



# The Singapore HR Awards 2009

*Bringing Leading People and Practices to the fore*

## INFORMATION

Organised yearly by Singapore Human Resources Institute (SHRI) and into its 7<sup>th</sup> 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 Leaders, HR Entrepreneur, HR Professional and HR Executive for their exemplary HR practices!

For more information, please visit our website at [www.shri.org.sg](http://www.shri.org.sg), or contact SHRI at 6438 0012, or email [joyce@shri.org.sg](mailto:joyce@shri.org.sg)

### Application Process

1. Application Submission: 1 October 2008 – 31 January 2009
2. Briefing sessions for interested parties:  
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](mailto:joyce@shri.org.sg)) or Mr Tholmas Sim ([tholmas@shri.org.sg](mailto:tholmas@shri.org.sg))

5. Interviews to be conducted for shortlisted nominees: 16 February 2009 to 1 May 2009

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

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

For more information, please visit our website at [www.shri.org.sg](http://www.shri.org.sg), contact us at 6438 0012, or email us at [joyce@shri.org.sg](mailto:joyce@shri.org.sg)

### **Application for *HR Champion (First Class) Award* category**

This Award is conferred to organisations which have achieved the Corporate HR Awards on at least 3 occasions. The organisation should have demonstrated continuous, effective, creative and proactive HR and people management practices in the many areas of HR to be considered a role model, yardstick and 'champion' for others to emulate.

### **Application for *Corporate HR Award* category**

The Corporate HR Awards are presented to organisations that have achieved overall effectiveness in their HR and people management practices, thus contributing to the needs of businesses, the profession, employees, industry and the nation. These organisations would have demonstrated effective, creative and proactive HR and people management practices in at least *four* of the Leading HR Practices categories. Such practices are further explained under the Leading HR Practices Category. Organisations have to submit at least *four* Leading HR Practices applications to qualify for this Award. In the event where organisations achieve 3 Leading HR Practices and 1 Leading CEO Award / Leading HR Leader Award, they may qualify for the Corporate HR Award as well, on a case-by-case basis.

### **Application for *HR Advocate Award* category**

This Award serves to recognise organisations which have been conferred the Leading HR Practices Awards in a particular category for 3 years within a period of 5 consecutive years. (Eg. Leading HR Practices in "Learning & Human Capital Development" in 2005, 2007 and 2009). The term "Advocate" is used to accord organisations which have shown drive, support and excellence in improving a particular area of HR, thus setting new benchmarks and standards as a role model for others to emulate.

## **Application for *Leading HR Practices Awards***

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For applications of *each* of the Leading HR Practices Award, please submit accordingly:

*(In Word Document to **TheSingaporeHRAwards@shri.org.sg** stating your organisation's name)*

1. Briefly describe how the leading HR Practice has contributed to make a difference to the organisation / profession. Use a separate sheet if space is insufficient. Please also attach the relevant documents (e.g. organisation's newsletters, brochures, video/CD, write-ups and/or testimonials) to support your application.
2. Why do you think these HR practices are innovative and creative?
3. How have these HR practices contributed to meeting your employees' needs?
4. How have these HR practices contributed to the organisation's needs?
5. How have these HR practices contributed to the profession/ industry / community and / or country?

Submit any relevant documents to support your application for the specific Leading HR Practices Awards category. The documents can be any of the following:

*(Please submit 3 hardcopies of each document and 1 softcopy in PDF format)*

- Employee / Orientation Handbook
- HR Operating Procedures
- HR Policies Manual
- Documents of programmes and events held or implemented
- ROI for the various initiatives and programmes
- Organisational Climate Report
- Organisation Chart
- A commendation letter by a customer (Applicable only to "Leading HR & Management Consultancy Services Provider")
- Any other documents / testimonials (Eg. Corporate Videos, Online-portals etc.)

## Judging Criteria – Corporate, Leading HR Practices and Special Category Awards

### A. **Communication & Innovation**

- Implements new or improved HR practices for the organisation
- Involves in innovation & improvement of HR initiatives
- Demonstrates good business facilitation and management of multiple stakeholders/business segments to achieve outcomes in HR initiatives
- Articulates clearly, employee value proposition and its linkage to broader business and HR goals
- Possesses proven track record for providing good feedback channels and review programmes for HR initiatives

### B. **Contribution to Organisation & Business Needs**

- Aligns HR initiatives with business objectives
- Implements action plans relating to current economic/industry trends
- Develops HR initiatives focusing on main stakeholders of organisation
- Flexible in introducing tailored HR initiatives to suit different business needs
- Achieves good/improved financial performance indicators (e.g. ROI, staff turnover, claims etc) through implementation of HR initiatives
- Possesses proven track records of having effectively managed a substantial change agenda

### C. **Contribution to Employee Needs**

- Develops mechanisms that involves employee participation in HR initiatives
- Implements HR initiatives which have anticipated employee demands and needs
- Efficiently managed culture gaps / changes arising from implementation of HR initiatives
- Demonstrates on-going corporate citizenship and commitment to improve employees' well-being
- Possesses proven track record of providing strong executive team support and good employee working relations
- Achieves good/improved non-financial performance indicators (e.g. employee satisfaction, engagement, morale etc) through implementation of HR initiatives

### D. **Contribution at Industry / National Level**

- Implements HR initiatives which better industry / competitor standards
- Achievements and contributions at the industry / national level in furthering HR initiatives
- Support governmental HR initiatives

## **Application for *Individual HR Awards* Category**

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This application must be entered by the individual vying for the Award. Alternatively, an individual may nominate another individual to enter. If you are nominating someone else for entry, please complete and submit the nomination form. As soon as we receive the nomination form, we would send your nominee a personal invitation to enter the Award by submitting an official entry.

Submit any relevant documents that would support your application for the specific Award category. The documents can be any of the following:

- A detailed resume / CV outlining the achievements of the applicant
- A performance appraisal report
- Detailed HR Project Information
- Commendation letter by current and past employers on work performance
- Commendation letter by staff / HR Department / customers (if relevant)
- Organisational Climate report
- Any other documents that support the application

## Judging Criteria – Individual HR Awards Category

The individual must demonstrate and achieve the following:

### A. *Personal Attributes & Professional Development*

- Demonstrates good rapport and continuously builds networks with related professionals/ organisations
- Business-savvy, with good knowledge of HR
- Constantly upgrades and acquires new business and HR knowledge in a continuous way to add value to themselves and the profession
- Responsive, flexible and adaptable to internal and external changes
- Shows resilience and perseverance, self-motivated and responsible

### B. *Contribution to Employee Needs*

- Fosters good employee relations, promotes employee satisfaction and talent retention
- Exhibits exceptional business facilitation and manages stakeholders to achieve outcomes (applicable only to “Leading CEO”, “Leading HR Leader” and “Leading HR Professional” Awards)
- Improves the well-being of fellow employees
- Encourages and attends to employee contributions and feedbacks
- Inspires and motivates his/her staff through progressive staff development and self-improvement programmes (applicable only to “Leading CEO”, “Leading HR Leader” and “Leading HR Professional” Awards)

### C. *Contribution to Business Needs*

- Reduces costs and improves on employee productivity
- Aligns HR with organisational objectives and business needs
- Effectively implements HR practices through good change management process to ensure effectiveness to achieve sustaining solution
- Enhances the image and effectiveness of the HR function that serves business needs through action plans/strategies relating to current trends
- Enhances company’s image through sound and innovative HR programmes
- Effectively communicates his/her vision and directions of the business
- Possesses proven track record of having effectively managed a substantial change agenda

### D. *Contribution at Industry / National Level*

- Actively involves in community service on behalf of organisation
- Provides excellent service to the HR fraternity, internal departments and other organisations through sound HR services and solutions
- Possesses good reputation in furthering HR standards in Singapore and/or overseas

## Panel of Judges

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The judging panel of The Singapore HR Awards 2009 is made up of distinguished judges and advisors from the business and HR arenas. The Panel would evaluate and decide on the winners based on the stated Awards criteria. Members of the Panel include senior HR practitioners, representatives from the relevant government bodies, supporting organisations, academia, unions, professional associations, and SHRI Executive Council.

## Why Enter?

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### Your entry / nomination would yield you / your organisation the following benefits:

- ⇒ Emphasise the critical role of HR for organisational success
- ⇒ Project your organisation as the employer of choice
- ⇒ Receive coverage and be profiled in Human Capital Magazine and appropriate media
- ⇒ Assist you to gain an insight into your HR department's performance
- ⇒ Raise the profile of your group's activities within your organisation
- ⇒ Give due recognition and honour to your organisation and department that have contributed significantly to human capital management and development

### As a winner, your organisation and / or you would receive:

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#### **Corporate HR Awards**

- ⇒ S\$2,000 worth of SHRI Learning Vouchers
- ⇒ A one-year complimentary SHRI Corporate Membership

#### **Leading HR Practices (Award)**

- ⇒ S\$1,000 worth of SHRI Learning Vouchers
- ⇒ A one-year complimentary SHRI Corporate Membership

#### **Leading HR Practices (Special Mention)**

- ⇒ S\$500 worth of SHRI Learning Vouchers

#### **Leading CEO / HR Leader Awards**

- ⇒ S\$1,000 worth of SHRI Learning Vouchers
- ⇒ A one-year complimentary SHRI Individual Membership

#### **Other Individual HR Awards**

- ⇒ S\$500 worth of SHRI Learning Vouchers
- ⇒ A one-year complimentary SHRI Individual Membership

\*The amount of SHRI Learning Vouchers to be received is capped at a maximum of S\$2,000 regardless of the number of awards being conferred

## Terms & Conditions

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- ⇒ These Awards are open to all CEOs, human resource practitioners, organisations and departments.
- ⇒ Employees of sponsors and judges would be allowed to be nominated. For the judge whose organisation is nominated, he / she will not be eligible to submit a vote for that organisation.
- ⇒ Incomplete entries would be disqualified.
- ⇒ The judges' decision is final and no correspondence would be entertained.
- ⇒ All winners are obliged to participate in all post-event promotion and publicity.
- ⇒ All prizes that are not collected within one month from the date of notification would be forfeited. Prizes are neither transferable nor exchangeable for cash.
- ⇒ Application closes on 31 January 2009 at 6pm.

Nomination forms are available upon request at SHRI Secretariat Office: 2 Serangoon Road, Level 6, The Verge, Singapore 218227 or at our website at [www.shri.org.sg](http://www.shri.org.sg)

## **Enquiries**

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