

Application form – Excellence in Benefits and Wellness

The "Excellence in Benefits and Wellness" award recognizes outstanding commitment to holistic employee compensation and benefits strategies. Criteria include innovative approaches to reward design, alignment with organizational values and goals, demonstrable impact on employee satisfaction and retention, and sustainability in maintaining competitive, fair, and inclusive total rewards packages. Organizations must demonstrate effectiveness, creativity, and overall impact of the organization's total rewards program in fostering employee well-being and organizational success.

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Some guidelines before you begin

1. You ***must*** use this document to complete your application.
2. Type your submission descriptions in the ***appropriate sections*** of this form.
3. All sections are mandatory
 - a. If any fields are not applicable, do not leave them blank. Please ***enter*** N/A and also share a short ***rationale*** on why that may not apply to your organization in the same field box.
 - b. Note that if the COE or the internal jury, deem the information as mandatory or necessary for evaluation, your application may not move to the next phase.
4. When providing information for section 2: please write in ***3rd person***.
5. Make sure you ***focus*** on challenges, details and outcomes.
6. ***Read*** the definition and parameter for each evaluation criteria. The definition is the key to what your response must include.
7. Make sure your response includes the following for each sub-parameter:
 - a. ***Perceived value through internal surveys and Voice of Customer (VOC) data from both employees and external stakeholders.***
 - b. ***The use of new, enhanced or improved methods, models and paradigms in the real work environment while tracking progress, and achieving milestones.***
 - c. ***The consequential outcome, measured as a positive trend in business process and/or technology system and/or task behavior or discretionary behavior.***
 - d. ***The consequential outcome, measured as a monetary benefit from an initiative/function/practice in comparison to its apparent costs.***
8. ***Substantiate*** your responses by signposting, images, charts, graphs and any other visuals that you may deem necessary. Please insert these within the context of your responses. You may include these under the appropriate section in the template provided (<https://www.dropbox.com/scl/fi/v5cq417528hm2q6nnbnf8/Annexure-Template.pptx?rlkey=h77g756xuipeyt2a7g7tmkvs&st=u3kc844p&dl=0>) and submit this along with your application. Supporting documentation must be in the format provided in the template.
9. All references and signposting (to the supporting document) in the application form to images, charts, graphs and visuals may be rejected if ***not clear*** and ***incorrectly*** mapped to the context of the response. Please use the supporting document to consolidate these along with clear reference to these in your responses within the form.
10. If applicable, you may also provide supporting reports, videos, courses or other information as links in the template provided. Please provide proper ***access*** to all this information.

11. Make sure that the **access** for any such links is valid through the evaluation process. Failing to do so, may mean that your application may be deemed incomplete at any of the three phases of evaluation.
12. Winning entries and special mentions will be published by SHRM. Within your application, be sure to **mention** in the form <confidential> any information that should not be published or is confidential in context.
13. Use the file naming convention **<Award category name Name of the organization mmddyyyy>**
 - a. *Include the date in the mmddyyyy format without any spaces*
 - b. *The date **must** be the date of submission of the application and not the date you started filling the application form*
 - c. *This will be essential for any mid-process reference, so please make **note** of this date.*

Note: You may choose to attach information in the template provided. 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 also submit a video of up to 7 min to support their application. This video needs to talk specifically about the intervention/ practice been showcased and should not be generic.

Section 1 | Generic Organization Information

All questions are mandatory, unless stated otherwise; your questionnaire may not be considered complete if these questions are left blank.

1. Company Name	
2. Date of incorporation	
3. Details of award SPOC	
<i>Name:</i>	
<i>Designation:</i>	
<i>Contact number:</i>	
<i>Email ID:</i>	
4. Nature of Business	
5. Type of Entity	
6. Nature of ownership in India	
7. In case of other, please specify	
8. Revenues as of FY 2023-24	

HR Metrics

		FY 2021-22	FY 2022-23	FY2023-24
Revenue Growth	%			
Profit Growth	%			
Total Employee Headcount – FTE/ Permanent Employees	Nos.			
Total Contractual Employee Headcount	Nos.			
Total HR Employee Strength	Nos.			
HR to Employee Ratio	%			
Gender Diversity Ratio [females to males]	%			
Average Employee Age	Years/Months			
Voluntary Attrition Rate (Annual)	%			
Employee Engagement Scores	On a scale of 1 to 10			

Category Metrics

	How this is measured (formula)	FY 2021-22	FY 2022-23	FY2023-24
Total compensation cost				
Total compensation cost as % of revenue				
Total cost of employee benefits				
Ratio of compensation and benefits to total HR budget				
Productivity per employee				
Number of people impacted through the wellness initiatives				
Total number of Wellness initiatives across areas - Please list relevant Wellness initiatives and their corresponding numbers. <i>(Eg. Health facilities and equipment, Club / Gym Memberships, Health Education, Coaching & Counselling, Wellness programs/workshops, Preventive Health Checks for employees, Employee Assistance Programs etc.)</i>				

Section 2 | Qualitative Analysis

This segment captures the depth and breadth of the organization's practice. The evaluation criteria are a three-by-three matrix, each unique to the award category. The three pillars of evaluation are Innovation, Sustainability and Impact. Each evaluation criteria clearly defines the expectation. Please go through the definition for each and then share your response in the space provided. Please be sure to include, metrics, success stories, or stakeholder VOCs or anything else to substantiate your responses.

INNOVATION

This criterion recognizes HR practices that creatively revolutionize and pioneer new approaches, technologies and methodologies to enhance organizational effectiveness, employee engagement, or talent management and wellness initiatives. Entries must showcase inventive solutions that push the boundaries of traditional HR practices, driving positive change and fostering a culture of creativity within the workplace.

1. Creative solutions based on feedback

*The organization **showcases** a clear and robust mechanism to track, update, act, and govern employee feedback on benefits and wellness. The organization **showcases**, creative solutions, that are tailored to fit both employee needs and organizational goals with respect to benefits and wellness.*

Based on the definition provided, use this space to share your response.

2. Leveraging Technology

The organization **demonstrates** agility in leveraging technology to seamlessly integrate with benefits and wellness, and scale its activities creating value in seamless employee experience across the organization.

The organization also **demonstrates** clear strategic focus on why and how this technology will align with its business goals and thereby create value for the organization.

Based on the definition provided, use this space to share your response.

3. Flexibility and adaptability (internal & external)

The organization **showcases** a strong research and analytical capability in understanding various influencers of human capability - both within its environment and external (with respect to benefits and wellness).

The organization also **showcases** a strong governance process/ framework to benchmark its systems and processes by industry standards and the agility to adapt quickly. (with respect to benefits and wellness)

Based on the definition provided, use this space to share your response.

SUSTAINABILITY

*This criterion recognizes HR practices that drive **operational excellence** in a way that minimizes the negative impacts on the environment and supports well-being of employees and communities at large. Entries must showcase future forward paradigms in **business sustainability** that foster long-term profitability and resilience.*

1. Long-term viability

*The organization **demonstrates** long-viability in its **benefits and wellness***

*The organization **also creates tangible value** from its existing framework across the employee lifecycle - time to hire, quality of hire, employee commitment, engagement, productivity, satisfaction, wellness etc.*

Based on the definition provided, use this space to share your response.

2. Resource efficiency

The organization has a well-established internal paradigm on efficient utilization of resources to minimize waste, and maximize value for the employee and organization from its benefits and wellness. The organization demonstrates effectiveness by adapting / implementing a roadmap or action plan based on on-going feedback. (with respect to benefits and wellness).

Based on the definition provided, use this space to share your response.

3. Employee well-being

The organization adds value to employee well-being and creates a strong on-going governance to track employee well-being and benefits associated with it.
The organization also measures this value among others in terms of employee motivation, engagement, productivity, and turnover.

Based on the definition provided, use this space to share your response.

IMPACT

This criteria honours HR practices that deliver measurable and substantial results in advancing organizational objectives, employee engagement and turnover larger community impact. Entries must showcase tangible outcomes such as enhanced operational efficiency, improved employee satisfaction, positive community impact, or any other measurable metric as an outcome of the transformative influence.

1. Employee attraction and engagement

*The organization **demonstrates** high employee engagement and productivity on account of a holistic approach to benefits and wellness*

*The organization also **demonstrates** progressive processes and adaptability with on-going market trends for pillars of benefits and wellness*

Based on the definition provided, use this space to share your response.

2. Financial and performance metrics

The organization **creates value** on account of its **benefits and wellness practices**.

The organization **demonstrates** thought leadership in improving employee performance through a well-integrated system of **benefits and wellness**

Based on the definition provided, use this space to share your response.

3. Human capital impact

The organization **showcases** thought leadership in its **benefits and wellness practices** contributing to the community at large - fair wage initiatives, support for local communities, pay-it-forward initiatives etc.

The organization **creates value** by empowering human capital - employee productivity, turnover and performance

Based on the definition provided, use this space to share your response.



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