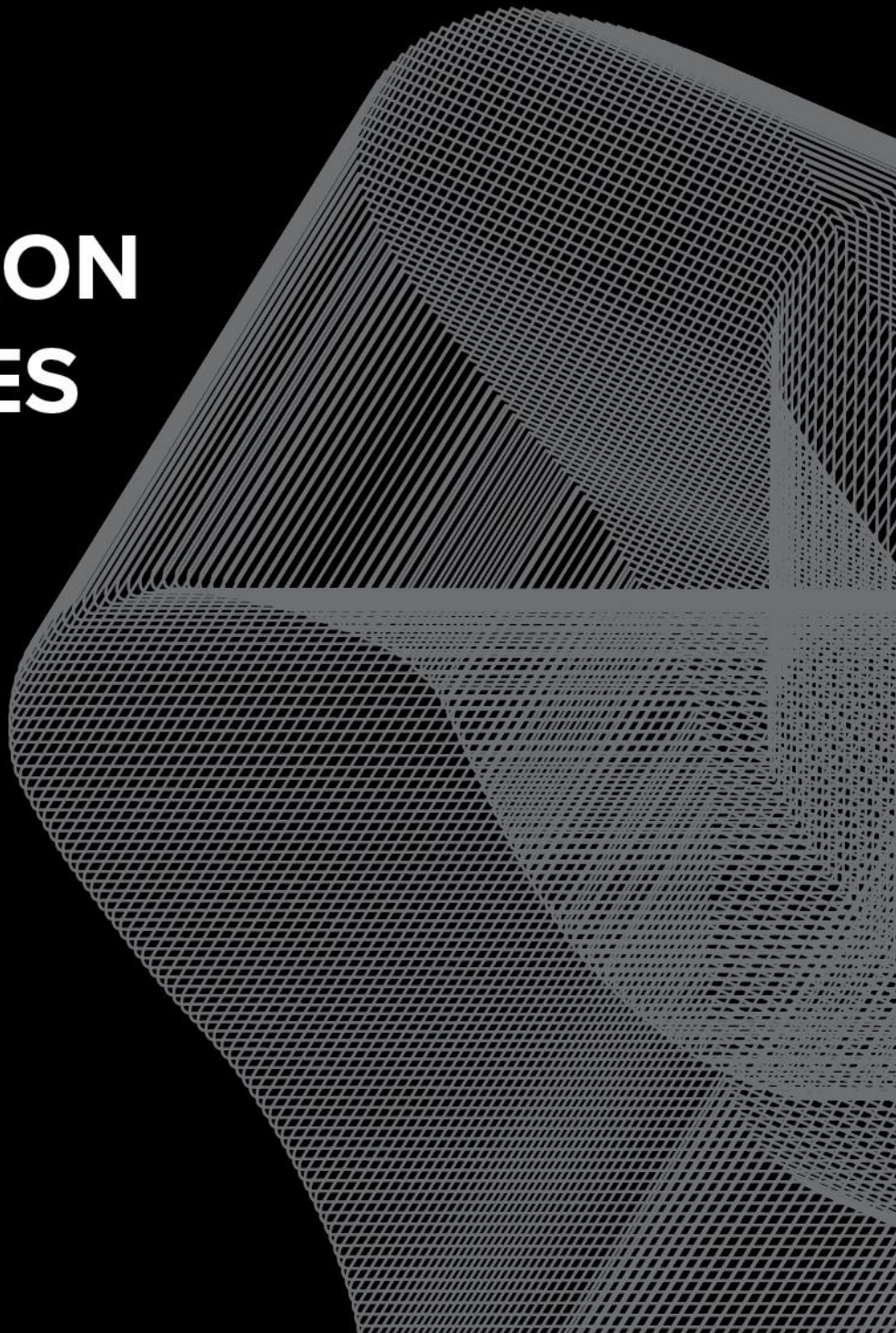




# APPLICATION GUIDELINES



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# About the Awards

In 2017 the AHRI Awards have a new look in line with AHRI's fresh bold rebrand. This year we are looking to Celebrate Excellence in HR across 26 categories for both HR individuals and organisations that practice great HR. 2017 promises to be bigger and better with new Patrons joining our current list of distinguished thoughtleaders. A fantastic night of celebration will be held in late November in Melbourne where winners will be announced in front of their HR peers, the HR elite and of course colleagues, family and friends.

## Purpose of AHRI Awards

The AHRI Awards aims to recognise and celebrate HR excellence in a range of categories including: Inclusion & Diversity, Innovation and Creativity, Disability employment, HR technology and Indigenous employment.

Judged by leading industry practitioners, AHRI Committee members, Academics and award partners, the AHRI awards strive to provide a robust submissions process that helps to give the AHRI awards its credibility and great standing in the HR community.

## AHRI Awards process

The Awards process is broken down into a number of stages as follows:

- Stage 1: The Application
- Stage 2: The Submission
- Stage 3: Shortlisting and judging
- Stage 4: Finalists announced
- Stage 5: Referee checks (if required)
- Stage 6: Winners selected
- The AHRI Awards dinner

As a potential applicant you will need to familiarise yourself with each of the processes, but most importantly with Stages 1 and 2. These are where you will need to decide which categories to enter and gather all the relevant information you require to include and complete your submission.

More details about the stages will follow, but if you can think of the Application stage as the registration and payment stage, and the Submission stage is where you supply all the details and evidence that is required to meet the criteria in each of the categories.

## Stage 1: Application and payment process

Once you have determined the categories you wish to apply for, you will need to complete the online application.

- Applications open 23 February
- Applications close 17 May

To complete the online application you will need to have the following information ready:

- **AHRI membership number** - Current AHRI members will be required to log in to the website to receive the discount member rate of \$440 per award.

Note: Non members - can apply, however no discount is available (\$660/award for non members). To join as a member and apply for the awards program at the member rate and get all the great benefits that AHRI membership offers visit [ahri.com.au/ become-a-member](http://ahri.com.au/become-a-member).

- **Contact details** – the contact person who is handling the administration and logistics of the application throughout the award process.
- **Applicant details** – for every award category you select you will be required to enter the name of the award applicant. If an individual award category is selected, then you will enter the full name of the person entering the award category. For organisational awards, you will need the name of the organisation.
- **Award(s) that you wish to apply for** – you may apply for multiple awards in the one online application.
- **Credit card details for payment** – payment is required at the time of application and your application will not be received if this step has not been completed. Receipts will be sent automatically via email once the transaction is complete. Please note: the Ram Charan Student Award is free to enter. For eligibility and further details about the Ram Charan Student Award please see page 7.

Awards	AHRI Member Fee	Non-Member fee	Note
Ram Charan Student	Free	Free	Refer details on page 7 for details of eligibility
All other Awards	\$440	\$660	AHRI memberships start at \$132*

\* Contact AHRI Membership to find out about the different types of membership available and the benefits that AHRI membership can give you.

## Stage 2: Submission

Once the application and payment have been completed online, you will receive an email containing a link which will allow you to access the submission pack for the categories you have applied for.

The link to access the submission pack will be sent within 1-2 business days of the online application being completed and paid (stage 1). You will receive a separate link for each category that you have applied for.

Once you have received your link, you can download your pack and start working on your submission straight away.

The submission stage close date is 21 June 2017.

Each submission pack is per category and includes the following:

- **The Award criteria** – outlining the full criteria and examples of supporting evidence required for the category.
- **Submission template** – outlines and details the initiative, the challenge and the outcomes
- **Checklist** - assists the judges with reviewing the submission and supports the application (not for individual awards)
- **Evidence** – evidence to support the application
- **Referee/Reference Information**
- **Instructions** on submitting the submission and supporting evidence – all submissions are to be uploaded. The valid link to upload your documentation will be provided in your submission pack.

Once you have completed the Submission template, Checklist (not individual awards), Evidence and Referee/Reference information you can use the link provided in your submission pack for uploading back to the Awards Portal.

The structure and template for the individual and the organisational award categories are not the same. Below are the details for both.

#### **Award Categories – INDIVIDUAL**

<b>AWARD CATEGORIES*</b>	<b>THEME</b>	<b>AWARD TYPE</b>
AHRI CEO Diversity Champion Award	Individual awards	Individual awards
AHRI HR Diversity Champion Award		
Dave Ulrich HR Leader Award		
Dave Ulrich HR Practitioner Award		
Dave Ulrich HR Rising Star Award		
Lynda Gratton CEO Award		

\* Excludes Ram Charan Awards – please refer to details on page 7 about these two individual awards

All applicants in individual award categories will be required to include the following in their submission:

#### **Submission overview statements**

- 50 word statement about the organisation the applicant is employed with
- 75 word statement about the applicant

#### **Award statements**

Criteria statements: 250 word statement on each of the award criterion (maximum 2000 words)

#### **Supporting evidence**

All applicants are able to include the following in support of their submission document

- Maximum of five A4 single sided pages of evidence supporting the submission statements
- Option to also include a link to a video file (maximum five minutes in length)

Please ensure that any critical information is included in your submission document and does not rely upon supporting evidence. Please ensure that you provide specific examples relating to the individual and how they fit the criteria.

### Individual referee statements

The completion of min. 2 referee statements from internal stakeholders addressing the criteria are required. Referees are asked to provide a minimum of 500 words (1000 word max) on how the applicant meets the criteria. A template for the referee statements with further information will be provided.

### Award Categories - ORGANISATIONAL

AWARD CATEGORIES	THEME	AWARD TYPE
AHRI Workplace Relations Award	Contemporary HR	Organisational
Elizabeth Broderick AO Workforce Flexibility Award		
Peter Williams HR Technology Award		
Sir Ken Robinson AHRI Innovation and Creativity Award		
Wayne Cascio Organisational Change and Development Award		
Dame Quentin Bryce AD CVO Gender Equity in the Workplace Award	Workplace diversity	
Fons Trompenaars Cross Cultural Management Award		
Graeme Innes AM Disability Employment Award		
Michael Kirby AC LGBTIQ Inclusion Award		
Stan Grant Indigenous Employment Award		
Susan Ryan AO Age Diversity in the Workplace Award	Organisational talent	
AHRI Talen Management Award		
Marshall Goldsmith Talent Development Award		
Rob Goffee Leadership Development Award	Workplace wellbeing	
AHRI Corporate Social Responsibility Award		
AHRI Inclusive Workplace Award		
Allan Fels AO Mental Health in the Workplace Award		
Martin Seligman Health and Wellbeing Award		

All applicants in organisational award categories will be required to include the following in their submission:

### Submission overview statements

- **50 word statement about the organisational challenge** – i.e. what was the challenge your organisation was facing?

- **50 word statement about the initiative** – i.e. what initiative did you put in place to solve this organisational challenge?
- **50 word statement about the outcome** – i.e. how did the initiative solve the challenge and how did you measure it?
- **50 word Executive statement** that will be used in marketing materials should the applicant be selected as a finalist in this category.

### Award statements

The awards statements must clearly address all criteria (refer to the criteria tables within this document).

- **Challenge statement** (500 words maximum) - Statement should clearly outline what challenge the organisation was facing.
- **Initiative statement** (1000 words maximum) - Statement on the initiative/program/strategy that was introduced to address the challenge.
- **Outcomes statement** (500 words maximum) - Statement on the outcomes achieved.
- **Supporting evidence** All applicants are encouraged to include the following in support of their submission document:
  - Maximum of five A4 single sided pages of evidence supporting the submission statements
  - Link to video file - optional (maximum five minutes in length)

### Ram Charan Awards

The two Ram Charan Awards (Student Award and AHRI Practising Certification Award) have been made possible by a generous donation to the Australian HR Institute (AHRI) from Ram Charan, a world-renowned author, speaker, and business advisor. Both awards are free of charge. Please see eligibility requirements for both categories below:

#### Ram Charan Student Award

The Ram Charan Award is designed to recognise undergraduate HR students who demonstrate excellence through an understanding and application of the AHRI Model of Excellence.

**Eligibility:** The award is open to Australian based undergraduate AHRI HR student members. For further information about becoming an AHRI student member see <https://www.ahri.com.au/become-a-member/joining-ahri>

**Criteria:** Applicants must submit an essay. Length and topic of the essay will be provided closer to the Ram Charan Student Award application opening date 31 March 2017\*.

\* this is a different application date to all other AHRI Awards)

Applicants must supply a brief 100 word reference from a faculty sponsor/adviser including a statement advising that they have played no role in writing the essay and will not share in the financial award should this student's essay win.

**Cost:** There is no cost to submit in this award.

**Deadline for submission:** Friday June 21 2017

**Prizes:** Cash prize of AUS \$5,000 to the winner of the award. Travel and accommodation will be provided to attend the AHRI Awards dinner for all interstate award finalists not located in the state in which the AHRI Awards dinner will be held.

### **Ram Charan AHRI Practising Certification Award**

The Ram Charan AHRI Practising Certification Award will recognise the best performing certified graduate of the AHRI Practising Certification Program (APC).

**Eligibility:** The award is open for Australian based students of the AHRI Practising Certification Program who then apply for AHRI professional certification. Students must have graduated from the APC by August 2017 and have applied for AHRI professional certification. All APC students applying for certification in the award year are automatically considered for the award. For further information about the AHRI Practising Certification Program see

<https://www.ahri.com.au/education-and-training/qualifications/AHRI-practising-certification-program>

**Cost:** There is no cost to submit in this award.

**Deadline for submission:** Submissions are not required for this award. Candidates must have completed the AHRI Practising Certification Program and have applied for AHRI professional certification by August 2017

**Prizes:** Cash prize of AUS \$5,000 to the winner of the award. Travel and accommodation will be provided to attend the AHRI Awards Dinner to the winner if they are not located in the state in which the AHRI Awards dinner will be held.

### **Stage 3: Shortlist Panel judging**

Once the submission and assessment periods close, all applications along with supporting statements, evidence and assessment reports will be supplied to the shortlisting panels for the first stage of the judging process.

The shortlisting panels comprise of representatives from AHRI member committees, leading industry practitioners, academics and award partners. The panels will individually assess applications before meeting to discuss each application and determine the shortlisted finalists.

### **Stage 4: Finalist announcements**

All applicants will be contacted via email at the end of September 2017 and notified of the outcome of their application.

The finalists will be announced to the greater HR community through AHRI channels (*HRMonthly* magazine, [AHRI Awards website](#), and the [What's on at AHRI](#) e-newsletter) in September 2017.

### **Stage 5: Referee checks**

During the shortlisting and judging phase, the panels will determine if there are any questions for referees. Please note that referee checks are only conducted upon request of the judging panel but it is a requirement of the submission to supply referees prior to judging.

AHRI will contact referees directly either via email or phone with any questions from the panel members if required.



The referee responses will then be used in conjunction with the submission for the final judging process in determining the winner of the category.

## **Stage 6: Winners Selected**

20 of the awards are associated with a distinguished patron or thoughtleader. Each patron is an active participant in the judging process and has the ultimate responsibility of selecting the winner of the category that carries his or her name. Of the other AHRI sponsored awards, a 3-4 person National Judging Panel reviews the finalists from the shortlisting panels and decides on a winner.

## **AHRI Awards Dinner**

All finalists are invited to attend the awards ceremony dinner. The ceremony dinner is also open to the public to see who wins each award and hear the winners' stories of success. It is a formal event and will include a three-course dinner and entertainment. Registrations to attend the dinner will be made available after the finalists have been announced.

For further information on submitting an application for the AHRI Awards 2017, please contact AHRI on 03 9918 9200 or email [awards@ahri.com.au](mailto:awards@ahri.com.au)