



The Singapore HR Awards 2009

Bringing Leading People and Practices to the fore

APPLICATION FORM

Organised yearly by Singapore Human Resources Institute (SHRI) and into its 7th edition, The Singapore HR Awards 2009 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 joyce@shri.org.sg

Application Process

1. Application Submission: 1 October 2008 – 31 January 2009
2. Information sessions for interested participants:
12 November 2008: 3:30pm – 5:00pm (TR 9)
10 December 2008: 3:30pm – 5:00pm (TR 5)
3. Please kindly submit 3 sets of hardcopied supporting documents, together with the signed application form to:

The Singapore HR Awards 2009 Secretariat
Singapore Human Resources Institute
2 Serangoon Road, Level 6, The Verge
Singapore 218227

4. Please also kindly email 1 set of PDF supporting documents to:
Ms Joyce Lee (joyce@shri.org.sg) or Mr Tholmas Sim (tholmas@shri.org.sg)
5. Interviews to be conducted for shortlisted nominees: 16 February 2009 to 1 May 2009

6. Judging and Notification of shortlisted winners: Late May/Early June 2009

7. Announcement of Winners at The Singapore HR Awards 2009 Gala Night: Early July 2009

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Types of Awards & Categories

I am applying for:

HR Champion (First Class) Awards

(To apply, an organisation would need to be conferred the Corporate HR Award for at least 3 occasions.)

- MNC
- Local Enterprise / SME
- Public Sector: Ministry / Statutory Board

Corporate HR Awards

(To apply, please submit applications for at least 4 Leading HR Practices and/or Special Category Awards.)

- MNC
- Local Enterprise / SME
- Public Sector: Ministry / Statutory Board

HR Advocate Awards

(To apply, an organisation would need to be conferred the Leading HR Practice Award for at least 3 occasions in the categories below in a recent 5-year period.)

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

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 |

Special Category Awards

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

Individual HR Awards

- | | |
|---|---|
| <input type="checkbox"/> Leading CEO Award 2009 | <input type="checkbox"/> Leading HR Entrepreneur Award 2009 |
| <input type="checkbox"/> Leading HR Leader Award 2009 | <input type="checkbox"/> Leading HR Professional Award 2009 |
| | <input type="checkbox"/> Leading HR Executive Award 2009 |

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

- Family-Owned Business
- Joint Venture
- Listed Company

- Partnership
- Sole Proprietor
- 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 Applicant

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: _____

References for Leading HR Leader/Professional/Entrepreneur/Executive Awards Application

(Please fill in if you are applying for the Individual HR Awards Category)

(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

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