



The mission of Human Resource Leadership Awards of Greater Washington is to be the leading advocate for recognizing executive HR professionals and emerging HR leaders whose exemplary leadership, strategic vision and commitment to continuous development and professional engagement significantly advances the importance of the HR function in creating long term business value.

2016 Award Application Overview

Application Submission Deadline

March 13, 2016

The Human Resource Leadership Awards (HRLA) of Greater Washington recognize the outstanding achievement of the area's human resources professionals in the following five categories:

Individual Awards: CHRO of the Year (NEW!) • Leadership
Team Awards: Strategic Alignment • Service to Others • Integrity

SUBMISSION INSTRUCTIONS

Submissions are only accepted online at <http://hrleadership.org/2016awardapplication>. You may submit any questions to info@hrleadership.org.

Nomination forms and supporting materials become the property of HR Leadership Awards of Greater Washington and will not be returned.

Checklist for Application Completion

- | | |
|---|--|
| <input type="checkbox"/> Section A: Nominee Profile (Questions 1-5) | <input type="checkbox"/> Optional: Letters of Recommendation and Resume |
| <input type="checkbox"/> Section B: Essay Question | |
| <input type="checkbox"/> Section C: Executive Endorsement | |

Instructions for HRLA Nomination Application *(self-nominations are allowed)*

- 1. Complete an application for each nominated individual or team** – type all responses, explanations, and supporting text into the space provided online. For Section C **Your online application supporting materials uploads MUST be named in this format:**
 - A. For Executive Endorsement **“HRLAIntegrityMarySmithEndorsement”**
“HRLA” + category + Nominee First Name + Nominee Last Name + Endorsement
 - B. For Optional documents:
Resume: **“HRLAIntegrityMarySmithResume”**
“HRLA” + category + Nominee first name + nominee last name + “Resume”



Letters of Recommendation: “**HRLAIntegrityMarySmithLetters**”

“HRLA” + category + Nominee first name + nominee last name + “Letters”

2. **Complete Section A** “Nominee Profile.”
3. **Complete Section B** “Essay Question” – *only* for the award category to which the application applies. If you would like to nominate someone for more than one award, please complete a separate application for each award.
4. **Complete Section C** “Executive Endorsement” – A statement of support must be obtained from the nominee’s supervisor or an executive of the organization senior to the nominee’s direct supervisor.
5. **Optional:** You may provide up to three (3) additional letters providing support of the nominee. These letters will be considered part of the application and their primary purpose is to provide additional endorsements or references for the individual or team and the accomplishments for which they are being nominated.
6. **Optional for non-team submissions:** Individuals may provide a resume as additional support of their background information.

You may refer to the Guidelines and Tips Section on our website at www.hrleadership.org/nominate for additional guidance on how to complete a successful award application. We also invite you to attend an Award Application Boot Camp held once a month from November-February. For more information on the Boot Camp, visit www.hrleadership.org/bootcamp.

We encourage you to involve the nominee(s), your company’s marketing team and the nominator in the application process to support a complete reflection of the nominees’ accomplishments.

Please note the following dates:

November-February Boot Camps: Dates are listed on our website at www.hrleadership.org/bootcamp

May 3, 2016 at TEGNA, McLean, VA: VIP Reception Nominees are individually honored at this networking event. Honorees, the supervisor of the honoree(s), and the nominators are complimentary guests of HRLA.

June 2016: 15th Annual HR Leadership Awards Gala. Honorees receive one complimentary ticket to attend. Purchase additional tickets (individual tickets or tables) online at www.hrleadership.org/annual-gala.

AWARD RULES, ELIGIBILITY AND JUDGING PROCESS

Award Rules and Eligibility

- You may only win a single award once. You may apply for another award in a subsequent year.
- If you are a Finalist or did not win, you may reapply beginning the following year, but you cannot use the same application. It must be updated with current results.



- You (A company) may only apply for one award category per year. Or, you may apply for more than one award per year but will only be eligible to be a finalist/winner in one category. Please note, the application answers must specifically address the questions asked for the particular award in which you have applied- not a cut and paste from one application to the next.
- You must be an HR/OD professional and have an appropriate HR/OD related title.
- Consultants are not eligible. However, those working in the capacity of HR/OD professionals for the consulting firm, acting as a business partner and not a consultant, are eligible.
- HRLA Committee members are not eligible.
- For an award category to be judged, there must be a minimum of 5 entries in the category. The judges will NOT move nominees from one category to another. *Please be aware, HRLA will withdraw an award category if there are fewer than 5 applications submitted. The nominees in a withdrawn category will be notified prior to the application deadline.*
- Application responses will be used for public consumption and edited as needed to promote the finalists and winners; therefore, we encourage submission of thoughtful and complete responses without confidential information.

Judging

The awards are independently judged and awarded by a panel of HR/OD and organization executives. Each essay question is broken down into questions specifically related to the following criteria:

Criteria: 100 points possible

- Situational analysis (10 points- 0-2 pts POOR; 3-5 pts FAIR; 6-8 pts GOOD; 8-10 pts EXCELLENT)
 - How well did the nominee describe the situation or challenge at hand?
- Concept and solution (25 points- 0-5 pts POOR; 6-11 pts FAIR; 12-17 pts GOOD; 18-25 pts EXCELLENT)
 - How well did the nominee demonstrate the goals that were set and the solution to the problem/challenge faced by the company? There should be measurable goals stated in this section or demonstrated understanding of a process to rectify the situation.
- Delivery and implementation (25 points- 0-5 pts POOR; 6-11 pts FAIR; 12-17 pts GOOD; 18-25 pts EXCELLENT)
 - How well did the nominee describe the plan to solve the problem? Was there a clear direction and execution demonstrated? Was there evidence of delegation of duties? Was there a strategy for communication between parties involved? Did the nominee experience additional challenges along the way? How were those problems avoided or overcome? Did this change the course of action?
- Impact and results (25 points- 0-5 pts POOR; 6-11 pts FAIR; 12-17 pts GOOD; 18-25 pts EXCELLENT)
 - Were quantitative results provided? How was the solution to a problem evaluated for success?
- Value to the organization (15 points- 0-3 pts POOR; 4-7 pts FAIR; 8-12 pts GOOD; 13-15 pts EXCELLENT)
 - What was the impact to the organization? Was there companywide value? Departmental value? Was there a financial impact? Did the company save money? What did the nominee and the company learn from this experience?



SECTION A – NOMINEE PROFILE

*****Apply directly online- this is just a tool to support the gathering of information. www.hrleadership.org/2016awardapplication*****

1. Nominator Information

Name: _____ Title: _____

Company: _____

Email: _____ Phone: _____

How do you know the Nominee? _____

2. How did you learn of the HR Leadership Awards of Greater Washington?

- Word of Mouth
- Email
- Marymount
- Peer: _____
- The Washington Post
- Other: _____

3. Nominee Information

For which award category is this nominee being nominated? (category descriptions on pgs 6-11)

- _____ CHRO of the Year (*circle one*) # of employees 0-500 501-1000 1000+
- _____ Leadership (*circle one*) # of employees 0-500 501-1000 1000+
- _____ Strategic Alignment
- _____ Service to Others
- _____ Integrity

Has the nominee (or team) been nominated before? Yes No

If so, for which award and what year? _____

NOMINEE(S) NAME	Title	Email Address	Phone Number

If this is a team nomination, please list all team members above (maximum of 6)

Company: _____

Address: _____

To Whom Does the Nominee (or team) Report?

Name: _____ Title: _____

Email: _____ Phone: _____



4. Nominee Career Profile *(Skip this section if nominating a team)*

List Human Resource related Academic Achievements, Certifications, Recognitions, Awards Received and date earned or received.

List Membership or Leadership Roles in Human Resource Organizations and dates of participation.

5. Brief Organizational Profile

Nominee's Company Name: _____

Company Website: _____

Company Mission: _____

Services Provided: _____

Primary Customer Base: _____

Company size:	2015	2014	2013
Number of Employees			
Revenue			
Number of Locations			



Section B –Essay Questions

CHRO of the Year Award (individual only award; small 1-500, medium 501-1,000, large 1,000+)

This award honors the Chief Human Resource Officer, or equivalent top HR position, of the company who serves as a member of executive management and provides the strategic direction for all human resource activities. In this role, he/she establishes the vision and defines the direction for human capital initiatives, ensuring that they support the objectives of the business. These activities include recruitment, total reward strategies and management, talent management, succession planning, change management, employee benefits, and learning and development. This leader is consulted by other senior business leaders within the organization and in the greater professional, regulatory or community for his/her expertise in Human Resources. This leader works with or informs the board or governance body on environment/workforce shifts, organization, talent and compensation issues. This award recognizes someone who has successfully advanced within the field of HR over his/her career, assuming roles of increased scope and span of control.

In this category, we seek nominations from the CEO for the CHRO, or equivalent position, of his/her company. The CHRO would be viewed as a senior business partner and a key orchestrator of the strategic initiatives designed to address business needs, having a measurable impact for the organization. Requirements for nominee tenure include 3 years at his/her current company in a senior level position, and 7 years in the field of HR.

Answer each of the following questions in 300 words or less per question keeping them as separate questions:

1. Situational Analysis (10 points): Describe how the CHRO is positioned in the company to influence strategic initiatives.
2. Concept and Solution (25 points): What strategies did he/she create and implement to address the needs of the business?
3. Delivery and Implementation (25 points): How did he/she gain alignment from others to operationalize his/her approach?
4. Impact and Results (25 points): How have the efforts of this person impacted the company?
5. Value to the Organization (15 points): How did this individual support the goals of the organization?
6. Summarize in 150 words the unique ways that this individual works to impart his/her vision within the organization and partners with other senior leaders to address business issues. *This will be the last piece of data the judges review before scoring as well as the way your accomplishments are publicized, so summarize effectively!*



Leadership (individual only award; small 1-500, medium 501-1,000, large 1,000+)

This award recognizes a senior HR professional who has achieved measurable results, either in response to a one-time event such as an acquisition, or on a sustained basis over the past 2 years, that has helped the organization achieve its objectives by fully supporting its “customers” -- both internal (line managers and employees) and external (regulators, vendors, and the community at large).

The classic role of a manager is to direct processes, projects and people. Through providing direction, a true leader must organize individuals, not just to maximize efficiency, but to nurture skills, develop talent and produce results. The art of engaging and inspiring people is the game-changer that separates managers from leaders.

Answer each of the following questions in 300 words or less per question keeping them as separate questions:

1. Situational Analysis (10 points): What challenge(s) was the business facing that allowed the nominee to lead?
2. Concept and Solution (25 points): What goals were set to overcome the challenge(s)?
3. Delivery and Implementation (25 points): How did the nominee implement his/her plans? Please highlight both the “leader” and “manager” attributes of the nominee.
4. Impact and Results (25 points): What results were achieved based on the set goals? Provide quantitative measures/metrics where possible.
5. Value to the Organization (15 points): How did the results support the organization’s business objectives, goals and/or mission?
6. Summarize in 5 bullets how the nominee demonstrates excellence in leadership based upon the above responses. *This will be the last piece of data the judges review before scoring as well as the way your accomplishments are publicized, so summarize effectively!*

Strategic Alignment (team award- max 6 people)

Strategic alignment is that optimal state in which strategy, employees, customers, and key processes work in concert to propel growth and profits. Strategic alignment improves and accelerates operational execution. It also increases employee morale and improves retention through creating ownership in the organization’s success, resulting in more engaged employees.

In this category, we seek nominations from an HR/OD team who achieved measurable results for communicating and implementing strategic goals of the organization, either in response to a one-time event or on a sustained basis over the past 2 years.

Answer each of the following questions in 300 words or less per question keeping them as separate questions:



1. Situational Analysis (10 points): What exceptional undertaking did the team do to move the needle forward in the company/organization that helped it be successful?
2. Concept and Solution (25 points): How did the team bring HR to the table as a business partner?
3. Delivery and Implementation (25 points): How did the team align with the business objectives and how did they effectively carry it out?
4. Impact and Results (25 points): How is the team driving value and growth? What were the measureable results of the actions?
5. Value to the Organization (15 points): How is team affecting organizational effectiveness? How did the results support the company/organization's objectives?
6. Summarize in 150 words how the team made an impact on organizational effectiveness through aligning with business objectives based upon the above short answers. *This will be the last piece of data the judges review before scoring as well as the way your accomplishments are publicized, so summarize effectively!*

Sister Eymard Gallagher Award for Service to Others (team award- max 6 people)

This award honors a team for their leadership, dedication and engagement of employees to give back to the community through service to others.

Answer each of the following questions in 300 words or less per question keeping them as separate questions:

1. Situational Analysis (10 points): How did the team identify the community need and bring awareness and intellectual curiosity to the need?
2. Concept and Solution (25 points): How did the team come up with a proposed solution and demonstrate leadership in response to the community need?
3. Delivery and Implementation (25 points): How did the team implement the proposed solution? Please include specifics on funding needed, approvals, timelines, communication efforts, challenges to overcome, etc.
4. Impact and Results (25 points): What results were achieved? Provide quantitative measures/metrics where possible.
5. Value to the Organization (15 points): How did the activities enhance employee engagement?
6. Summarize in 150 words the community need and the team's response. Please include how the team got buy-in and support from both senior management as well as staff. *This will be the last piece of data the judges review before scoring as well as the way your accomplishments are publicized, so summarize effectively!*



The Dr. J.P. London Award for Integrity (team award- max 6 people)

This award honors companies with exemplary initiatives in instilling the core values and principles of the organization throughout its people, encourages implementation and is highly conscious of corporate integrity. These teams aim to share the underlying philosophy with all staff members with an uncompromising vigilance to define, emphasize and enforce the values and principles.

Answer each of the following questions in 300 words or less per question keeping them as separate questions:

1. Situational Analysis (10 points): What are the core values and principles of the organization and why is there such sincerity in managing by them?
2. Concept and Solution (25 points): What are the most unique ways that the HR/OD team emphasizes and instills these philosophies in all employees?
3. Delivery and Implementation (25 points): How does the HR/OD team communicate the philosophies and ensure they are an integral foundation in the workplace?
4. Impact and Results (25 points): How has the HR/OD team's initiatives impacted the company?
5. Value to the Organization (15 points): How did the team's initiatives support the organization?
6. Summarize in 150 words the unique ways the HR/OD team makes the values and principles of the organization part of the work culture. *This will be the last piece of data the judges review before scoring as well as the way your accomplishments are publicized, so summarize effectively!*

Section C – Executive Endorsements

As part of the nomination process, HRLA requires a written statement, by either the nominee's direct supervisor or an executive in the organization senior to the nominee's direct supervisor, in support of each nomination. Please ensure the statement reflects the nominee's (or team's) name and which award is being applied for. Note that the executive endorsement statement should be uploaded along with any letters of recommendation or resume that are submitted.