

## 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:  
**RISING STAR AWARD****

**Submissions are due on or before  
Friday, November 22, 2019  
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 **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.

For eligibility, judging criteria, and more information on the Rising Star Award, visit

<https://cphrbc.ca/member-matters/i-am-a-member/awards/rising-star-award/>

To view the questions before you submit your answers in this online nomination form, visit

<https://cphrbc.ca/member-matters/i-am-a-member/awards/rising-star-award/>

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 below, membership at the time of submission.

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

Q3.

**By submitting this nomination you (the nominator) and the 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 progress to stage two, you and your nominee will be asked to submit further information to support and substantiate this nomination, which will include a profile photo, resume, letter 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 **Wednesday, January 22nd, 2020** if your nominee has been selected to progress to stage two and will have until **Wednesday, February 12th, 2020** to complete and submit secondary nomination information.

3. The nominee has given consent that all submitted materials can be read 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 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 + Expo on **Tuesday, April 28 or Wednesday, April 29, 2020 in Vancouver, BC.**

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

#### Q4. **NOMINATOR INFORMATION:**

Nominator Name

Job Title

Company

Address

City

Province

Postal Code

Phone

Email

Relationship to Nominee

Where did you hear about this year's award nomination period?

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 the 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 and ELIGIBILITY INFORMATION:**

Nominee Name	<input type="text"/>
Job Title	<input type="text"/>
Designation(s)	<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"/>
Total Years of HR Experience (Eligibility dictates no more than 5 years total combined experience)	<input type="text"/>
Total Years of General Work Experience (Eligibility dictates no more than 10 years total combined experience)	<input type="text"/>
Length of Time in Current Position?	<input type="text"/>
Length of Time in Current Organization?	<input type="text"/>
Year Nominee Graduated from High School?	<input type="text"/>
Year Nominee Graduated from Last Post Secondary Institution?	<input type="text"/>

## Q8. **ORGANIZATIONAL INFORMATION:**

Industry/Sector of Company	<input type="text"/>
Total Number of Employees Company Wide	<input type="text"/>
Total Number of Employees in BC & Yukon Only	<input type="text"/>
Total Number of Company Locations	<input type="text"/>
Total Number of Company Locations BC & Yukon Only	<input type="text"/>
Percentage (%) of Union/Non-Union Employees Company Wide (If non-unionized put 0)	<input type="text"/>

## Q9. **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)

### Q10. **CRITERIA A: EDUCATION**

**Criteria Definition: "The nominee is committed to pursuing HR-related higher education through a post-secondary institution, CPHR designation and/or other professional development means."**

Please indicate any level of education the nominee has and indicate their specific area of study.

CPHR Designation

Undergraduate Degree

College Diploma

Masters Degree

Other Continuing Education Certificates

Q11. Use the next sections to clearly describe the major contribution/accomplishment that the nominee has made withing 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.

Q12.

## **CRITERIA B: CONTRIBUTION AND IMPACT TO THE WORKPLACE**

Criteria Definition: "The nominee has made a significant impact to their workplace at a very early stage of their HR career. The nominee makes contributions to their workplace by taking initiative, working on enriching HR policies and/or programs, creating innovative solutions or processes that benefit the HR department and/or the business."

**WHAT** did the nominee do that makes them worthy of this award? What are they doing at this early stage of their career which most young professionals aren't doing?

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

Example: "The nominee improved workplace culture at XYZ company during the past two years by creating XYZ program which resulted in reduced turnover of x%)"

Q13. When did this work occur/ what was the **TIME LINE** of this work?

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

Example: "The nominee started this project 2 years ago. It took 1 year to plan and implement. It has been in use for the past year and we have seen positive results in the last 6 months..."

**Q14.**

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 they implement changes/programs with the direction from a manager or other department head?

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

Example: "The nominee was the instigator of this idea/project OR was the driver of this change OR was the administrator of program that came from head office...."

**Q15.**

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

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

Example: "The nominee lead a project time to develop a recruitment and retention strategy by utilizing new technology...."



Q20. How INNOVATIVE is this accomplishment? Describe the innovation and its significance to the company and/or to the industry.

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

Q16. 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 their work has made.

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

Example: "The nominee has been able to reduce absenteeism by x% and reduce turnover by X% in the last year which has saved the organization \$xx...."

Q23. **CRITERIA C: LEADERSHIP and PERSONAL TRAITS**

**Criteria Definition: "The nominee at a young stage in their career is showing great leadership and advanced skills in the practice of human resources."**

Provide *specific examples* where the nominee has demonstrated exceptional leadership qualities for such a young professional.

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

Q22. Provide specific examples where the nominee has demonstrated exceptional personal traits. (e.g. ambition, good judgement, creativity, determination, etc.)

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

Q24. **CRITERIA D: VOLUNTEERISM/COMMUNITY INVOLVEMENT**

**Criteria Definition: "The nominee actively volunteers with CPHR BC & Yukon or other professional organizations or charities."**

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

Describe the nominee's volunteer activities in the community and/or within the business/HR community. Be sure to indicate if any of this work is within the company's volunteer programs or if the work falls outside of work hours (i.e. during personal time.)



**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)



**Q25.**

Thank you for making this nomination!

**You will receive a confirmation email along with a copy of your submission after you click the >> button below.**

If you do not receive an email confirmation please contact [awards@cphrbc.ca](mailto:awards@cphrbc.ca)

Notification of the status of all nominees will be sent out on or before Friday, January 31st, 2020 regarding the status of this nomination.

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

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