

IMPORTANT NOTICE

This nomination form **DOES NOT** offer you the ability to log in and out -- once started, you will need to **COMPLETE IN FULL**. To submit your nomination, we recommend the following steps:

- Print out this pdf copy of the nomination form.
- Review the questions on the pdf form and collect the information that you will need to complete the online proposal (ex: Number of Employees, Executive Overview, Key Metrics, etc.).
- Complete the online form in its entirety and 'submit form' upon completion.

SPECIAL NOTE:

Please note that the questions below constitute the entire nomination form. Additional supporting materials will not be accepted.

PROVIDED FOR YOUR PLANNING PURPOSES. DO NOT USE FOR SUBMISSION.

IMPACT Award Nomination Form

This form must be completed in its entirety. All published information will be based on your submitted application. Please proofread all your work before submitting.

First Name: _____

Last Name: _____

Email: _____

Title: _____

Phone Number: _____

Mailing Address: _____

Address 2: _____

City: _____

State: _____

Zip: _____

Is the contact for the HR Workgroup different from the person submitting the nomination?
(please circle one) YES NO

If YES, please complete the following information for the HR Workgroup.

First Name: _____

Last Name: _____

Email: _____

Title: _____

Phone Number: _____

Mailing Address: _____

Address 2: _____

City: _____

State: _____

Zip: _____

NOMINATION DETAILS

Organization Name: _____

Primary Business:
(please circle one)

- | | |
|----------------------------|---------------------------------|
| CHEMICAL REFINING | MANUFACTURING |
| CONSULTING | MEDIA |
| EDUCATION | NON-PROFIT |
| ENERGY RELATED | OIL SERVICES |
| ENGINEERING / CONSTRUCTION | REAL ESTATE |
| FINANCIAL | RESTAURANT / HOTEL |
| GOVERNMENT | RETAIL |
| HEALTHCARE | TECHNOLOGY / TELECOMMUNICATIONS |
| INSURANCE | TRANSPORTATION |
| LEGAL | OTHER: _____ |

Website: _____

Number of Employees: _____

Number of Employees in HR Workgroup: _____

SUBMISSION CATEGORY
(please select one)

Companies may submit an initiative in more than one category by submitting a separate nomination form for each category.

- COMMUNICATIONS INTEGRITY
- DIVERSITY EXCELLENCE
- FLEXIBLE WORKPLACE
- HR SERVICE TECHNOLOGY
- RECRUITING AND RETENTION
- SMALL COMPANY
- TOTAL REWARDS AND ACCOUNTABILITY

DESCRIPTION OF THE HR PROGRAM OR PRACTICE

Please provide the following information without name references. Only "blind" nomination forms will be reviewed by the judges. Your total submission should not exceed 1500 words.

Executive Overview

Provide a summary of the program/practice, to include primary features and its effective date. How did the program/practice align with the overall goals of the organization?

Business Issue

Why was the program/practice implemented? What problem/challenge was it intended to resolve?

Key Metrics

How was the effectiveness of the program/practice measured? What key metrics were used?

Business Impact

How did the program/practice impact the business? Provide quantitative results.

Benefits

List 3 benefits that were produced as a result of implementing the program/practice.

Lessons Learned

What are the 3-5 lessons that were learned from implementing the program/practice that would be of benefit to other HR professionals?

Program Synopsis

Provide a 150 word overview of your initiative suitable for inclusion in the Banquet Program and other publications.

REFERENCE ONLY
DO NOT USE FOR SUBMISSION