



HumanResources
HR DISTINCTION
AWARDS **2020**

24 SEPTEMBER
HOTEL ICON HONG KONG

ENTRY GUIDELINES

ABOUT THE AWARDS

The HR Distinction Awards is Human Resources magazine's main event in recognizing the best within the HR profession in Hong Kong. It serves as a platform to showcase successful HR programmes and initiatives and acknowledge individuals and teams who have proven their caliber in demonstrating excellence in the HR field.

Building on this success, we have introduced new categories this year, including Excellence in Innovative Business Solution, Excellence in Internship Recruitment/Development, Excellence in HR Outsourcing Service, Excellence in Employee Caring, Excellence in Crisis Management, and more. We want to recognize the extraordinary in these HR practices which are becoming increasingly important in our current HR landscape.

There are 32 categories open for entry covering all areas of human capital management and leadership.

An expert panel of senior HR leaders will judge the entries and determine the winners of the HR Distinction Awards 2020. Once the jury has decided on the scores in each category, the rankings will be finalized and the winners—gold, silver, and bronze in each category—will be announced at the HR Distinction Awards gala dinner on **24 September 2020** at **Hotel ICON**.

Winners of the HR Distinction Awards 2020 represent the very best in the industry regionally. Winning is both an affirmation of the exceptional quality of your work in the industry and among peers, and a significant tool for celebrating the breadth of your HR talent.

Award categories

Programme categories

1. Excellence in Change Management
2. Excellence in Compensation & Benefits
3. Excellence in CSR Strategy
4. Excellence in Diversity & Inclusion
5. Excellence in Employee Development
6. Excellence in Employee Engagement
7. Excellence in Employee Wellbeing
8. Excellence in Employee Work-Life Balance
9. Excellence in Employer Branding
10. Excellence in Global and Local HR Strategies
11. Excellence in Graduate Recruitment/Development
12. Excellence in HR Digitalisation
13. Excellence in HR Strategic Planning
14. Excellence in Innovative Business Solution (New)
15. Excellence in Innovative Use of HR Tech
16. Excellence in Internship Recruitment/Development (New)
17. Excellence in Leadership Development
18. Excellence in Learning & Development
19. Excellence in Organization Development
20. Excellence in Talent Acquisition
21. Excellence in Talent Management
22. Excellence in Workplace Culture

Individual categories

23. HR Director of the Year (New)
24. HR Rising Star of the Year

Team categories

25. HR Rising Team of the Year
26. HR Team of the Year

Organisation category

27. Employer of the Year

HR Service Provider categories

28. Excellence in HR Outsourcing Service (New)
29. Excellence in HR System Solution (New)
30. Excellence in Payroll Outsourcing System (New)

Contemporary categories

31. Excellence in Employee Caring (New)
32. Excellence in Crisis Management (New)

SUBMISSION OVERVIEW

To ensure a smooth entry submission, please go through these guidelines thoroughly before you proceed. All entries, supporting documents and required materials are to be submitted online here:

<https://awards.humanresourcesonline.asia/hrda-hk-2020/>

Important notes

- Any entry submitted within seven days after the deadline, a penalty of 10% deduction will apply to the final scoring of this entry. Late work submitted after seven days will not be accepted and no cancellation allowed.
- To ensure a fair result, Human Resources enforces a system such that judges will not have access to entries submitted by their own organisation, its subsidiaries or other organisations from the same industry.

Eligibility

- All programmes/campaigns/systems/initiatives must have been executed or active **1 April 2019 - 31 March 2020**. Initiatives or strategies developed and implemented prior to this period are also eligible if the impact/results were measured during the eligibility period.
- Please note that work submitted for HR Innovation Awards (previously launched in Hong Kong in 2015 and renamed to HR Distinction Awards in 2018) cannot be resubmitted for this year's event, unless with new elements added.
- All programmes/campaigns/systems/initiatives must have been implemented and carried out for the offices in the Greater China region (Hong Kong, Macau, China and Taiwan).

Who can enter

All categories are open to HR teams in any organisation with a local office in North Asia region, for example, Hong Kong, Macau, Greater China, Japan, Korea and Taiwan etc. Organisations may be listed, privately held, government-owned or NGOs.

Number of submissions

Organisations may present the same programme in multiple categories. There is no limit to the number of entries each organisation may submit. When submitting multiple entries, you are strongly recommended to tailor them based on the requirements of each category.

Key dates

Entries close:	29 June 2020, 6:00pm
Finalists announced:	14 August 2020
Awards gala dinner:	24 September 2020

ONLINE ENTRY SUBMISSION

Listed is the information, materials and documents required for the entry submission. You may want to get them prepared in advance.

Information (unless specified as confidential and/or for the judging process only) may be used during and after the HR Distinction Awards gala dinner, and on any related materials, including trophies, signage and *Human Resources* magazine's print and online editions.

STEP 1 →

START REGISTRATION

1. Select category.
2. Key in your email address and set up a password.

STEP 2 →

CONTACT PERSON

This will be the main contact person for any potential follow-ups regarding the registration.

1. Email:
2. First name:
3. Surname:
4. Job title:
5. Billing company/ organisation: (Please omit all Ltd./Limited/Holdings Limited)
6. County:
7. Billing address:
8. Work telephone:
9. Mobile phone:

OTHER INFORMATION

10. Company's name (in written forms, table signage, trophy, etc.) signage, trophy, etc.)

STEP 3

ENTRY DETAILS

Listed are the details you will provide about your entry submission.

1. Category:
2. Name of organisation:
3. Industry of organisation:
4. Name of candidate/ team:
5. Logo of organisation: (Please submit in high resolution: 300 dpi or above).
6. Picture of candidate/ team:
7. Entry submission document*: (All entries must be completed on the core templates issued by the organiser and submitted in .ppt or .pdf only).
8. Supporting document (if any):

*Judges have the right to deduct marks or disqualify entries if specified format and/or word limit are not followed.

*Please refer to the "judging criteria" for further details.

ONLINE ENTRY SUBMISSION

Entry fee: HK\$1,280 per entry (per category).

Payment method

- Credit cards accepted: Visa, MasterCard, Amex.
- For payments made by cheque and bank transfer, they are welcome for amounts over HK\$10,000. An invoice will be sent to you upon confirmation of your entry submission.
- Entry fees are non-refundable.
- Trophy is not included in the entry fees.

Required core submission templates

All entries **must be completed on the core submission templates* issued by the organiser** and submitted in the format mentioned below. Entries done in any other format will **NOT** be accepted.

*The core submission templates can be downloaded via the links below:

1. Programme categories:
http://assets.humanresourcesonline.net/awards/2020/HK/HRDA2020HK/HRDA2020_Core%20Submission%20Templates/HRDA2020_Submission%20Template_Programme%20categories.pptx
2. Individual categories:
http://assets.humanresourcesonline.net/awards/2020/HK/HRDA2020HK/HRDA2020_Core%20Submission%20Templates/HRDA2020_Submission%20Template_Individual%20categories.pptx
3. Team categories:
http://assets.humanresourcesonline.net/awards/2020/HK/HRDA2020HK/HRDA2020_Core%20Submission%20Templates/HRDA2020_Submission%20Template_Team%20categories.pptx
4. Organisation category:
http://assets.humanresourcesonline.net/awards/2020/HK/HRDA2020HK/HRDA2020_Core%20Submission%20Templates/HRDA2020_Submission%20Template_Organisation%20category.pptx
5. HR service provider categories:
http://assets.humanresourcesonline.net/awards/2020/HK/HRDA2020HK/HRDA2020_Core%20Submission%20Templates/HRDA2020_Submission%20Template_HR%20service%20provider%20categories.pptx
6. Contemporary categories:
http://assets.humanresourcesonline.net/awards/2020/HK/HRDA2020HK/HRDA2020_Core%20Submission%20Templates/HRDA2020_Submission%20Template_Contemporary%20categories.pptx

REQUIRED FORMATS

Document format

Core submission document:	.ppt/ .pptx/ .pdf only. Maximum: 8 MB.
Submission naming	Category name_Client's organisation
Organisation logo and image(s) of campaign	.jpg only. Minimum file size: 300 dpi or above; Maximum: 2 MB.
Font size	15 or above. Please indicate in red text or highlighted in red for any specific information or content intended only for judging purposes and not for publication.
Video	YouTube or Vimeo link only. Please read the video requirements below.
Max. file size (all documents)	10 MB

Video requirements

Length:	3 minutes only. Video beyond this time limit will NOT be viewed.
Procedure:	<ol style="list-style-type: none"> 1. Upload your video on YouTube or Vimeo. 2. Set the privacy setting to "unlisted" so the video is accessible to only those with the link. 3. Include the direct link in your core submission document. 4. If you password-protect it, include the access password in your document.

Important points to note

- Please use the core submission template for entry submission only. Marks will be deducted otherwise.
- Altering the submission template or deleting any words from the slides may result in a 10% deduction of total marks.
- The number of slides specified for each template is FIXED and CANNOT be exceeded.
- Submission naming should NOT contain any non-alphanumeric characters (for example: spaces, underscores and characters such as !, #, @, [], (), \$, %, &, etc, are not allowed).
- Please put all supporting video links, images, graphs, diagrams, etc, into the core submission document and export them all into one sign .ppt or .pdf file.
- After the submission deadline, all details on the entry submission form, including company names, credits and so on, are FINAL and CANNOT be changed and/or transferred to another party. Details will be presented accordingly on the prize announcements as well as on trophies and/or any other awards-related materials. Any changes made after submission will be charged 10% of the submission fee.
- Also, please ensure that all details are submitted in English only.
- Please check your submissions thoroughly. Any invalid or incomplete submissions will be subject to a penalty deduction of your total score.

Contact us

For further enquiries, please contact

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JUDGING CRITERIA

Before you proceed, please go through the instruction thoroughly.

- Confidential information intended for judging purposes only should be highlighted in red.
- Any sensitive or confidential information from your clients' side must be approved by the clients. Human Resources magazine reserves the right to verify any information submitted in the entry.
- Keep your content as concise as possible, and do not exceed the slide limit in the respective sections. Judges have the right to deduct marks or disqualify entries for incomplete information, exceeded slide limit, and change of template format that provided by the organiser.
- If you are entering more than one category, please tailor your entries based on the entry guidelines.
- Entries without qualified evidence will not be considered (evidence could be in the form of reports, charts, graphs, etc, that depict change in business growth/ revenue, etc).

Recommended information (where applicable)

- Key objective.
- Target audience.
- Budget.
- Communication channel(s) used.
- Strategic thought behind the idea.
- Evidence/ metrics showing the human resources objectives were met.

JUDGING CRITERIA

Programme categories – (1 – 22)

1. Excellence in Change Management
2. Excellence in Compensation & Benefits
3. Excellence in CSR Strategy
4. Excellence in Diversity & Inclusion
5. Excellence in Employee Development
6. Excellence in Employee Engagement
7. Excellence in Employee Wellbeing
8. Excellence in Employee Work-Life Balance
9. Excellence in Employer Branding
10. Excellence in Global and Local HR Strategies
11. Excellence in Graduate Recruitment/Development
12. Excellence in HR Digitalisation
13. Excellence in HR Strategic Planning
14. Excellence in Innovative Business Solution (New)
15. Excellence in Innovative Use of HR Tech
16. Excellence in Internship Recruitment/Development (New)
17. Excellence in Leadership Development
18. Excellence in Learning & Development
19. Excellence in Organization Development
20. Excellence in Talent Acquisition
21. Excellence in Talent Management
22. Excellence in Workplace Culture

1. Vision and goal - 20% (1 slide)

- Define the vision and goals of the HR department and how they are aligned to the organisation's business objectives.
- Provide examples of the processes and systems in place designed to achieve the stated goals to fulfil the vision.
- Elaborate on how senior management was involved in the HR function.

2. Implementation - 40% (3 slides)

- What was the problem which led your team to conceive the stated programme/initiative/system/campaign?
- What were the considerations before implementing the stated programme/initiative/system/campaign?
- Provide details of the programme/initiative/system/campaign. What makes your programme different from that of others? Elaborate on the creative and innovative aspects of your programme.
- How was the programme/initiative/system/campaign implemented/communicated to the workforce?
- What were the departments your team had to work with to implement the programme/initiative/system/campaign?

3. Impact - 20% (3 slides)

- How did the programme/initiative/system/campaign make a difference to employees, and subsequently, the business objectives?
- What was the take-up rate?
- Provide tangible evidence of the results of the programme/initiative/system/campaign.

4. Efforts for continual improvements - 20% (2 slides)

- How you intend to build on your efforts in the future.
- Why you deserve an HR Distinction Award.

JUDGING CRITERIA

Individual categories – (23-24)

- 23. HR Director of the Year (New)
- 24. HR Rising Star of the Year

1. Description of individual – 20% (1 slide)

- What is the name and job title of your nominee for this award category?
- What areas of HR is your nominee responsible for?
- What did your nominee set out to achieve 12 months ago?

2. Implementation – 40% (3 slides)

- How did your nominee for this award go about achieving his/her objectives over the past 12 months?
- How did your nominee decide on the particular strategy followed?
- What problems did your nominee encounter and how did they solve them?

3. Impact – 20% (3 slides)

- What HR metrics did your nominee for this award achieve?
- How did your nominee contribute to your organisation's commercial/business goals?
- What did the stakeholders (employees, line management, top management) say after your nominee's strategy was implemented?

4. Future initiatives – 20% (2 slides)

- What objectives does your nominee for this award plan to pursue next?
- Has your nominee's performance affected the way your organisation approaches HR policy changes?
- What has your nominee's performance taught you about what else is achievable?

Team categories– (25-26)

- 25. HR Rising Team of the Year
- 26. HR Team of the Year

1. Description of team – 20% (1 slide)

- Describe the role and responsibilities of the team.
- Describe the team composition and background.
- What were the team's KPIs?
- Organisation chart.

2. Implementation – 40% (3 slides)

- What did the team do that made its efforts different from others?
- What was the core insight on which the strategy focused on?
- What were the considerations before embarking on this unique strategy?
- How did the team demonstrate innovation and commitment throughout the strategy?
- Describe how the strategy solved a problem or overcame a challenge efficiently.
- How were the efforts communicated to all parties involved?
- Describe efforts made by the team to ensure user satisfaction and a seamless experience for all.
- Was collaboration required with other departments to achieve the intended objectives?

3. Impact – 20% (3 slides)

- How did the team make a difference to employees/target market and business objectives?
- How receptive were the employees/target market to the change(s)?
- List other important factors meaningful to the team's success.
- Did everything go according to plan or did the team have to improve/adjust along the way?

4. Future initiatives – 20% (2 slides)

- What were the key results and achievements of the team?
- Provide clear evidence which demonstrates improved performance, including exceeded KPIs, testimonials and increased revenue/profit.
- How does the team intend to build on its efforts continuously?
- Why does the team deserve a HR Distinction Award?

JUDGING CRITERIA

Organisation category– (27)

27. Employer of the Year

1. Vision and goals – 20% (2 slides)

- Provide an overview of your entire HR programme.
- What business and HR challenges did you want to tackle?
- What changes have you introduced in the past 12 months?
- How did you decide on the changes you introduced?
- How did you get buy-in from top management, departmental heads and employees?
- Company size.
- Organisation chart.

2. Implementation – 40% (3 slides)

- How did you roll out the different elements of your HR strategy over the past 12 months?
- How did you use internal communications to maximise positive impact?
- How did you maintain continued support from key stakeholders?
- What problems did you encounter during implementation and how did you solve them?

3. Impact – 20% (3 slides)

- What HR metrics did you meet or exceed?
- How did your HR strategy contribute to your organisation's commercial/business goals?
- What particular HR activities worked better than others?
- What did the stakeholders (employees, departmental management, top management) say after your HR strategy was implemented?

4. Future initiatives – 20% (2 slides)

- Describe what else your company has contributed to the industry in the eligible period.
- What other HR objectives do you plan to pursue next?
- Has the successful implementation of your HR strategy affected the way your organisation approaches project implementation in other areas?
- What has the implementation of your HR strategy taught you about what else is achievable?

HR Service Provider categories– (28-30)

28. Excellence in HR Outsourcing Service (New)

29. Excellence in HR System Solution (New)

30. Excellence in Payroll Outsourcing System (New)

1. Description of the product/service/solution – 20% (2 slides)

- Describe the stated product/service/solution that your company provided in the past 12 months.
- Analyze market share and/or market approval data for the stated product/service.
- What made this significant and unique than others?
- What recognition and awards had been given to the stated product/service/solution in the past 12 months?
- Explain how well the metrics/statistics on the success of your business strategies/products in relation to the initial business objectives which is/are relevant to this category.

2. Implementation – 40% (3 slides)

- What problems did you encounter during implementation?
- What strategies or execution did you apply to solve problems and align with the business objectives?
- How did your product/service/solution to meet your clients' needs?
- How did the stated product/service/solution stand out from others in the eligible period?
- Why the stated product/service/solution was important in the HR industry?

3. Impact – 20% (3 slides)

- How did your HR product/service/solution contribute to the commercial/business goals of your client's organisation?
- Explain in greater detail about the impact of your contributions and collaborations on the HR industry/your target clients.
- How did your product/service/solution go in attracting and engaging with your clients?
- How has this collaboration/partnership transformed your business front for both parties?

4. Future initiatives – 20% (2 slides)

- Describe what else your company has contributed to the industry in the eligible period.
- To what extent has your product/service/solution helped to build organisational capability?
- Has the successful implementation of your HR product/service/solution affected the way your organisation approaches project implementation in other areas?
- Industry contribution/thought-leadership/Media coverage, what these mean for your product, company, clients and the HR industry?

JUDGING CRITERIA

Contemporary categories– (31-32)

- 31. Excellence in Employee Caring (New)
- 32. Excellence in Crisis Management (New)

1. Vision and goals – 20% (1 slide)

- Provide an overview of your entire HR programme.
- Identify business and HR challenges that you faced during the pandemic period/unrest social issues.
- What changes/initiatives have you introduced in the past 12 months?
- How did you decide on the changes you introduced?
- How did you get buy-in from top management, departmental heads and employees?
- Company size.
- Organisation chart.

2. Implementation – 40% (3 slides)

- How efficient were you in identifying the problems and developing proper HR strategies/policies to tackle the issues over the past 12 months?
- How did you use internal communications to maximise positive impact?
- How did you maintain continued support from key stakeholders?
- What problems did you encounter during implementation and how did you solve them?

3. Impact – 20% (3 slides)

- What HR metrics did you meet or exceed?
- How did your HR strategies contribute to your organisation's commercial/business goals?
- What particular HR activities worked better than others?
- What did the stakeholders (employees, departmental management, top management) say after your HR strategy was implemented?
- Explain in greater detail about the impact of your HR initiatives on the business and employee performance and productivity.

4. Future initiatives – 20% (3 slides)

- What other HR objectives do you plan to pursue next?
- Has the successful implementation of your HR strategy affected the way your organisation approaches project implementation in other areas?
- What has the implementation of your HR strategy taught you about what else is achievable?

CATEGORY DESCRIPTIONS

Programme categories

1. Excellence in Change Management

This award recognises excellence in an organisation's ability to plan, execute and manage the transformation process of a business project. Entries should show how HR contributed to all the core redesigned processes that were aligned to the business objective, and strengthened the organisation's growth. Judges will look for how the transformation projects empowered employees to be receptive to the new vision, and minimised the potential negative impacts.

2. Excellence in Compensation & Benefits

This award recognises an organisation that has applied a practical and innovative compensation and benefits scheme to attract, retain and engage employees. Entries should show how the overall HR strategic plan satisfied its employees while staying in control of the budget. Judges will look for how the C&B strategy aligned with the employee value proposition and met the overall business goals.

3. Excellence in CSR Strategy

This award recognises an organisation that has a comprehensive CSR approach and implementations into its HR planning. Entries should show the significant influence of the employee involvement in the CSR initiatives. Judges will look for the beneficial outcomes of the CSR programme to HR metrics and the business.

4. Excellence in Diversity & Inclusion

This award recognises an organisation that fosters a diverse workforce and an inclusive workplace. Entrants should show how their best diversity and inclusion strategies were embedded within the organisational culture, HR policies, and procedures. Judges will look for action-orientated approaches that ensured a level of transparency and removed any unfair bias, along with any measurable evidence of the initiatives' effect on the growth and sustainability of the organisation.

5. Excellence in Employee Development

This award recognises an organisation that has a clear and personalised development plan for individual employees – from training to career development. Entrants should show how HR programmes and policies promoted a clear vision of personal development and encouraged employees and managers to proactively participate in on-the-job trainings and career development that aligned with the business goals. Judges will look for data of how HR strategies and programmes enhanced the personal growth of employees.

6. Excellence in Employee Engagement

This award recognises an organisation that has an effective employee engagement strategy which is aligned with its wider business objectives and benefited the organisation's growth, engagement, retention, and more. Entries should show specific engagement initiatives that supported employees' commitment and satisfaction at work. Judges will look for high-level engagement initiatives that increased the productivity of the organisation's overall performance.

7. Excellence in Employee Wellbeing

This award recognises an organisation that has developed innovative strategies to improve employees' physical and mental wellbeing, and boosted their productivity at work. Entrants should show how their best employee wellbeing initiatives were put into their HR policies and practices. Judges will look for the positive results and impact from these initiatives on employees' physical and mental health, business performance and productivity.

8. Excellence in Employee Work-Life Balance

This award recognises an organisation that implements innovative programmes for employees to achieve a work-life balance. Entrants should show how HR strategies fostered employee satisfaction, business performance and productivity. Judges will look for HR action-oriented approaches such as flexible work hours, leave benefits, or child day care – and their impact on the overall operational effectiveness, the employee experience and business performance.

9. Excellence in Employer Branding

This award recognises an organisation with a high-value proposition and highly identifiable branding that has created value to the organisation. Entrants should show how a strong branding campaign helped in employee recruitment, retention and engagement. Judges will look for how the campaign promoted the employer brand, growth of the brand and the sustainability of the organisation.

10. Excellence in Global and Local HR Strategies

This award recognises an organisation that has developed excellent strategies to facilitate talent mobility to be consistent with its corporate frameworks. Entrants should show best HR strategies in localising talent recruitment and development while expanding its business to a global level. Judges will look for how agile and flexible these HR strategies were globally, and locally, in their implementation.

CATEGORY DESCRIPTIONS

Programme categories

11. Excellence in Graduate Recruitment/Development

This award recognises an organisation that has an outstanding graduate recruitment/development plan. Entrants should show HR strategies that attracted and developed new talent to the profession and supported the core business strategies. Judges will look for the programmes' effect on supporting workforce planning, individual performance, and business performance.

12. Excellence in HR Digitalisation

This award recognises an organisation that has wholeheartedly embraced the digital revolution with campaigns to speed up HR innovations and improve synergies across teams. Entrants should show HR investment in digitalisation and its impact on enriching the employee experience, and supporting the wider strategy of the organisation. Judges will look for HR digital initiatives that have helped evolve a digital culture and contributed to the bottom line of the organisation.

13. Excellence in HR Strategic Planning

This award recognises an organisation that has driven and implemented excellent strategic planning. Entrants should showcase a successful HR project within the past 12-18 months that relates to strategic planning. Judges will look for HR innovative approaches to successful strategic planning by operation timelines, a clear communication of the vision and execution, and a strong project management that met its business objectives.

14. Excellence in Innovative Business Solutions

This award recognises an organisation that has successfully developed innovative and ethical solutions to resolve an organisational challenge. Entrants should show how these solutions created synergies, reinforced efficiency, and/or supported social values by adopting HR concepts. Judges will look for what novel initiatives HR created and their positive results on the organisation's growth.

15. Excellence in Innovative Use of HR Tech

This award recognises an organisation that implements HR technology or digital solutions to speed up the business performance and productivity. Entrants should show their best implementation of advanced HR technology and an ability to harness data to exceed their business objectives. Judges will look for the complexity and size of the project or business issue, results on growth opportunities, and ROI from these initiatives.

16. Excellence in Internship Recruitment/Development

This award recognises an organisation that has overseen a successful internship programme. Entrants should show how their top recruitment and training programmes brought a unique and enriching experience to interns and met the wider business objectives and growth projections. Judges will look for the programme planning and structure, assistance and activities to engage interns, the number and diversity of interns, and retention rates (if applicable).

17. Excellence in Leadership Development

This award recognises an organisation that has implemented a sustainable leadership development programme to strengthen the knowledge and skills of current and potential future managers. Entrants should show an exemplary leadership development plan and training processes that supported an employee's transition to a management position. Judges will look for how these initiatives promoted continuous learning, contributed to individual excellence in performance, and improved business performance.

18. Excellence in Learning & Development

This award recognises an organisation that has implemented an innovative L&D programme to exceed its business aim and contribute to its bottom line. Entrants should show a state-of-the-art programme that strengthened performance and promoted continuous L&D in the organisation. Judges will look for the design, creation and implementation of a specific L&D strategy that hit its organisation's targets and contributed to its bottom line.

19. Excellence in Organisation Development

This award recognises an organisation that has implemented a sustainable business plan to support its long-term growth. Entrants should show that HR strategic planning foresaw the latest trends in the business environment and identified the organisation's potential and challenges. Judges will look for how the strategic and systematic plans achieved sustainable organisation development and expansion.

20. Excellence in Talent Acquisition

This award recognises an organisation that implemented a creative and effective talent acquisition plan to sustain its business growth and employer branding. Entrants should show excellence in job design, talent sorting, recruitment and development that filled skill gaps. Judges will look for specific initiatives with a core employer value proposition, results of diverse talent attraction, and use of media platforms.

CATEGORY DESCRIPTIONS

Programme categories

21. Excellence in Talent Management

This award recognises an organisation that has implemented an outstanding talent development plan. Entrants should show how HR policies and strategies were effective on talent identification, management and retention. Judges will look for succession planning initiatives that forecasts a talent pipeline and its contribution to achieving leadership succession and business goals.

22. Excellence in Workplace Culture

This award recognises an organisation that has developed an identified workplace culture and values which enhanced its business performance. Entrants should show how HR nurtured and communicated the cultural values to employees across functions. Judges will look for how these initiatives created proactive employee engagement and met business objectives.

Individual categories

23. HR Director of the Year

This award recognises an individual who has showcased extraordinary leadership and business best-practices at the director level to boost business strategies and performance effectively. Entrants should show how the HR leader consistently mentored talent, developed a HR team and drove business strategies. Judges will look for the executive culture the HR professionals created and commercial contribution to the business through the team they led.

24. HR Rising Star of the Year

This award recognises an individual with less than five years of HRM experience, but has demonstrated excellence by creating new programmes or effectively adapted principles in the HR function. Entrants should show specific achievements and projects that the talent has achieved. Judges will look for dedication, career progression and brilliant executions.

Team categories

25. HR Rising Team of the Year

This award recognises a new/growing HR team that managed less than 100 employees while exceeding overall business strategies. Entrants should show the best HR initiatives that generated progress and efficiency. Judges will look for achievements, and progress in areas, including team size, team performance/achievements and employee engagement and satisfaction.

26. HR Team of the Year

This award recognises the HR team which has excelled within its function or across functions. Entrants should show tangible results of initiatives in team morale, employee engagement, teamwork and cohesiveness. Judges will look for the HR team's strategic approach to all aspects of HR management and its impact on the wider business, and the employees' experience and satisfaction.

Organisation category

27. Employer of the Year

This award recognises an organisation that has a high-value proposition and with proven success as the best employer in the industry. Entrants should show excellent strategic planning, recruitment, rewards, and all other HR disciplines. Judges will look at the employees' experience and comments at work, business productivity and performance, and achievements to sustain the organisational objectives.

CATEGORY DESCRIPTIONS

HR Service Provider categories

28. Excellence in HR Outsourcing Service (NEW)

This award recognises a HR service provider that has provided essential resources of allocating professional HR assistance without the client's investment on developing its own in-house HR team. Entrants should show a strong capability to supply a comprehensive and customisable service of HR professionals. Judges will look for how these initiatives fitted the business needs of its clients seamlessly.

29. Excellence in HR System Solution (NEW)

This award recognises a HR service provider that has provided excellent and innovative all-encompassing end-to-end HR management systems and/or technology modules. Entrants should show how their centralised control systems/products best met the business needs of their clients. Judges will look for how these systems supported the clients' needs and enhanced the user experience.

30. Excellence in Payroll Outsourcing System (NEW)

This award recognises a HR service provider that provides state-of-the-art payroll outsourcing systems to free HR professionals from time-consuming administrative HR tasks. Entrants should show how their innovative systems enabled clients to focus on strategic HR management issues, increased business performance and productivity. Judges will look for the improvement of a client's payroll administration, user experience of the systems and its ability to meet business needs.

Contemporary categories

31. Excellence in Employee Caring

This award recognises an organisation that has created and implemented an innovative employee wellbeing strategy during the COVID-19 pandemic. Entrants should show how HR initiatives supported the employees' mental and physical wellbeing, family concerns and stress resilience in the workplace. Judges will look for a measurable return on HR-related investments made in this area and the impact on the employee experience, operational effectiveness, and business performance.

32. Excellence in Crisis Management

This award recognises an organisation that has created and implemented a strategic crisis management plan to deal with the COVID-19 pandemic. Entrants should show how HR initiatives such as flexible work hours, work-from-home arrangements and leave management helped overcome the social challenges and sustained the employees, and business development. Judges will look for effective HR contingency plans, employee retention and satisfaction, business performance and productivity.

TERMS AND CONDITIONS

Entry fees are non-refundable.

Entries will not be considered for judging if payment is not received within five working days upon being invoiced, if an invoice is required before payment.

Finalists who submitted videos may be contacted for a hi-res DVD version to be included at the awards ceremony. Entrants are responsible for all postage fees and videos will not be returned at the conclusion of the awards.

Please value the entry submission deadline on **6pm, 29 June 2020**. If any entry is submitted within seven days after the deadline, a penalty of **10%** deduction will be applied to the final scoring of this entry. Late work submitted after seven days will not be permitted.

By submitting the entry, the entrants guarantee that all the works/information submitted are **TRUE** and **ACCURATE**. *Human Resources* magazine reserves the right to verify any information submitted in the entry.

Upon submission deadline, all details on the entry submission form, including company names, credits and so on, are **FINAL** and **CANNOT** be changed and/or transferred to another party. Details will be presented accordingly on the prize announcements as well as on trophies and/or any other awards-related materials.

Any changes made after submission will be charged **10%** of the submission fee.

Also, please ensure that all details are submitted in English only.

Judges' decisions are final.

Without prior notice, *Human Resources* magazine reserves the right to merge categories or dissolve any categories should it be deemed necessary. Should a category or categories be dissolved, entries in that category/categories will not be refunded.

Finalists need to be present or appoint a representative to be present at the awards gala dinner in order to receive their trophy(ies) in case they win.

Entrants agree that *Human Resources* magazine or Lighthouse Independent Media will not accept responsibility for errors or omissions reproduced in the presentation of *Human Resources* magazine or for work lost or damaged under any circumstances.

Any specific information or content intended for judging purposes only must be clearly indicated in **red text** or **highlighted in red** and will not be used for publication, and will not be disseminated beyond the judging panel in any way.

Entrant grants *Human Resources* magazine permission to show material from the entries at the awards presentation, in the magazine and at any time as deemed appropriate.

The decisions of *Human Resources* magazine in all matters relating to the **HR Distinction Awards** shall be final and binding.

For further enquiries, please contact

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