



# HUMAN RESOURCES MANAGEMENT ASSOCIATION

The Voice of the HR Profession

## Default Question Block

Q1.

**Thank you for taking the time to submit a nomination  
for HRMA's Professional Awards.**

**This is the first round nomination form for:**

### **PUTTING PEOPLE FIRST: CEO AWARD**

**Submissions are due on or before  
Friday, December 2nd, 2016  
9:00am PST**

#### **Please note:**

- The system will save your information so you may come back to complete your nomination at anytime as long as you are using the same computer/IP address.
- You may go back at any time to make changes/edits.
- Once completed you will receive an email confirmation of your submission along with a copy of what you have submitted. If you do not receive this notification please email [awards@hrma.ca](mailto:awards@hrma.ca).
- All information submitted is kept confidential and only reviewed by the committee members, judges and appropriate HRMA Staff.

#### **Tips for Completing Nomination:**

- Please keep your answers short and to the point and be sure to always show examples and the **impact/results** when substantiating the nominees work.
- This is the only written information the committee will receive to substantiate a person's nomination in this first round, so please be sure to clearly articulate and show proof/evidence of the nominees achievements. If the committee is unable to see any proof, they will not be able to move the nominee to the second round

- Examples have been given of how best to answer most questions.
- ***All questions must be answered, however, if you are unsure of the answer to a question and want to come back to it, enter 'n/a' or 'unsure' and then you can come back to complete it.***

**Q2. By submitting this nomination you (the nominator) and your nominee are guaranteeing that...**

1. The nominee has agreed and accepted this nomination and given their permission to participate in the award process.
2. If the nominee is selected to move into the second round, you will be asked to submit further information to support the nomination, which will include a photo, resume, letters of support and any other supporting information the committee would like to review. You will be notified by **Friday, January 27th, 2017** if your nominee has been selected to move to the second round and will have until **Friday, February 10th, 2017** to complete and submit the secondary nomination information.
3. The nominee has given consent that all submitted materials can be reviewed by the judging committee and appropriate HRMA staff and all information will be kept confidential.
4. What has been submitted is accurate and that the nominee has provided consent for the possible publication of their name and photo in connection with the HRMA Professional Awards.
5. That if the nominee is selected as the winner they will be able to attend in person the Professional Awards Gala on **Wednesday, May 3rd, 2017 in Vancouver, BC.**

**Yes we agree with the above**

**Q3. NOMINATOR INFORMATION:**

Nominator Name

Job Title

Company

Address

City

Province	<input type="text"/>
Zip Code	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>
Relationship to the Nominee	<input type="text"/>

Q4. Do you work in the same organization as the nominee?

- Yes
- No

Q5. If you do not actually work in the same company/organization as the person you are nominating, we require a supporting nomination from someone **within** the nominee's company.

This person must be able to confirm the information provided is correct and accurate. This person also needs to be willing to be called to discuss the nominee's work outlined in this submission.

Please provide us with the name and contact information of the second supporter of this nomination.

Second Nominator Name	<input type="text"/>
Job Title	<input type="text"/>
Company	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>
Relationship to Nominee	<input type="text"/>

Q6. **NOMINEE BACKGROUND INFORMATION:**

Nominee Name	<input type="text"/>
Job Title	<input type="text"/>
	<input type="text"/>

Designations	<input type="text"/>
Company	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
Province	<input type="text"/>
Zip Code	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>
Length of Time in Current CEO position	<input type="text"/>
Length of Time in Present Company	<input type="text"/>

Q7.

## ORGANIZATIONAL INFORMATION:

Company Description	<input type="text"/>
Industry/Sector	<input type="text"/>
Total Number of Employees	<input type="text"/>
Percentage (%) of Union/Non-Union Employees Company Wide (if no union enter 0)	<input type="text"/>

Q8.

Use the next section to clearly describe the major contribution/accomplishment that the nominee has made to their organization.

To make it clear to the judging committee why you are nominating this individual we recommend that you:

- Keep your information brief and succinct (do not bury important information in too much text) while ensuring you have answered the specific questions asked.
- Use examples to substantiate your statements about the nominee

Q9.

### Criteria A: COMMITMENT TO THE HR FUNCTION

**WHAT** has the Nominee done that makes them worthy of this award? Describe the who, what, when, where and why of their work and support of the HR function as a strategic business objective at the executive management level.

### Q11. Criteria B - DRIVER OF HR INITIATIVES

**HOW** has the nominee shown commitment to strategic HR initiatives along side their HR leader/team through open and continuous communication and support.

### Q10. Criteria C - INSPIRATIONAL LEADERSHIP

Provide specific examples where the CEO's leadership skills have inspired, excited, engaged and created strong values within all levels of the organization.

**Q12.** Is there anything else you would like to say about the nominee that isn't covered in the above questions?

**Q13.**

Thank you for taking the time to make this nomination.

To submit your nomination please hit the >> button below.

You will receive a an automated email confirmation of your nomination shortly. If you do not, please contact [awards@hrma.ca](mailto:awards@hrma.ca)

No email notification will be sent to the nominee at this time.

You will be notified by on or before Friday, January 27th, 2017 regarding the status of this nomination.

**Please hit the >> button below to submit your nomination.**

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