

## Application Form – Excellence in Leveraging HR Technology

*The “Excellence in Leveraging HR Technology” award recognizes excellence in HR technology solutions that significantly improves HR processes, fosters a positive employee experience, and demonstrates a measurable impact on key business metrics like recruitment, retention, or cost and productivity savings. A strong emphasis will be placed on leveraging technology to scale, sustain and innovate human centred experiences yielding value for the organization and its business goals.*

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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 3<sup>rd</sup> 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/v5cq417528hm2q6nnbf8/Annexure-Template.pptx?rlkey=h77g756xuipeylt2a7g7tmkvs&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.*

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

**HR Metrics**

Metrics	Units	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**

Metrics	How this is measured (formula)	FY 2021-22	FY 2022-23	FY2023-24
Adoption rate				
Cost of technology implementation				
Completion/Login rates (based on the technology implemented)				
Tech utilization ratio to total man-days on the task				
Compliance/process adherence (with tech implementation)				
Time saving (with tech implementation)				
Productivity increase (with tech implementation)				
Reduction in errors (with tech implementation)				
<b>Business impact (functional impact)</b> <i>Please include which two or more sub-functions were impacted via HR technology implementation and what were the success metrics defined. Feel free to add rows as you need them)</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. 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. Strategic alignment

*The organization **showcases**, a well-established cohesive connection between its organizational/business goals and the use of the HR technology.*

*The organization **demonstrates** clarity through a well-researched background on ROI and effectiveness anticipated through the implemented HR technology.*

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



## 2. User interface and experience

The organization **demonstrates** creativity and the use of set design principles to accommodate its process and structural requirements, on the implemented technology(s).

The organization **showcases** a strong framework and principles used to guide its user experience

The result is a high **adoption rate**.

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

## 3. Automation and adaptation

The organization **demonstrates** a clear paradigm in automating, routine and repetitive tasks with the use of effective technology interventions.

These interventions **create value** and are measurable in terms of reducing man-days, error reduction, improved productivity etc.

**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. Data accuracy, security and privacy

*The organization **demonstrates** impact on data accuracy, security and privacy while implementing technology.*

*This impact is **measurable** and has seen on-going improvement since implementation in a dynamic business environment.*

*The organization **demonstrates** a robust framework to continuously evaluate the effectiveness of its data accuracy, security and privacy pillars for the implemented technology(s).*

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

**2. Scalability, flexibility, and accessibility**

The organization **demonstrates** a clear framework to scale and create accessibility across the organization for the implemented technology(s).

The organization also **showcases** flexibility in adapting to the technology and transforming its processes with a measurable impact.

The organization therefore, **creates value** and measurable impact in terms of technology adoption, productivity, and process transformation.

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

**3. Integration with HR processes/systems**

The organization **showcases** an integrated workflow with technology driving speed to outcome.

The **impact** of this seamless **integration** is seen on at least one sub-function of HR and **measured** with improved efficiency in that sub-functional HR metrics.

*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. Cost effectiveness and productivity impact

*The organization showcases savings and productivity impact on account of the technology implementation.*

*The organization demonstrates future forward vision and strategy to continue to adapt its technology landscape to enhance cost and productivity impact.*

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

## 2. Employee and stakeholder satisfaction

The organization **showcases** a clear framework for implementing employee and stakeholder feedback on the implemented technology.  
The organization **showcases** how feedback collated impacts its process transformation and cross linkages in other technology and its adoption.  
This results in **productivity and organizational value** - user experience and satisfaction

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

## 3. Continuous improvement updates

The organization **showcases** a clear and connected vision on on-going and continuous improvement - holistic view of people, process and systems - in the technology implementation.  
The organization also **showcases** a robust framework and mechanism to communicate these improvements and changes from time to time.

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

