding December 31 (maximum 300 word count).
  - Contribution to the development of others through mentoring, coaching or serving as a role model (maximum 300 word count).
  - Future career aspirations in the field of human resources (maximum 300 word count).
  - Professional biography of yourself to be used in the event program (maximum 300 word count).
    - Written in third person
    - Includes current program of study, work experience in human resources, career aspirations
    - *Past event programs can be found on the cphrmb.ca website and used to assist you in writing your biography*
  - Academic transcript (official copy from institution) - proof of continued academic achievement must be provided in January 2019 if you are accepted as a nominee that includes proof of performance from the Fall 2018 term
  - Two completed reference letters verifying:
    - Your contribution to community, human resource practices and/or development and intangibles, which differentiate you as a future leader in HR practice.
    - IE studies include a "co-op program" or "internship", a reference letter must be included from your employer referencing your performance
    - Who can I ask for a reference letter?  
*Professor, employer, mentor*  
*References should be written by people who can adequately speak to your character and experience. You should not request a reference from someone who does not know you well.*

**Submission Guidelines:**

- Provide a clear and concise response to all questions/topics.
- Avoid using acronyms in the submission.
- 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**

**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.

*CPHR Manitoba has the right to change and/or terminate this scholarship program without notice.*

#### **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.