



The Singapore HR Awards 2012

Bringing Leading People and Practices to the fore

APPLICATION FORM

Organised yearly by Singapore Human Resources Institute (SHRI) and into its 10th edition, The Singapore HR Awards 2012 celebrates leading organisations and HR practitioners in their drive for impactful human capital strategies. As one of SHRI's signature events, it serves as an excellent platform to promote and recognise excellence within the HR profession in Singapore by highlighting leading organisational HR practices and HR individuals (CEOs, HR Leaders, HR Entrepreneurs, HR Professionals and HR Executives).

Through The Singapore HR Awards, leading HR trailblazers and people management practices are honoured. New benchmarks and standards for the HR profession are also developed. Each Leading Singapore HR Award is a distinct recognition by Singapore's HR professional body to mark the successes and accomplishments of our people managers, thus further emphasising the importance of Singapore putting human capital as a key business outcome.

Apply now for The Singapore HR Awards! Showcase your organisational leading HR practices! Recognise your CEO, HR Leader, HR Entrepreneur, HR Professional and HR Executive for their exemplary HR practices!

For more information, please visit our website at www.shri.org.sg, contact SHRI at 6438 0012, or email Shawn Tan at shawn@shri.org.sg.

Application Process

1. Information sessions for interested participants:
24 November 2011: 4:00pm – 5:30pm SHRI Training Room 9
2. Application form Submission: 28 November 2011 – 30 December 2011
3. Report Submission: 19 December 2011 – 20 January 2012

Report Format:

- The report should include a one page executive summary
- The report should be double spaced, using font type Arial with a font size of 12, on single side of an A4 sized paper
- The maximum length of the report (excluding charts, diagrams, appendices, tables, references, etc) is 2500 words, for each category submission

4. For report submission, please kindly submit:

- 6 sets of hardcopies supporting documents and 2 sets of PDF supporting documents in CD-Rom (for 1-3 category submissions)
- 7 sets of hardcopies supporting documents and 2 sets of PDF supporting documents in CD-Rom (for 4 or more category submissions)

Send to:

**The Singapore HR Awards 2012 Secretariat
Singapore Human Resources Institute
2 Serangoon Road, Level 6, The Verge
Singapore 218227**

5. Interviews to be conducted for shortlisted nominees: 13 February 2012 to 27 April 2012

6. Judging and Notification of shortlisted winners: Late May 2012

7. Announcement of Winners at The Singapore HR Awards 2012 Presentation Gala Night: 6 July 2012

Administration Fee applies for the following:

- S\$350 (1 - 3 category submissions)
- S\$600 (4 - 6 category submissions)
- S\$800 (7 or more category submissions)

*** Administration fees are applicable to SHRI Corporate Friends only.**

**** All award recipients would be required to take up an Award Package upon conferment of award.**

Payment can be made via cash or cheque. For cheque payment, please made payable to "SHRI".

For more information, please visit our website at www.shri.org.sg, or contact us at 6438 0012, or email us at shawn@shri.org.sg.

Types of Awards & Categories

I am applying for:

Leading HR Practices Awards

(You may select more than 1 category)

- | | |
|---|---|
| <input type="checkbox"/> Manpower Resourcing & Planning | <input type="checkbox"/> Employee Relations & People Management |
| <input type="checkbox"/> Strategic HR | <input type="checkbox"/> Compensation & Rewards Management |
| <input type="checkbox"/> Performance Management | <input type="checkbox"/> Regional/ International/ Global HR |
| <input type="checkbox"/> Learning & Human Capital Development | <input type="checkbox"/> E-Human Resource Management |
| <input type="checkbox"/> Talent Management, Retention & Succession Planning | <input type="checkbox"/> HR Communications and Branding |

Special Category Awards

(You may select more than 1 category)

- | | |
|--|--|
| <input type="checkbox"/> Leading HR Practices in Quality Work-Life, Physical & Mental Well-Being | <input type="checkbox"/> Leading HR Practices in Fair Employment Practices |
| <input type="checkbox"/> Leading HR Practices in Workplace Safety & Health | <input type="checkbox"/> Leading HR & Management Consultancy Services Provider |
| <input type="checkbox"/> Leading HR Practices in Corporate Social Responsibility | |

Individual HR Awards

- | | |
|--|--|
| <input type="checkbox"/> Leading CEO Award | <input type="checkbox"/> Leading HR Entrepreneur Award |
| <input type="checkbox"/> Leading HR Leader Award | <input type="checkbox"/> Leading HR Professional Award |
| | <input type="checkbox"/> Leading HR Executive Award |

Particulars of Organisation

Name of Organisation: _____
(Kindly note that the name stated here would be used for the Award and any related publicity materials)

Address: _____

Brief Description of Business: _____

Year Incorporated: _____

Legal Entity

- | | |
|--|---|
| <input type="checkbox"/> Family-Owned Business | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Joint Venture | <input type="checkbox"/> Sole Proprietor |
| <input type="checkbox"/> Listed Company | <input type="checkbox"/> Others (Please specify: _____) |

Financial Status: Yearly Turnover in Millions (S\$)*Previous Financial Year (in millions S\$)*

- | | |
|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Less than 1 | <input type="checkbox"/> 4 - 5 |
| <input type="checkbox"/> 1 - 2 | <input type="checkbox"/> 5 - 6 |
| <input type="checkbox"/> 2 - 3 | <input type="checkbox"/> 6 - 10 |
| <input type="checkbox"/> 3 - 4 | <input type="checkbox"/> More than 10 |

This Financial Year (in millions S\$)

- | | |
|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Less than 1 | <input type="checkbox"/> 4 - 5 |
| <input type="checkbox"/> 1 - 2 | <input type="checkbox"/> 5 - 6 |
| <input type="checkbox"/> 2 - 3 | <input type="checkbox"/> 6 - 10 |
| <input type="checkbox"/> 3 - 4 | <input type="checkbox"/> More than 10 |

Regional Singapore HQ:

- Yes
 No

Type of Organisation

- | | |
|--|---|
| <input type="checkbox"/> Association / Society | <input type="checkbox"/> Not-for-Profit Organisation |
| <input type="checkbox"/> Government-Link Corporation | <input type="checkbox"/> Small and Medium Enterprise |
| <input type="checkbox"/> Large Local Enterprise | <input type="checkbox"/> Statutory Board |
| <input type="checkbox"/> Ministry | <input type="checkbox"/> Voluntary Welfare Organisation |
| <input type="checkbox"/> Multi-National Corporation | <input type="checkbox"/> Others (Please specify: _____) |

Industry Type

- | | |
|--|---|
| <input type="checkbox"/> Construction | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Education / Training | <input type="checkbox"/> Media / Publishing |
| <input type="checkbox"/> Electronics | <input type="checkbox"/> Oil / Chemicals |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Pharmaceuticals |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Property |
| <input type="checkbox"/> Food & Beverage | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Health | <input type="checkbox"/> Shipping / Logistics |
| <input type="checkbox"/> Hotels & Leisure | <input type="checkbox"/> Social Services |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Trading |
| <input type="checkbox"/> IT / Telecommunications | <input type="checkbox"/> Others (Please specify: _____) |
| <input type="checkbox"/> Management Consulting | |

About the Employees

No. of Employees (Local)

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Less than 50 | <input type="checkbox"/> 301 - 500 |
| <input type="checkbox"/> 51 - 100 | <input type="checkbox"/> 501 - 800 |
| <input type="checkbox"/> 101 - 200 | <input type="checkbox"/> More than 800 |
| <input type="checkbox"/> 201 - 300 | |

No. of Employees (Regional / Global)

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Less than 50 | <input type="checkbox"/> 301 to 500 |
| <input type="checkbox"/> 51 to 100 | <input type="checkbox"/> 501 to 800 |
| <input type="checkbox"/> 101 to 200 | <input type="checkbox"/> More than 800 |
| <input type="checkbox"/> 201 to 300 | <input type="checkbox"/> Not Applicable |

Types and Numbers of HR Personnel in the Organisation

(Please attach organisation chart.)

- HR Assistant _____
- HR Executive _____
- HR Manager _____
- HR Director _____
- Regional HR Director _____
- Others (Please specify: _____)

HR Performance of Organisation

(Optional: This information would be useful for the evaluation of the application)

- 1. Staff turnover _____
- 2. Cost per hire _____
- 3. Time taken to fill job _____
- 4. Turnover by length of service _____
- 5. Employee productivity _____
- 6. Revenue per employee _____
- 7. Employee satisfaction _____
- 8. Training budget per staff _____
- 9. Training hours per staff _____
- 10. Cost per training hour per staff _____
- 11. Performance management / appraisal conducted per year _____

Particulars of Contact Person

Salutation: Dr / Mr / Mrs / Ms

Full Name: _____

Organisation: _____ Designation: _____

Address: _____

Tel: _____ Fax: _____

Email: _____ Years of HR Experience: _____

Particulars of Chief Executive Officer (Or equivalent. Please specify: _____)

Salutation: Dr / Mr / Mrs / Ms

Full Name: _____

Address: _____

Tel: _____ Fax: _____

Email: _____

Nominees particulars for Leading HR Leader/Professional/Entrepreneur/Executive Awards Application

(i) **Salutation:** Dr / Mr / Mrs / Ms

Full Name: _____ Age: _____

Organisation: _____ Designation: _____

Address: _____

Tel: _____ Fax: _____

Email: _____ Relationship to Applicant: _____

(ii) **Salutation:** Dr / Mr / Mrs / Ms

Full Name: _____ Age: _____

Organisation: _____ Designation: _____

Address: _____

Tel: _____ Fax: _____

Email: _____ Relationship to Applicant: _____

Declaration

I declare that the particulars in the application form are true to the best of my knowledge. I agree that the judges may verify the information from relevant sources as and when required.

Signature: _____

Date: _____

Enquiries

Please visit our website at www.shri.org.sg, or contact us at 6438 0012, or email us at shawn@shri.org.sg.