Application Form –
Excellence in Managing Employees' Performance

The "**Excellence in Managing Employees' Performance**" award recognizes organizations that excel in performance management, prioritizing employee development alongside evaluation. Winning entries will showcase innovative approaches that leverage data, communication, and technology to strategically enhance human capital. Submissions should demonstrate measurable contributions to talent development and organizational success, fostering a culture of continuous learning and high performance.

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)	*%*			
Employee Engagement Scores , if any	*On a scale of 1 to 10*			

Category Metrics

Metrics	How this is measured (formula)	FY 2022-23	FY 2023-24	FY 2024-25
Voluntary turnover post-performance appraisal , if any				
Frequency of performance discussions (by org level)				
No. of employee grievances post-performance appraisal				
eNPS or other feedback score on Performance Management, if any				
Percentage of promotions (by org level)				
Since when is the performance management process in place				
When was it last changed/transformed/evolved?				

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. Progressive Performance Frameworks

The organization demonstrates adoption of innovative performance management models that go beyond traditional appraisal cycles-including agile goals, continuous feedback, and personalized growth plans.

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

2. Technology-Driven Performance Enablement

The organization showcases the use of digital platforms, AI, or analytics to drive real-time performance insights, feedback loops, and informed decision-making for managers and employees.

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

3. Employee-Inclusive Design

The organization encourages co-creation of performance processes by involving employees in goal-setting, feedback mechanisms, and development planning, fostering a sense of ownership and alignment

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. Alignment with Organizational Culture and Strategy

The organization demonstrates how its performance approach is embedded into cultural norms and supports long-term business and HR

strategy.

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

2. Scalable and Consistent Processes

The organization has well-defined, transparent processes, governance structures, and capability-building mechanisms that ensures growth and consistent implementation across levels and locations.

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

3. Ongoing Review and Adaptability

'The organization shows commitment to periodically reviewing and evolving its performance framework based on employee feedback, business needs, and external best practices.

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. Improved Individual and Team Outcomes

The organization demonstrates how its performance management approach has led to measurable improvements in employee productivity, goal achievement, team collaboration or other departmental, HR or organizational objectives and priorities.

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

2. Enhanced Employee Experience and Perceived Fairness

The organization provides evidence of stronger employee trust in, and experience of the performance process, including perceptions of fairness, transparency, and inclusion — reflected through engagement scores, feedback, or reduced grievances.

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

3. Talent Growth and Internal Movement

The organization provides evidence of stronger internal talent pipeline, succession and capability building - such as increased career growth opportunities, internal mobility, or readiness for future roles - as a result of its performance practices.

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