



Award Application Boot Camp

CHECKLIST AIDE FOR COMPLETING A NOMINATION

1. THE BASICS

- a. Is this an individual or team nomination (*team limited to 6 people*). Remember self-nominations are welcomed!: Individual Team
- b. Gather the name(s), titles, email addresses, and phone numbers of nominee(s):
- c. Ensure that the nominee(s) meets the eligibility rules.

Notes:

- Nominee may only win a single award once, but eligible for other awards.
- Nominee may only apply to one award category per year, or nominee may apply for more than one award a year but will only be eligible to be a finalist/winner in one category
- Nominee must be an HR/OD professional with appropriate HR/OT title. Consultants are not eligible.

- c. Category of nomination:

<input type="checkbox"/> CHRO of the Year (<i>circle one</i>) # of employees	<u>0-500</u>	<u>501-1000</u>	<u>1000+</u>
<input type="checkbox"/> Leadership (<i>circle one</i>) # of employees	<u>0-500</u>	<u>501-1000</u>	<u>1000+</u>
<input type="checkbox"/> Strategic Alignment			
<input type="checkbox"/> Service to Others			
<input type="checkbox"/> Integrity			

Nomination Submission Deadline: March 13, 2016

2. WHAT TO COMPLETE:

- Nominee Profile – required for all nominees. Gather information about the nominee, their career, their company
- Essay – required for all nominees. Must address all 5 questions as listed in application; responses must be 300 words or less per question.
- Executive Endorsement – required for all nominees; a written statement by either the nominee’s direct supervisor or an executive in the organization, in support of the nomination.
- OPTIONAL: Letters of recommendation and resume of nominee.

3. HOW TO PREPARE:

- List here other people who can contribute information / testimonials about the performance and results of the nominee, in the selected category. This may include people outside the company. We encourage enlisting the support of the company’s marketing/communications department to help wordsmith or review the short answers. It is also a GREAT way to get your organization’s support!

Interview all contributors and gather information for the essay. **Use the 5 specific category questions in the nomination application** as your guide to gather details and focus on the following:

- SITUATIONAL ANALYSIS (counts for 10 points from judges scoring)
- CONCEPT AND SOLUTION (counts for 25 points from judges scoring)
- DELIVERY AND IMPLEMENTATION (counts for 25 points from judges scoring)
- IMPACT AND RESULTS (counts for 25 points from judges scoring)
- VALUE TO THE ORGANIZATION (counts for 15 points from judges scoring)

Gather information for profile, resume.

Determine the best person to write the Executive Endorsement.

Prepare a briefing for the supervisor/executive to let them know who is being nominated, the category of nomination and a summary of the situation, solution, results and value to the company.

Give the supervisor/executive time to complete the endorsement. Suggestion of 1-2 weeks, but not too long. Giving a specific date to return to you is recommended. Strongly suggested to have this recommendation no later than March 1st so there is no rush and to ensure you meet the submission deadline.

4. BRING THE STORY TO LIFE

You want to take all the information you gathered and tell a story that helps the judges know and feel the impact of the nominees' accomplishments: how they added value to the organization and how they overcame challenges. Telling facts is important to getting the idea across, but don't forget the story; get the judges excited!

SARI MODEL

Situation – in 2-3 sentences; set the stage

Action – in 2-3 sentences tell what happened; steps taken

Results – in 2-3 sentences, give the results

Impact – THE MAGIC – bring the story to life—the difference made and how the effort was received.

5. Important Dates:

November – February: Attend a Boot Camp to obtain guidance for completing the application. Dates are listed on website.

Work with an HRLA Mentor: As soon as you start completing your application. Mentors are introduced at the Boot Camps.

May 3, 2016:

VIP Reception- Location: TEGNA 7950 Jones Branch Drive McLean, VA 22107

For all nominees, nominators, and executive endorsers. **Photos taken here of all nominees for use at the Gala. Please plan on attending.**

June 2016:

HR Leadership Awards Gala- Location: Announcement soon!

Honorees complimentary- single ticket; Other guests purchase tickets

6. SUBMISSION ESSENTIALS

The nomination packet must be submitted online at www.hrleadership.org/2016awardapplication no later than **MARCH 13, 2016**.

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”

7. QUESTIONS or ADDITIONAL HELP?

You may submit any questions to info@hrleadership.org

Boot Camp: Tips to Keep in Mind

Tip	How I will incorporate this into my submission:
<p>1. Distinctive --There are many outstanding HR Leaders. What are the one to three characteristics, qualities, or accomplishments that make your candidate exemplary?</p>	
<p>2. Value to whole organization, beyond HR. --An exceptional HR Leader impacts the entire organization, not just the HR function. The actions/character/influence of an outstanding HR Leader has an impact on the entire business enterprise. The actions of such a leader are implemented using a “systems” approach with all elements of the organizational system accounted for and touched.</p>	
<p>3. Consider the whole person—bring the person to life. --Don’t write a “flat” essay with just the facts, giving a basic narrative of all the “point” categories. Help the judges “feel” the essence of this person. Have this person’s personality and impact jump off the page. This can include an endearing quality or a meaningful tidbit.</p>	
<p>4. Leadership under stress. --All HR Leaders deal with fires every day. How did/does your leader do so with grace and balance? How does he/she demonstrate and role model “elegant thinking and problem solving.”</p>	
<p>5. Utmost integrity. --HR Leaders have to strike the balance between what is best for the organization and what is best for the employees. An outstanding leader creates win/win solutions, balances the actions to be taken with all considerations in mind—law, policy, empathy, morality, ethics, and the human element.</p>	
<p>6. Role modeling and development. --Good leaders realize that part of their job is to create more leaders through mentoring, coaching, and day-to-day development. How many future leaders has this leader developed? What development successes can this leader point to?</p>	
<p>7. Endorsed by others. --Good HR leaders are praised by fellow leaders within their own organizations and beyond because they make an impact as a valued contributor. Good HR Leaders reach out and establish partnerships. The CEO, CFO and CTO all want this person sitting at the table.</p>	

Boot Camp Examples: Basic vs. Better

Strategic Alignment:	
<p>Basic</p> <p>Lisa is a dynamic professional. She is able to envision a future and get buy-in. She is known for getting results. A major strategic effort that Lisa made happen is something she started two years ago. She took a multi-dimensional approach and was able to solve a lot of problems with one major effort. Lisa formed a task force (SST) her creative task forces are part of what makes her successful. She first got buy-in from key leaders and executives. She used the company organizational survey as the basis for the major changes she had planned to fix such problems as poor meetings, decreasing customer service, and lack of financial growth.</p> <p>She started a major communications campaign to provide updates and had every manager create an action plan. This enabled the changes to spread throughout the organization. These action plans were then sent to the President be used as part of the strategic planning process.</p> <p>This all led to many results, including a 25% jump in employee engagement and 20% increase in company profits. All the changes were linked to strategic objectives.</p>	<p>Better</p> <p>Lisa’s major asset is her ability to enroll others in a seemingly impossible effort. She uses a combination of energy and “total system vision” to capture the spirit and support of our President, her colleagues, and her followers on a constant basis. When we hear that Lisa is behind an effort, we know it will happen. Two years ago we had several complaints, including managers being ineffective in running meetings, lack of synergy between department goals and company strategic efforts, poor employee participation and engagement, and lack of follow-through on major issues that were causing poor customer service and lack of financial growth. A less insightful HR leader might have attacked each one of these issues separately. In sharp contrast, Lisa had the vision to develop and implement a program that took care of all of these issues—and several others—in one fell swoop; something she likes to call “an elegant solution.”</p> <p>Lisa formed a Strategy Survey Task Force (SST) and educated this group on strategy, surveys, and related organization development efforts. She also met with key leaders and the executives to gain buy-in. With the SST, she took the limping bi-yearly organizational survey and revitalized it, got every department throughout the company involved in the questions and implementation, initiated a major communications campaign to provide constant updates, rolled out the results to individual departments, trained every manager how to conduct focus groups to cover his/her department’s results, and assisted every manager in producing an action plan to address key areas. All action plans were sent to the SST to be organized and combined. This combined document was shared with the entire organization through several avenues and then became one of the key supporting documents for that year’s strategic planning effort.</p> <p>The results were powerful. Through the roll out of only one organization development effort, there were over ten measurable results: department plans aligned with strategy; total organizational</p>

	<p>participation and a 25% jump in employee engagement; improved management meetings at all levels; improved action plans for quarterly and yearly activities; increased communication across functional areas; increased trust between employees and management; a 25% jump in accountability and follow-up; 30% improvement in customer service; 20% increase in company profits; and a set of organizational tools that are still used today to guide communication so that it is always linked to strategic activities. Lisa’s vision of a “total system vision” changed our culture in two years—something the literature says can’t be done in less than five.</p>
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Leadership:

Basic
 John has very good leadership qualities. He manages his staff to achieve the desired results. He adheres to all company policies and procedures. He is known for giving honest feedback during the annual performance appraisal. He defends his people and looks out for them at every instance. He provides them learning opportunities within the company and allows them to attend external seminars and events as budget permits.

Better
 John is an excellent leader and role model. He treats his staff with respect and dignity; the way he would like to be treated by his superiors. He achieves results through collaboration with his team. He gives his staff a great deal of autonomy and does not micromanage them. He trusts them to perform their jobs to the best of their abilities. As an example of his leadership, the company went through a downsizing exercise, which was a very stressful period and which resulted in numerous layoffs. John handled the process in a very professional manner balancing the requirements of the company, which needed to save cost to remain profitable on a particular project, with an understanding that people were losing their jobs and he needed to ensure they exit the company in a humane manner. The ultimate purpose of great leaders is not just to achieve results for the organization but also develop talent that enables that achievement. Everything John does supports the vision and mission of the company.

Demonstrating integrity:

Basic
 Bob is a man of integrity. He exhibits sound ethical behavior. He is a loyal employee who follows the company policies and procedures. He considers his actions carefully before making decisions.

Better
 Bob understands how to walk a fine line between balancing the needs of the organization with that of the individual employee. When in doubt he will always take the moral high ground. He adheres to the old adage that if he would be

He would never do anything he considers to be unethical or embarrassing to the company. He reminds his fellow employees that acting in an honest manner is of paramount importance as it defines one's character. He attends internal company training programs that address the management principles and values of the company.

embarrassed to see his actions appear in the newspaper, then he would not take that course of action or make that decision. Companies have management principles and value statements which deal with the manner in which they operate as both a business and a member of the community; that is, elements like client satisfaction and treating people with respect, Bob carefully considers these principles before he makes decisions. Conflict of interest situations have often arose and Bob always reaches deep down inside to make the right call. Bob has greatly contributed to making his company an employer of choice.