Thank you for taking the time to submit a nomination for HRMA's Professional Awards. This is the first round nomination form for:

**HR PROFESSIONAL OF THE YEAR.**

Submissions are due on or before Monday, December 15th, 2014 9:00am

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 completed 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@hrma.ca.

- All information submitted is kept confidential and only reviewed by the committee members, judges and appropriate HRMA Staff.

**Tips for Completing Nomination:**
- Please keep your answers short and to the point and be sure to always show examples and the **impact/results** when substantiating the nominees work.

- This is the only written information the committee will receive to
substantiate a person's nomination in this first round, so please be sure to clearly articulate and show proof/evidence of the nominees achievements. If the committee is unable to see any proof, they will not be able to move the nominee to the second round

- 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.**

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

- **Yes, the nominee is a member in good standing of HRMA**

By submitting this nomination you (the nominator) and your 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 move into the second round, you will be asked to submit further information to support the nomination, which will include a photo, resume, letters of support and any other supporting information the committee would like to review. You will be notified on Friday, January 23rd, 2015 if your nominee has been selected to move to the second round and will have until Friday February 6th, 2015 (2 weeks) 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 HRMA staff and 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 HRMA Professional Awards.

5. That if the nominee is selected as a finalist they will be able to attend in person the Professional Awards Gala on Wednesday, April 29th, 2015 in Vancouver, BC.
Yes we agree with the above

NOMINATOR INFORMATION:

Nominator Name
Title
Company
Address
City
Province
Zip Code
Phone
Email
Relationship to the Nominee

Do you work in the same organization as the nominee?

- Yes
- No

If you do not actually work in the same company/organization as the person you are nominating, we require a supporting nomination from someone within the nominee's company.

This person must be able to confirm the information provided is correct and accurate. This person also needs to be willing to be called to discuss the nominee's work outlined in this submission.

Please provide us with the name and contact information of the second supporter of this nomination.
<table>
<thead>
<tr>
<th><strong>Second Nominator Name</strong></th>
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<tbody>
<tr>
<td><strong>Title</strong></td>
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<td><strong>Email</strong></td>
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<tr>
<td><strong>Relationship to Nominee</strong></td>
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**NOMINEE BACKGROUND INFORMATION:**

<table>
<thead>
<tr>
<th><strong>Nominee Name</strong></th>
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<tbody>
<tr>
<td><strong>Title</strong></td>
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<td><strong>Designations</strong></td>
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<td><strong>Length of Time in Current Position</strong></td>
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<td><strong>Length of Time in Present Company</strong></td>
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<td><strong>Length of time in HR Profession</strong></td>
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**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).

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

**ORGANIZATIONAL INFORMATION:**

<table>
<thead>
<tr>
<th>Industry/Sector of Company</th>
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<tbody>
<tr>
<td>Total Number of Employees Company Wide</td>
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<tr>
<td>Total Number of Employees in BC &amp; Yukon only</td>
<td></td>
</tr>
<tr>
<td>Total Number of Company Locations</td>
<td></td>
</tr>
<tr>
<td>Total Number of Locations in BC &amp; Yukon only</td>
<td></td>
</tr>
<tr>
<td>Percentage (%) of Union/Non-Union Employees Company Wide (if no union enter 0)</td>
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**HUMAN RESOURCES DEPARTMENT INFORMATION:**

| Total Number of HR Staff in Company? |          |
| Who does the HR |          |
Department Report to?

Who Does the Nominee Report to?

What is the Approximate Annual HR Budget?

Clearly describe a minimum of ONE major accomplishment that the nominee has achieved within their company. A maximum of TWO accomplishments can be outlined in this submission.

Please keep your information brief and succinct while ensuring you have answered the specific questions asked. Please see the examples to assist you.

The following 6 questions are specific to the nominee's FIRST accomplishment. If you have another accomplishment you wish to outline, please wait until you are asked for accomplishment #2 information.

Criteria A: ORGANIZATIONAL IMPACT / ACCOMPLISHMENTS
Criteria definition: "The nominee frequently champions change in the pursuit of continuous improvement and strategic advantage for the organization."

Accomplishment #1:

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

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%."
Accomplishment #1

What was the **TIMELINE** of this work?

Example: This project was started in January 2012 and implemented in July 2012 and has been in place ever since.

Accomplishment #1

Define the nominee's **ROLE** in the context of the accomplishment?

Was the nominee the driver of this idea and the change within the organization or did they take direction from another department and implement a program created outside of HR?

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

Accomplishment #1

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

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."
Accomplishment #1

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

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

Accomplishment #1

Were there any internal or external contributors utilized by the nominee?

Example: "The nominee hired 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..."

Is there another accomplishment you wish to outline for this nominee?
Accomplishment #2

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

Please give a brief summary of the SECOND accomplishment you wish to highlight.

Example: "The nominee also made innovative changes to the return to work program by implementing xx. This change resulted in a x% decrease in lengthy leaves of absence and reduced re-training time by x%.

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Accomplishment #2

What was the **TIMELINE** of this work?

Example: This project was started in January 2012 and implemented in July 2012 and has been in place ever since....

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Accomplishment #2

Define the nominee's **ROLE** in the context of this accomplishment?
Was the nominee the driver of this idea and the change within the organization or did they take direction from another department and implement a program created outside of HR?

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....."

Accomplishment #2

**HOW** did the nominee achieve this?

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."

Accomplishment #2

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

Example: "This accomplishment achieved a reduced turnover of xx% and saved the organization over $xx in the last 3 years......"
Accomplishment #2

Were there any internal or external contributors utilized by the nominee?

Example: "The Nominee hired 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..."

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 either within and/or outside the company as well as the impact. (i.e. company mentorship, community service, alignment of HR strategies to overall organizational goals etc.)
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 the human resources profession as a whole outside of their company? Provide specific examples.

Thank you for taking the time to make this nomination.

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

You will receive a an automated email confirmation of your nomination shortly. If you do not, please contact awards@hrma.ca

You will be notified on Friday, January 23rd, 2015 regarding the status of this nomination.

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