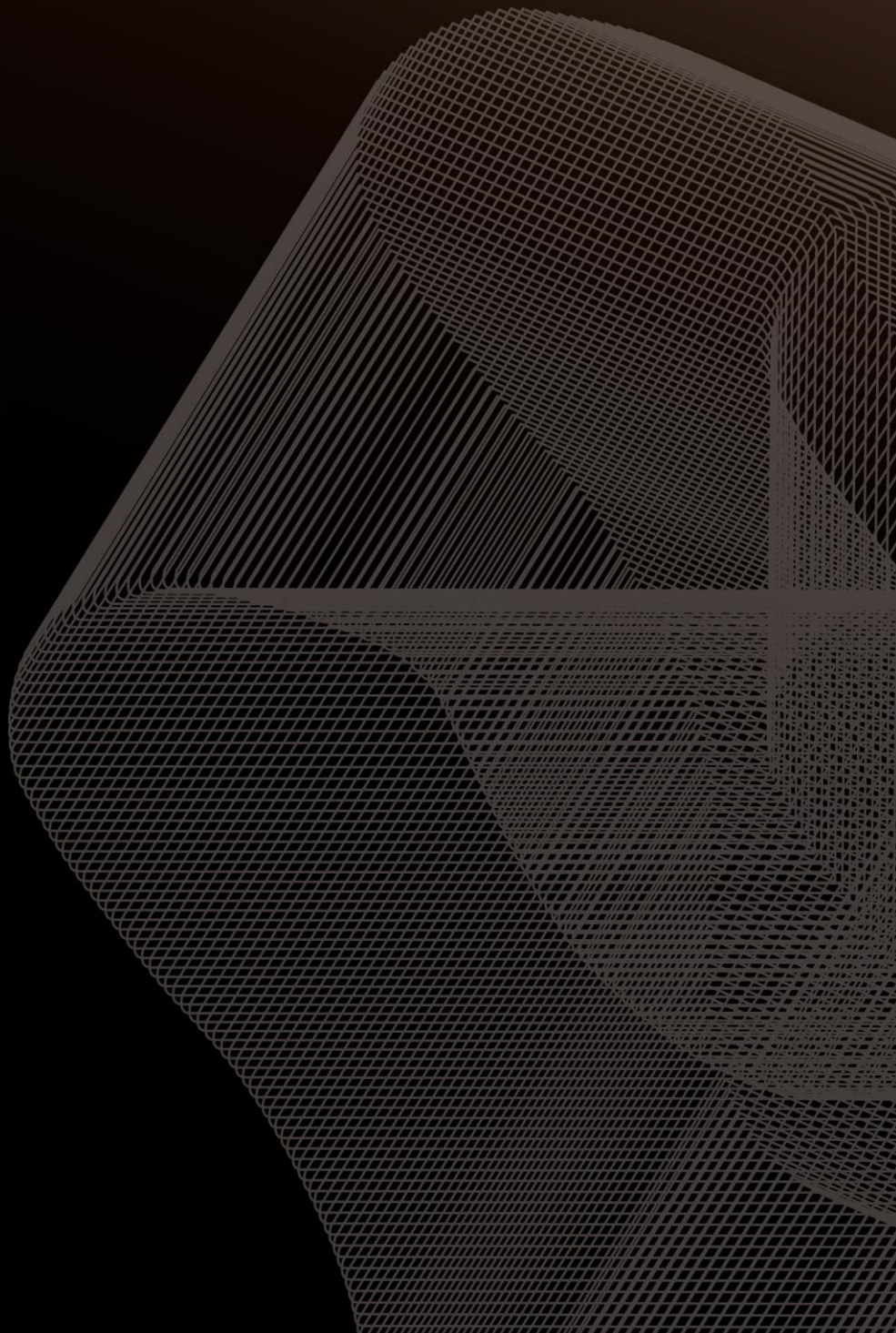




# AWARDS PROGRAM GUIDE



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## About the Awards

In its 22<sup>nd</sup> year, the 2018 AHRI Awards are looking to celebrate excellence in HR across 26 categories for both HR individuals (8 awards) and organisations (14 awards). To be eligible to apply, you or your team need to be in HR and practicing great, innovative HR.



At the end of 2018 we will host a night of celebration, acknowledging the great HR initiatives which have come to light and announcing the winners of each award, with HR peers, HR elite and of course colleagues, family and friends there to help celebrate.

## Purpose of AHRI Awards

The AHRI Awards aims to recognise and celebrate HR excellence through a range of individual and organisational awards. For a full list of the AHRI Awards refer to the following table.

### List of Awards

AWARDS	THEME	AWARD TYPE
CEO Diversity Champion Award	Individual	Individual
HR Diversity Champion Award		
Dave Ulrich HR Leader Award		
Dave Ulrich HR Practitioner Award		
Dave Ulrich HR Rising Star Award		
Lynda Gratton CEO Award		
Ram Charan Student Award *		
Ram Charan APC Award *		
Workplace Relations Award	Contemporary HR	Organisational
Elizabeth Broderick Workforce Flexibility Award		
Peter Williams HR Technology Award		
Sir Ken Robinson AHRI Innovation and Creativity Award		
Wayne Cascio Organisational Development Award		
Dame Quentin Bryce Gender Equity Award	Workplace diversity	Organisational
Fons Trompenaars Cross Cultural Management Award		
Graeme Innes Disability Employment Award		
Michael Kirby LGBTIQ Inclusion Award		
Stan Grant Indigenous Employment Award		
Susan Ryan Age Diversity Award		
AHRI Talent Management Award	Organisational talent	Organisational
Marshall Goldsmith Talent Development Award		
Rob Goffee Leadership Development Award		
Corporate Social Responsibility Award	Workplace wellbeing	Organisational
Inclusive Workplace Award		
Allan Fels Mental Health Award		
Martin Seligman Health and Wellbeing Award		

\* Ram Charan Awards requirements are slightly different – please refer to details below.

## AHRI Awards Key Dates & Process

The Awards process is broken down as follows:

Stage	Process	2018 Date
1 Application	Application open *	1 March
	Application close	18 May
2 Submission	Submission close **	22 June
3 Shortlisting	Shortlisting panels	Jul – Sep
4 Finalist announcements	Via email and edm	End of Sep
5 Referee Checks	If required	Jul – Oct
6 Winners selected	National judging panel & patrons	Oct
AHRI Awards Dinner	Winners announced	End of Nov

Potential applicants will need to familiarise themselves with each of the processes, but most importantly with Stages 1 and 2. During these stages the applicant will need to decide which awards to enter for, gather all the relevant information you require for your submission and ensure you apply and submit on time.

\*The **Application** stage is the registration and payment stage – indicating your intent to submit.

\*\*The **Submission** stage is when you upload to the Awards Portal all the documents (including evidence) that is required to meet/exceed the criteria for the award(s) you are applying for.

## Eligibility and T&C's

For full details of the the eligibility requirements refer to the criteria for the specific award and visit the [AHRI Awards website T&C's](#)

# Stages of the Awards Process

## Stage 1: Application (How to)

The Application for an award is a simple process. Simply select the award(s) you want to apply for, complete your details and make your payment.

### Steps to apply:

1. When considering which awards to apply for read carefully the description and criteria of each award. There may be more than one award which may suit your needs. You can apply for multiple awards with the same initiative, but ensure you address the awards specific criteria in each submission.

If you are unsure or unclear as to which award would best suit you or your organisation, please don't hesitate to contact the AHRI Awards team and we will assist you.

2. Once you have determined the award(s) you wish to apply for, you will need to complete the online application by visiting [AHRI.com.au/awards](http://AHRI.com.au/awards) and selecting Apply Now.
  - Applications open 1 March 2018
  - Applications close 18 May 2018

Note: Submissions close 22 June 2018

3. To complete the online application, you will need to apply as either:
  - **AHRI members** – you will need your AHRI membership number and \$440 per award.
  - **Non-members\*\*** – you will need an AHRI login and \$660 per award.

You will also need to have with you:

- **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 must 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 (refer to page 10).

\*To be invoiced for an award application please contact the AHRI Awards team for details of how this can done.

\*\*To become an AHRI member and get the member rate visit [ahri.com.au/become-a-member](http://ahri.com.au/become-a-member). AHRI membership offers many great benefits including significant discounts on the Award fees.

**Awards Fees:**

Awards	AHRI Member Fee	Non-Member fee	Note
Ram Charan Student Award	Free (Student members only)	N/A	
All other Awards	\$440	\$660	AHRI memberships start at \$139^

^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

The submission is the 'work' part of your application, where you complete all the documents, gather all necessary evidence and provide your referees.

Once you have completed your application online, you will receive an email within 1 to 2 business days. This is your submission pack email. It gives you access to the submission documents for the award(s) that you have applied for.

**Submissions are due midnight 22 June 2018.**

You will receive a separate submission pack email for each award that you apply and pay for. You can download your pack(s) and start working on your submission straight away. If you do not receive a link within 48 hours please contact the AHRI Awards team.

Each award submission pack will vary and will include a variation of the following (based on the type of award you are applying for) — refer to below table:

- Submission Guidelines (the same for all awards)
- Submission documents
  - **Criteria information** – lists and defines the award criteria and gives examples of supporting evidence required for the award.
  - **Submission template** – for providing details of the initiative, the challenge and the outcomes.
  - **Checklist** – assists the judges with reviewing the submission and a checklist for the applicant. (Student Award Checklist is a Rubric)
  - **Evidence** – evidence to support the application
  - **Referee/Reference information** – 2 to 3 referees/references
- Upload instructions

### Documents per submission pack:

Award type	Criteria info	Submission template	Checklist template	Evidence template	Referee/ Reference information template	Upload instructions
Organisational	✓	✓	✓	✓	Reference Information	✓
Individual (except student)	✓	✓		✓	Referee Information	✓
Student Award	✓	✓	✓		Faculty Advisor/sponsor referee	✓

### 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. Applications for both awards are free of charge. Please see eligibility requirements for both categories below:



## Ram Charan Student Award

The Ram Charan Student Award Submission pack includes:

- Submission Coversheet
- Submission & Essay guidelines
- Assessment Rubric

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

**Eligibility:** Open to AHRI (paid) student members only

## 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).

There is NO pack for this award.

**Eligibility:** All APC Australian based students who then apply for AHRI professional certification between August 2017 and August 2018 are automatically considered for this 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.

For further information on completing your submission, refer to the Submission guidelines document.

## **Stage 3: Shortlisting**

Once the award submissions close, all submissions along with supporting statements, and other documents provided 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.

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.

## **Stage 4: Finalist announcements**

All applicants will be contacted via email at the end of September 2018 and notified of the outcome of their submission.

The finalists will be announced to the greater HR community through AHRI channels (HRM magazine, AHRI Awards website, and the What's on at AHRI e-newsletter) in early October 2018.

## **Stage 5: Referee checks**

Referee checks can be conducted at any stage of the judging process. The panel judges, national judges and patrons will determine if there are any questions for referees. Please note that referee checks are only conducted upon request of the judges but it is a requirement of the submission to supply referees prior to judging.

AHRI will contact referees on behalf of the judges either via email or phone with any questions from the judging panels 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 award.

## **Stage 6: Winners selected**

Twenty of the awards are associated with a distinguished patron (a full list of patrons is on the awards website). Most patrons play an active role in the judging process and have the ultimate responsibility of selecting the winner of their eponymous award. For the remaining awards, a three- to four- person National Judging Panel reviews the finalists from the shortlisting panels and determine the winner.

# AHRI Awards Dinner

All finalists are invited to attend the awards ceremony dinner. The ceremony dinner is also open to the greater HR community and 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 applying for an AHRI Award in 2018, please contact AHRI on 03 9918 9253 or email [awards@ahri.com.au](mailto:awards@ahri.com.au)