

The logo for the SHRM HR Excellence Awards 2024. It features the text 'SHRM' in white, 'HR EXCELLENCE' in white with a gold 'X', and 'AWARDS 2024' in gold. A gold starburst graphic is positioned above the 'X' in 'EXCELLENCE', with a thin gold line extending from the starburst to the 'X'.

SHRM
HR EXCELLENCE
AWARDS 2024

Frequently Asked Questions

All you need to know about
SHRM HR Excellence Awards 2024

[Nominate Your Organisation](#)



SHRM HR EXCELLENCE AWARDS 2024

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Entries, Deadlines, and Fees

Q. What is the deadline?

Applications close on 11th August 2024. While we would love to give you more time, we are unable to accommodate exceptions as we have a lengthy and detailed evaluation process.

Q. Can one organization apply for more than one HR excellence award?

Yes. One organization can apply for multiple SHRM HR Excellence Awards. The capping is 5 for “Enterprises”, 3 for “Start-Ups/MSMEs” and 4 for “Public Sector Enterprises”.

Q. How many award categories can we apply for?

The maximum number of award categories depends on the track in which the organization is applying. The capping is 5 for “Enterprises”, 3 for “Start-Ups/MSMEs” and 4 for “Public Sector Enterprises”.

Q. What are the eligibility criteria?

There are three organization-type eligibility criteria Each of these has been defined: Enterprises, PSEs, start-ups and MSMEs. You will find the relevant information under:

- *Eligibility criteria > Enterprise > Know More*
- *Eligibility criteria > PSEs > Know More*
- *Eligibility criteria > Start-ups/MSMEs > Know More*

Q. What is the difference between Enterprise, PSE and Start-ups/MSMEs?

The detailed difference in the eligibility criteria is provided on the [SHRM awards site](#). PSEs are organizations categorised as public sector entities or government-owned corporations, operating across all industrial sectors per the applicable laws, and regulations governing the PSE operations. On the other hand, startups/MSMEs are organizations classified as Micro, Small and Medium Enterprises according to the criteria established by the government under the MSME Development Act. The Enterprise segment is for large corporations, multinational companies, conglomerates, and other entities operating across various industries and sectors, per company law and regulatory requirements.

Review the eligibility criteria details from the SHRM awards site:

- *Eligibility criteria > Enterprise > Know More*
- *Eligibility criteria > PSEs > Know More*
- *Eligibility criteria > Start-ups/MSMEs > Know More*

Q. We are a public-private company (joint venture), can we nominate in both the PSE and Enterprise segment?

If you are not categorized as a Public Sector Enterprise as per the Government of India, you will need to apply in the Enterprise Track (if your revenue is over INR 1250 crores) or in the Start-ups/MSME Track (if your revenue is less than 1250 crores).

Q. We are a public company with a revenue of over INR 1250 crores, are we eligible to apply in the enterprise category?

Yes, if you are a public company which is not a Public Sector Enterprise, and your revenue is over INR 1250 crores then you necessarily need to apply in the Enterprise track.

Q. Can we participate in the Enterprise segment as a Public Sector Enterprise or start-up/MSME?

No, all Public Sector Enterprises necessarily need to participate in the PSE track only and all organizations classified as a Start-Up/ MSME (revenue less than INR 1250 crores or having an MSME certificate from the Government of India) need to participate in the Start-Up/MSME track only.

Q. Should we fill separate declaration forms for each category that we apply for?

No. One declaration for one organization would suffice.

Q. After submitting the declaration, if there is a change in the number or category for submission, what should we do?

If there is a change in the number or category for submission, please resubmit the declaration and write to us at SHRMIAwards@shrm.org

Q. What is the deadline for sharing declarations?

The last date for sharing the declarations is 11th August 2024.

Q. What is the minimum revenue for applying in the enterprise category?

Anything more than INR 1250 crores is the minimum eligibility to apply for Enterprise.

Q. What is the fee?

The award application fee by the number of categories is:

1 category	INR 58,000/-
2 categories	INR 78,000/-
3 categories	INR 88,000/-
4 categories	INR 98,000/-
5 categories	INR 1,08,000/-

Q. Is there any additional cost apart from the application fee?

No, there is no additional cost. This cost also includes a final report of your performance and a 30-minute Zoom connection with the SHRM awards team on key takeaways from the jury evaluation.

Q. What are the payment options?

The payment can be made online or by cheque or demand draft. The information for both is on the awards microsite.

[Application Process](#) > [Pricing](#)

Q. How can we get the tax invoice, once the online payment is made?

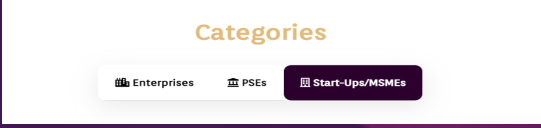
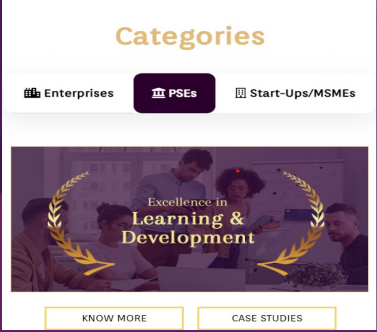

In order to get your tax invoice, please reach out to your SHRM point of contact. If you do not have an assigned SHRM SPOC, please write to us at SHRMIAwards@shrm.org.

Q. Can we request an extension?

Unfortunately, we will not be able to entertain any extension requests as it has a cascading impact on the following evaluation processes.

Q. Where can we find the application form?

The application form is available under each HR award category. You will need to navigate this as follows

<p>Choose the organization type under 'Categories'</p>	
<p>Click 'Know More' on the award category you would like to download the form for</p>	
<p>Click 'Download Form' on the window that appears</p>	

Q. Is there any additional cost apart from the application fee?

No, there is no additional cost. This cost also includes a final report of your performance and a 30-minute Zoom connection with the SHRM awards team on key takeaways from the jury evaluation.

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Application Process > Pricing

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Q. Where can we find the application form?

The application form is available under each HR award category. You will need to navigate this as follows:

Q. Can we have two applications from one organization in the same award category?

No. An organization can send only one application for one award category. The idea is to evaluate an organization's HR practice excellence; therefore, two applications for the same award category are treated as a conflict.

A classic example of this is, if organization A is applying for the Talent Acquisition, Performance Management and Community Impact award categories, we expect only 3 applications from the organization. The SHRM awards COE will not accept two applications for Talent Acquisition, Performance Management and Community Impact.

Q. If our revenue is less than INR 1250 Cr, we qualify as an MSME/Start-up?

Yes. That is right.

Q. Can we change and resubmit our application?

No. Unfortunately, once you submit your application, you cannot make any changes or resubmit another copy of the same.

Q. How can we get help in case of queries?

There is plenty of help organized along the way. For details please refer to our [website](#) and follow us on social media.

Q. What is the 'Awards Helpdesk'?

The 'Awards Helpdesk' is a forum that provides the necessary support across the process. These are a series of calls that will be scheduled during the application completion phase.

If you have any questions or need some clarification or support, all you need to do is log in and get the necessary help.

This information will be updated on the [Awards Website](#).

Q. What if we do not have substantial information on a criterion, would our application be disqualified?

No, it does not mean that your application will be disqualified, but the jury will rate the excellence of your practice based on the substantiated evidence you provide. It is therefore important for you to share the following information for each:

- What you are doing?
- Why is that important for your organization?
- How are you achieving this?
- And how does it help?

Note: The SHRM Awards team and COE, may disqualify incomplete forms during the Level 1 evaluation Screening

Q. Is there a mailbox that we could reach in case of any doubts?

In case of any doubts, please reach us at SHRMIAwards@shrm.org

Q. One pro tip when filling out the application form.

Make sure your response includes the following for each sub-parameter:

- Perceived value through internal surveys and Voice of Customer (VOC) data from both employees and external stakeholders.
- The use of new, enhanced, or improved methods, models and paradigms in the real work environment while tracking progress and achieving milestones.
- The consequential outcome, measured as a positive trend in business process and/or technology system and/or task behavior or discretionary behavior.
- The consequential outcome, measured as a monetary benefit from an initiative/function/practice in comparison to its apparent costs.

Q. Is there any limit on the number of pages in supporting docs and the duration of the supporting video?

Yes, this has been shared within the guidelines in the form. This is what you need to be mindful of:

- You may attach information in the template provided (check the form for the same).
- It is recommended to limit it to 20 pages/slides for any given Award category.
- No Excel formats or hyperlinks will be accepted.
- Additionally, applicants may submit a video of up to 7 minutes to support their application.
- This video needs to talk specifically about the intervention/ practice being showcased and should not be generic.

Q. Revenue numbers for this financial year will not be available at this time, what should we do in that case?

Please share the revenue details of the previous financial year.

Q. For a given evaluation criterion, we have information in the form of a dashboard and a video, how then can we include this in our application?

You could include relevant snips of the dashboard within the response space provided or you could also share all the relevant reference material in the final template provided.

Q. For a given evaluation criterion, we have information in the form of a dashboard and a video, how then can we include this in our application?

You could include relevant snips of the dashboard within the response space provided or you could also share all the relevant references. For detailed reference, go through point 8, within the guidelines of the form.

Q. Is there a word limit for my response?

There is no prescribed word limit. However, we do recommend that you keep the response brief and crisp to avoid overloading the Jury members with excessive information.

Q. The sustainability section in the form talks about initiatives leading to operational excellence to reduce the negative impact on the environment and employee well-being. However, the sub-sections focus on performance goals and PMS aspects. What should I do in such a case?

Sustainability is one of the three pillars of the evaluation. This has two dimensions, business sustainability and environment and employee sustainability too.

Jury Evaluation, Scoring, and Winners

Q. How many rounds of evaluation are there?

There are in all three evaluation processes, these are as follows:

- i. Level 1 – Screening*
- ii. Level 2 – Jury evaluation*
- iii. Level 3 – Jury panel evaluation*

Q. What are the evaluation criteria?

The evaluation criteria or framework is a three-by-three matrix, each unique to the award category. Innovation, Sustainability, and Impact are the three broad pillars of the evaluation matrix.

The sub-parameters under each are unique to the HR award category. You can go through these on the awards site under each award category.

Award category of your choice > 'KNOW MORE' > 'EVALUATION PARAMETERS'

Q. Are the evaluation criteria the same for all HR excellence awards?

No. The broad pillars of Innovation, Sustainability and Impact are common however, sub-parameters under each vary.

Award category of your choice > 'KNOW MORE' > 'EVALUATION PARAMETERS'

Q. Where can we find the evaluation criteria?

Award category of your choice > 'KNOW MORE' > 'EVALUATION PARAMETERS'

Q. How is the jury going to evaluate the application?

Level 2 Jury evaluation | Each Jury member will evaluate and rate the responses provided within the application. Based on an internal SHRM evaluation and calculation matrix, each organization will be assigned a score. Organizations that meet the cut-off or those that make it to the top qualifiers list based on this score will proceed to the next round – Level 3 Jury panel evaluation.

Level 3 Jury panel evaluation | Shortlisted organizations will be required to showcase a concise presentation of their practice excellence. This will be a brief 15-minute presentation followed by 15 minutes of Q&A. Again, based on an internal SHRM evaluation and calculation matrix, each organization will be assigned a score. The top three organizations in each category will be announced as winners.

Q. Do we get the opportunity to present our case before the jury during the evaluation process?

Yes, you do, if you make it to the shortlisted organizations list for Level 3 jury evaluations.

Q. How will we know if we have made it to the next round?

As the process goes along, you will be intimated via email of your progress.

Q. If we do not clear, round 1, can we reapply?

There is no option to reapply or represent your application once eliminated.

Q. What happens in the Level 2 Jury evaluation?

Each Jury member will evaluate and rate the responses provided within the application. Based on an internal SHRM evaluation and calculation matrix, each organization will be assigned a score. Organizations that meet the cut-off or those that make it to the top qualifiers list based on this score will proceed to the next round – Level 3 Jury panel evaluation.

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Q. How much time will we have between each round of evaluation?

While the entire evaluation process would take approximately 2.5 months, you would see at least two to three weeks between each process.

The awards team will ensure timely updates on both progress and what to expect next as we go along.

Q. What happens in the Level 3 Jury panel evaluation?

Shortlisted organizations will be required to showcase a concise presentation of their practice excellence. This will be a brief 15-minute presentation followed by 15 minutes of Q&A. Again, based on an internal SHRM evaluation and calculation matrix, each organization will be assigned a score. The top three organizations will be announced as winners.

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While the entire evaluation process would take approximately 2.5 months, you would see at least two to three weeks between each process.

The awards team will ensure timely updates on both progress and what to expect next as we go along.

Q. Are we expected to prepare or do something in the interim period?

No, there is nothing expected in the interim period. Once you submit your application, you will get updates from time to time on your progress as well as what to expect next.

Q. How many winners are there in each HR excellence category?

For each HR excellence category, three winners will be announced. There would also be some special mentions. The Jury along with the SHRM Awards Centre of Excellence will have the final authority in case of any exceptions.

Q. Will we get to see the evaluation of our application?

At the end of the awards process, you will receive a report on your rating and how you fared against other organizations that applied for the same award category. Privacy is our primary focus and therefore this will be done without revealing any confidential information.

Q. What is the profile of the Jury?

The jury comprises senior leaders, CHROs, consultants and industry-recognized HR professionals and academicians

Q. I am a senior people leader, can I be a part of the Jury?

Yes definitely. You could share your profile with us. The Awards team and COE will decide and intimate you accordingly.


Q. How are the winners selected?

SHRM awards have a three-tier evaluation process. Based on the evaluation criteria matrix and jury review, each organization is assigned a score. The SHRM Awards Centre of Excellence governs the entire evaluation process to ensure it is an unbiased, fair, and merit-based evaluation of applications. Top-scoring organizations are winners.

Excellence is not about winning. It is about continuous improvement, therefore, SHRM awards will also be recognised via 'Special mentions' organizations that dare to be different with purpose.



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