DECLARATION FORM AND DATA CONFIDENTIALITY

The SHRM STAR Awards are the region's pre-eminent awards, celebrating and showcasing the most effective and inspiring work in HR in the Middle East. We understand that sensitive commercial or other information may be essential elements to a successful award entry submission and effectiveness case-study. Protecting your data confidentiality is critically important to us and we have processes in place to keep your sensitive information safe.

After the awards judging process is completed, the winners of the awards will be announced during the SHRM MENA Annual Conference. Upon submission, the entrant automatically grants SHRM the permission to share details of the winners with the media (including: name of the organization, category for which the award is won and overview of the practice for which the award is won), on the SHRM website and other relevant platforms. No announcement regarding participant names will be shared (other than the winners). SHRM may subsequently publish case studies/highlights of the winning organization practices and will take express permission from the participating organization ahead of publishing/sharing the same.

SHRM is also creating a database of best practices/benchmarks around HR practices that will be used to identify insights for the HR fraternity in the Middle East. Certain data from the award entry submissions may be used for this purpose. All such data inputs will be anonymised with no reference to the organization and all identifying characteristics consolidated within a dataset operated and owned by SHRM. All data collected will remain confidential and will be aggregated so that it cannot be linked to an individual entry.

We request the relevant signing authority (MD/CEO/COO/CHRO) to accept the above and confirm that all information provided in the Application / Entry form(s) is true and complete to the best of your knowledge and belief and that you accept all rules of participation in the SHRM MENA STAR Awards.

Name: _____

Designation: _____

Organization: _____

Email: _____

Contact Number: _____

Application Form – EXCELLENCE IN TALENT MANAGEMENT AND DEVELOPMENT

Introduction to Category

Excellence in Talent Management and Development requires organizations to think laterally, design and implement talent management & development practices and/or systems that are exceptional as opposed to the traditional organizational processes. An ever-evolving external environment, where employee skills and attributes are the differentiators for successful organizations, makes it necessary for organizations to come up with such practices and/or systems, which not only differentiate them but also support in developing their people whilst achieving the overall organizational strategy.

This award, therefore, seeks to recognize organizations, which have successfully designed and implemented such "excellent" practice(s) or system(s). This could be a single/multiple innovative practice(s) or system(s) that the organization has implemented across any area in Talent Management and Development and has been running successfully in the organization for some time.

The entry can include details of a single practice or an entire system. For example:

HR Practice: An organization may submit details of how they have introduced the concept of a 'Career Manager' where each individual in the company is assigned a career manager who focuses on the individual's long-term growth through frequent mentoring and developmental inputs provided by the Career Manager

   OR

HR System: An organization may submit details of their 'Career Management System', which has various sub-sets like individuals identifying their current competencies, career aspirations and competency gaps based on the needed competencies/skills for the next role in the organization. These individuals would then create a plan for covering the competency gap; be assisted in the same by their career counselors and work on the same. The entire system is online and automated with career opportunities in the organization also posted on the online portal in a regular manner.

Within the gamut of this award, will be practices or systems under any discipline of Talent Management and Development. The following are indicative disciplines that the practice/system could fall under:

- Executive Coaching
- Leadership Development
- Performance Management
- Learning and Development
- Succession Planning
- Employee Engagement

APPLICATION FORM

As a reminder, please specify if you are applying as the local entity/subsidiary/independent firm in the given geography. And ensure that the practice/system has been in operation in the entity applying for the award for minimum two years.

Details of SPOC (Single Point of Contact): This could be the CHRO or relevant Functional Head.

Name: _____

Designation: _____

Email: _____

Contact Number: _____

Section A - Participant Information

All questions are mandatory. Your questionnaire may not be considered complete if these questions are left blank.

1. Company/Entity Name Applying for the Award (please share full registered name):

2. Date of Incorporation of Company/Entity:

3. Parent Company Name (if applicable):

4. Parent Company Headquarters (if applicable):

5. Regions of Operation (if applicable):
    1. GCC (Gulf Countries Corporation)
    2. Levant
    3. North Africa
    4. Europe
    5. Americas
    6. Asia-Pacific
    7. Others (please specify)

6. Nature of Business/Industry Type:
    1. Healthcare
    2. Pharmaceuticals
    3. Manufacturing
    4. Services
    5. Hospitality
    6. IT/ITeS
    7. Consulting
    8. Education
    9. Automotive
    10. Military
    11. Real Estate
    12. Others

7. Nature of Ownership:
    1. Corporate
    2. Partnership
    3. Trust
    4. Government
    5. Semi-Government
    6. Foreign Owned Multinational

8. Revenues (as of Financial Year 2022)
    1. < $ 5mm
    2. > $5mm < $20mm
    3. > $20mm <50mm
    4. > $50mn

9. Structure of the HR function
    1. Centralized versus decentralized
    2. Outsourced/In-House HRIS
    3. Extent of automation

10. HR Metrics:

Metrics	Unit	FY 2020-21	FY 2021-22	FY 2022-23
Revenue Growth	%			
Profit Growth	%			
Total Employee Headcount (Full Time Equivalent/ Permanent Employees)	Nos.			
Total Contractual Employee Headcount	Nos.			
Total HR Employee Strength (FTE)	Nos.			
HR to Employee Ratio	%			
Diversity Ratio [females, males, differently abled]	%			
Average Employee Age	Years			
Voluntary Attrition Rate (Annual)	%			
Employee Engagement Scores	On a scale of 1 to 10			

Section B – Quantitative Measurements

This section covers the quantitative aspects of the initiatives under the concerned category. Providing all the information under this section will enhance your nomination and aid the jury in accurate evaluation of your application.

Metrics	Unit	FY 2020-21	FY 2021-22	FY 2022-23
Budget for the intervention/Scale of implementation Example: • Budget spent in designing the practice/system • Budget Allocated for the practice/system (for implementation) • Number of people involved in running the practice/system • Number of people impacted through the practice/system				
Data from performance metrics used to track success of the initiative: Example: • No. of leadership training days • Leadership positions filled internally • Bench-strength for leadership positions • Satisfaction rates from the system/process (as reported in engagement surveys) • Global career moves/growth opportunities provided • Training and development opportunities for High Potentials and others • Internal job rotation/secondment • Average performance rating of identified successors • Voluntary attrition at leadership levels • Return on investment measures				

Metrics	Unit	FY 2020-21	FY 2021-22	FY 2022-23
Data from business metrics used to track success of the initiative: • Bottom line impact through the intervention (cost saving) • Top line impact through the intervention (improvement in profit/revenue)				
Additional metrics/data points you track and feel relevant to support your application				

Section C - Qualitative Measurements

Qualitative measurements are based on initiatives that have been implemented or are ongoing in the organization. These would allow for understanding and evaluating the nature of initiatives, the issues which were addressed by these initiatives, the impact on stakeholders and efforts to sustain these initiatives. <u>Please restrict your responses in this section to approximately 500 words per response.</u>

What were the key issues/challenges faced for which an innovative initiative was required? [Key pointers – Decision-making processes, delivering business value, transparency and integrity, employee accountability etc.]

Describe the initiatives that emerged to address the above-mentioned issues/challenges and its key objectives. [Key pointers – Alignment of organization values, autonomy in decision-making, employee-led ideas, employee communication approaches, recognition portals, leadership development across levels etc.]

How did you assess the effectiveness of the initiatives undertaken and what were the results? [Key pointers – Employee satisfaction scores, client/employee feedback, manager feedback etc.]

What impact have your initiatives had on your key stakeholders? [Key pointers – Employee engagement, employee empowerment, employee loyalty, open organization culture etc.]

What are the key factors that are required for the initiatives to sustain and grow over the next few years? [Key pointers – Budget allocation, separate team, employee involvement audit, formal policy on these initiatives etc.]

Please use the space below to add any further details/information

Note: You may choose to attach supporting documents of maximum 15 pages/slides for a particular Award category. These collaterals will be accepted only in the form of PPT, PDF or WORD documents. No excel formats, links hyperlinked in text will be accepted. Additionally, applicants may also submit a video of up to 5 min to support their application. This video needs to talk specifically about the intervention/ practice been showcased and should not be a generic one.

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GLOSSARY OF KEY TERMS USED/STANDARD UNDERSTANDIGN OF TERMINOLOGY

Terms	Descriptions
FY (Fiscal Year)	Refers to the financial year followed in the region. 1st April to 31st March (Please clarify in case of exception)
Leadership Team	The top 2 tiers of your organization i.e. the Chairman/ MD/ CEO and Executive Board (or equivalent).
Senior Management	This includes first level reports of the Leadership Team
Middle Management	This includes senior managers with experience ranging between 8 to 16 years
Junior Management	This includes first level managers with experience ranging between 2 to 8 years
Staff	This includes Individual contributors with no people managerial responsibility (i.e., no one reporting to them)
Blue Collar	Skilled and unskilled workers
Full Time/ Permanent Employees	These are employees, who are on the payroll of the organization and work a normal week. These do not include seasonal staff, temporary staff, contractors, consultants, vendors etc.
Employee Growth Rate	Year on Year increase in the number of employees (Full time and Permanent employees only)
Average Employee Age Group	This refers to the average age group (range) within which most of the organization's employees would fit.
Offer Drop %	Percentage of Employment Offers rejected
Employee Engagement Scores	We are referring to the Employee Engagement survey which is conducted every year in the organization. Calculated as number of respondents (employees who have responded to this area/shared this as a factor of engagement related to the organization) as a percentage of the total number of respondents.
Customer Satisfaction Scores	Customer Satisfaction Scores captured through a survey. This includes external customers only.