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.

Sections in this form

Some guidelines before you begin

1. Type your submission descriptions in the **_appropriate sections_** of this form.
2. 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.
3. When providing information for section 2: please write in **3rd person**.
4. **_Read_** the definition and parameter for each evaluation criteria. The definition is the key to what your response must include.
5. Please make sure to include the following to substantiate your responses:
    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.**
6. **_Substantiate_** your responses by using signposting, images, charts, graphs, and any other visuals that you deem necessary. Please insert these within the context of your responses, under the appropriate section in the template provided (https://www.dropbox.com/scl/fi/i2os4fm9qosl1q5hrjces/Annexure-Template-SHRM-Awards-2025.pptx?rlkey=s6v2d98d5zrw87l7pc7u3jvqc&st=fjsgh82k&dl=0). Submit this template along with your application. All supporting documentation must follow the format provided in the template. Use the file naming convention (*Award category Name_Name of the organization_Document Type*)
7. It is recommended to limit the supporting document to 20 pages/slides for any given Award category. No excel formats or hyperlinks will be accepted.
8. 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.

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 ensure that each reference in the form corresponds directly and accurately to the relevant slide or section in the supporting document.

10. Winning entries and special mentions will be published by SHRM. If your application includes confidential information, ensure it is clearly marked as confidential in the form.

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**	
Name:	
Designation:	
Contact number:	
Email ID:	
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 2024-25**	

HR Metrics

Metrics	Units	FY 2022-23	FY 2023-24	FY 2024-25
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) , if any	*%*			
Employee Engagement Scores, if any	*On a scale of 1 to 10*			

Category Metrics

Metrics	How this is measured	FY 2022-23	FY 2023-24	FY 2024-25
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)				
Business / HR impact (functional impact) *Please include which two or more sub-functions were impacted via HR technology implementation and what were the success metrics defined)*				

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 are creative 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. Innovative Use Cases with Strategic Value

The organization demonstrates the use of next-gen technologies to solve specific HR and People - related challenges- creating new possibilities that go beyond automation or digitization- with clear relevance to evolving business / HR needs and priorities.

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

2. Reimagined HR Processes and Experience Design

The organization has re-aligned / transformed traditional HR workflows (e.g., onboarding, learning, mobility) through design-led, tech-enabled innovations that improve usability, inclusivity, and personalization for employees.

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

3. Frugal Innovation in HR Tech

The organization implements innovative and cost-effective HR technologies designed to meet diverse employee needs across different locations, roles, and backgrounds etc, ensuring wide adoption throughout the organization for current and future readiness.

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

SUSTAINABILITY

This criterion recognizes HR practices that are built for long-term impact, with alignment to business goals and the ability to scale and sustain over time. Entries must demonstrate how frameworks, processes, and technologies ensure continuity, adaptability, and strategic relevance-beyond individual initiatives or short-term wins.

1. Long-Term Technology Vision and Governance

The organization has a well-defined HR tech roadmap / plan aligned with business and HR / People priorities, along with governance mechanisms that ensure security, standardization, data integrity, and responsible tech use.

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

2. Scalable and Inter-operable Systems

The organization has invested in platforms that are secure, scalable, and can seamlessly integrate with other tech systems-ensuring sustainability, flexibility, and future-readiness.

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

3. Capability Building and Change Readiness

The organization supports tech adoption with structured change management, training, and digital fluency initiatives — ensuring that employees and HR teams are equipped to use and evolve with the technology over time.

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. Entries must showcase tangible outcomes such as enhanced organizational efficiency and effectiveness or any other measurable metric as an outcome of the transformative initiative.

1. Alignment with Business and People / HR Outcomes

The organization illustrates how HR tech has supported broader organizational and People / HR goals and priorities — such as faster talent deployment, better workforce planning, or improved compliance among others.

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

2. Improved Process Efficiency and Employee Experience

The organization demonstrates measurable improvements in areas like process speed, accuracy, or employee satisfaction — through automation, self-service models, enhanced enhanced digital workflows or related tech interventions.

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

3. Agility and Responsiveness to Workforce Needs

The organization showcases how technology has enabled HR to respond quickly and effectively to evolving employee or organizational, People / HR needs- such as crisis management, real-time communication, or flexible policy implementation among others.

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