

## Application Form – Excellence in Managing the Distributed Workforce

*The “Excellence in Managing the Distributed Workforce” award recognizes organizations that excel in managing a hybrid workforce. Winning submissions will detail a documented strategy for fostering communication, collaboration, and a sense of belonging across both remote and in-office employees. The strategy should outline its implementation and be applicable to a work team of several people, a specific remote office/plant, or a hybrid model across multiple locations. Submissions should demonstrate measurable results in areas such as employee engagement, productivity, and talent retention, and clearly explain how key management processes differ from traditional on-site workforce management.*

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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
Number of employees hired and onboarded for remote roles (annually)				
Ratio of total workforce to Hybrid workforce				
Hybrid workforce turnover rate				
Engagement/Mood Score or any other survey for Hybrid workforce				
Average offer to onboarding time (per hire) Hybrid				
Average offer to onboarding time (per hire) Regular				
Employee survey feedback score or eNPS specific to hybrid working				
Number of exits citing, need for hybrid working as reason for leaving				
Average Medical/sick leaves taken by hybrid workforce				

## 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. Employee engagement & culture

*The organization **showcases** a sound and innovative design framework to engage employees in a hybrid mode.  
The organization **demonstrates** strong capability in creating awareness and immersion of organizational culture - via a well-integrated and connected employee experience.  
The framework also **defines** touchpoints to evaluate effectiveness of the employee engagement framework and culture.  
As a result, the organization **creates** value in employee engagement that is evident from its measure of success from time to time.*

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



## 2. Hybrid leadership

The organization **showcases** a clear competency framework for hybrid leadership - skills and competencies prioritized in the organizational context.

The organization **demonstrates** its operational efficiency in team alignment and management working in a hybrid mode.

As a result, the organization **creates value** in employee experience as well as business outcomes on account of its hybrid leadership

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

## 3. Employee well-being initiatives

The organization **demonstrates** practice excellence in driving employee well-being via a clear framework that takes into account, employee and organizational needs.

This framework and its practices have a **clear measurable impact** on employee turnover, productivity, and experience.

***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. Hybrid work policies and communication strategies

*The organization **showcases** a sound policy framework capturing employee regulations and benefits related to working in a hybrid mode. These practices, **create value** in employee engagement and experience as well as drive critical compliance. The organization also **showcases** adaptability in its policy framework to demographic, and motivational nuances of employees.*

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

## 2. Performance management in hybrid mode

*The organization showcases a robust and well-established process, with well established touchpoints to drive effective, timely and on-going performance feedback.*

*The organization also demonstrates value in employee skilling, succession planning and internal mobility.*

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

## 3. Tech infrastructure, cyber security and crisis preparedness

*The organization **showcases** efficient and effective processes for tech infrastructure enablement for employees working in a hybrid mode, directly impacting their productivity (operational readiness on 1st day of work etc.)*

*The organization also **showcases** a robust framework ensuring interconnectedness in organizational systems and networks with adherence to cyber security.*

*The organization also has **clear directives** and standard operating procedures on crisis preparedness and management.*

*The organization **demonstrates** effective broadcast, awareness, and outreach of these to its hybrid employees*

***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 feedback and engagement metrics

*The organization **demonstrates** use of different methods to gauge feedback across the employee lifecycle via well-established touchpoints. The organization **demonstrates** a clear impact on employee productivity and turnover because of its call to action (employee feedback and engagement metrics)*

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

**2. YOY performance rating**

*The organization **demonstrates** YOY improvement in the performance rating of its hybrid workforce. As a result, the organization **creates value** both tangible and intangible - succession planning, internal talent mobility and acquired skills per employee.*

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

**3. Impact on talent pipeline**

*The organization **creates** value for its employees which impacts its talent pipeline - DEI in pipeline, retention of high potential talent, growth in talent pool, internal mobility rate, time to fill critical positions etc.*

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



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