

## Default Question Block

Q1.

**Thank you for taking the time to submit a nomination for  
CPHR BC & Yukon Professional Awards.**

**This is the nomination form for:**

**Award of Excellence - HR Professional of the Year**

**Submissions are due on or before  
Friday, November 23, 2018  
5:00 p.m. 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 you have submitted the form, 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@cphrbc.ca](mailto:awards@cphrbc.ca).
- All information submitted is kept confidential and only reviewed by the committee members, judges and appropriate CPHR BC & Yukon staff.

## Tips for Completing Nomination:

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

Nominees MUST be members in good standing of CPHR BC & Yukon. Please confirm that the nominee is a member of CPHR BC & Yukon at the time of this submission.

**Yes, the nominee is a member in good standing of CPHR BC & Yukon.**

**Q3. By submitting this nomination, you (the nominator) and your nominee are guaranteeing the following.**

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 progress to stage two, you and your nominee will be asked to submit further information to support the nomination, which will include a profile photo, resume, letters of support and any other supporting information the committee would like to review. If the nominee is selected as a finalist, the profile photo will be published in the announcement of finalists. The photo is not a part of the judging process. You will be notified by **Monday, January 21st, 2019** if your nominee has been selected to progress to stage two and will have until **Thursday, January 31st, 2019** 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 CPHR BC & Yukon staff. 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 the their name and photo in connection with the CPHR BC & Yukon Professional Awards.

5. If the nominee is selected as a finalist, the nominee will be able to attend in person the Award celebration in HR Conference + Tradeshow on **Tuesday, April 2 or Wednesday, April 3, 2019 in Vancouver, BC.**

**Yes, we agree with the above.**

#### Q4. NOMINATOR INFORMATION:

|                             |                      |
|-----------------------------|----------------------|
| Nominator Name              | <input type="text"/> |
| Job Title                   | <input type="text"/> |
| Company                     | <input type="text"/> |
| Address                     | <input type="text"/> |
| City                        | <input type="text"/> |
| Province                    | <input type="text"/> |
| Postal Code                 | <input type="text"/> |
| Phone                       | <input type="text"/> |
| Email                       | <input type="text"/> |
| Relationship to the Nominee | <input type="text"/> |

Q5. Are you employed by the organization in which the nominee's accomplishment took place?

Yes

No

Q6. If you are not employed by the organization in which the nominee's accomplishment took place, we require a secondary nominator to support and confirm this nomination.

The secondary supporting nominator **MUST:**

- support the nomination of this individual
- have been contacted ahead of completing this nomination to confirm they are willing to put their name forward as a supporter and 2nd nominator for this individual
- be employed by the organization in which the nominee's accomplishment took place
- be able to confirm the information provided in this nomination is correct and accurate
- be willing and able to address and discuss the nominee's work outlined in this nomination when interviewed by a committee member

With the above criteria in mind, please provide us with the name and contact information of the second supporter of this nomination.

Second Nominator Name

Job Title

Company

Phone

Email

Relationship to Nominee

## Q7. NOMINEE BACKGROUND INFORMATION:

Nominee Name

Job Title

Designations

Company

Address

City

Province

Postal Code

Phone

Email

Length of Time in Current Position

Length of Time in Current Company

Length of time in HR Profession

**Q8. Is the nominee a HR generalist or specialist?**

(An HR generalist manages the day-to-day operations of the Human Resource office and manages the administration of the human resources policies, procedures and programs. An HR specialist develops expertise in a specific HR discipline).

Q9. What area of HR does the nominee specialize in? (e.g., recruitment & retention, compensation & benefits etc.?)

Q10.

**ORGANIZATIONAL INFORMATION:**

Industry/Sector of Company

Total Number of Employees Company Wide

Total Number of Employees in BC &amp; Yukon only

Total Number of Company Locations

Total Number of Locations in BC &amp; Yukon only

Percentage (%) of Union/Non-Union Employees  
Company Wide (if no union enter 0)

## Q11. HUMAN RESOURCES DEPARTMENT INFORMATION:

Total number of HR staff in the company?

Who does the HR department report to? (Job Title)

Who does the nominee report to? (Job Title)

What is the approximate annual HR budget ?

## Q12.

Use the next section to clearly describe the major contribution(s)/accomplishment(s) that the nominee has made within 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
- Where possible, use before and after metrics to substantiate your claims of impact/improvement to the organization.

## Q13.

### Criteria A: ORGANIZATIONAL IMPACT / ACCOMPLISHMENT

**Criteria definition: "The nominee frequently champions change and innovation in the pursuit of continuous improvement and strategic advantage for the organization."**

**WHAT** did the nominee do that makes them worthy of this award?

**Maximum** characters allowed: 10,000 (approximately 1,500 words)

Example: "The nominee improved workplace culture at XYZ company in the last 2 years, by creating XYZ program which resulted in reduced turnover of x%."

#### Q14.

When did this work occur/what was the **TIME LINE** of this work?

**Maximum** characters allowed: 3,500 (approximately 500 words)

Example: "The nominee suggested this change in January 2017 and it was implemented in July 2017"

#### Q15.

Define the nominee's **ROLE** in the context of the accomplishment. Describe the extent to which the nominee drove this idea and the change within the organization.

Was the nominee the driver of the change within the organization or did the nominee take direction and implement a program created outside of HR?

**Maximum** characters allowed: 3,500 (approximately 500 words)

Example: "The nominee was the developer/driver of the change/idea and pitched the idea and it's benefits to certain stakeholders within the organization....."

Q16.

**HOW** did the nominee achieve this accomplishment?

**Maximum** characters allowed: 3,500 (approximately 500 words)

Example: "The Nominee led a project team which analyzed employee surveys and brainstormed alternative practices.....while also implementing and leading the operational roll out of this change.....etc."

Q24. How **INNOVATIVE** is this accomplishment? Describe the innovation and its significance to the organization and/or to the industry.

**Maximum** characters allowed: 3,500 (approximately 500 words)

Q17.

What were the **RESULTS, IMPACT and SUSTAINABILITY** of their work on the company? The use of before and after metrics will help to substantiate the impact that the work has made.

**Maximum** characters allowed: 7,000 (approximately 1,000 words)

Example: "This accomplishment achieved a reduced turnover of xx% and saved the organization over \$xx amount in the last 3 years....."

**Q18.**

How did the nominee use internal or external contributors (if any) in this work?

**Maximum** characters allowed: 3,500 (approximately 500 words)

Example: "The nominee utilized XYZ company to survey the employees and interpret the results, a consultant was used for XYZ services, the marketing department was drawn upon to create materials and communicate the change out to employees..."

**Q23.** Does this accomplishment result in any changes in people practices in the organization and/or in the industry? Describe the changes.

**Maximum** characters allowed: 3,500 (approximately 500 words)

**Q19. Criteria B - LEADERSHIP**

**Criteria definition: "The nominee demonstrates leadership and vision in championing people practices and motivating others to effect positive change. They are a role model and shares their knowledge and experience with others."**

Provide specific examples where the nominee has demonstrated leadership qualities within and/or outside the organization as well as the impact (e.g., company

mentorship, alignment of HR strategies to overall organizational goals, community service etc.).

**Maximum** characters allowed: 10,000 (approximately 1,500 words)

**Q25.** Provide specific examples where the nominee has used their influence to affect change. Describe the obstacles and challenges that the nominee has overcome.

**Maximum** characters allowed: 10,000 (approximately 1,500 words)

## **Q20. Criteria C - COMMITMENT TO THE HR PROFESSION**

**Criteria definition: "While serving as an ambassador for the company, the nominee is involved in activities that contribute to the HR community and profession as well as being focused on their own professional development and growth."**

How has the nominee contributed to the human resources profession outside of their company? Provide specific examples.

**Maximum** characters allowed: 3,500 (approximately 500 words)

**Q21.** Is there anything else you would like to say about the nominee that isn't covered in the above questions?

**Maximum** characters allowed: 7,000 (approximately 1,000 words)

**Q22.**

Thank you for taking the time to make this nomination.

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

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

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

You will be notified by on or before Monday, January 21st, 2019 regarding the status of this nomination.

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

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