

Application Form – Excellence in Organization Development

The “Excellence in Organization Development” award recognizes organizations that champion a future-oriented approach to organization development (OD). Participating organizations must showcase a data-driven and evidence-based strategy that leverages people analytics to measure the impact of OD initiatives. Submissions should demonstrate a focus on cultivating a high-performance culture, fostering employee well-being and continuous learning. Organizations must also showcase excellence in aligning OD practices with a dynamic business strategy, ultimately driving sustainable competitive advantage through a future-proofed workforce.

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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/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.

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

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
Employee strength (Total number of employees)				
ENPS Employee Net Promoter Score				
Customer satisfaction Index or CNPS Customer Net Promoter Scale or some similar measure	NA			
Regrettable attrition (employee)				
Regrettable attrition (leadership)				
Employee turnover rate				
Employee retention rate				
Leadership turnover rate				
Cost of leadership turnover				
Cost benefit of OD practice(s)				
Productivity benefit of OD practice(s)				

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 motivation

*The organization **demonstrates** innovative OD practices that foster employee motivation.
The organization also **integrates** these practices into everyday work promoting organic growth human capital.
As a result, the organization **showcases** measurable improvements in employee engagement and performance.*

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

2. Social capital and culture

The organization **showcases** a proactive human behavioural framework that fosters collaboration, knowledge sharing and a sense of belonging in an organic and in-organic setting.

This framework **demonstrates** both creation and utilization of social capital within the organization development process.

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

3. Employee engagement and satisfaction

The organization **showcases** innovative paradigms in employee engagement and satisfaction that go beyond basic satisfaction surveys.

The organization **demonstrates** a multifaceted approach to adapt and evolve their people practices over time.

These sustained OD practices have a **direct measurable impact** on employee retention and satisfaction.

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. Task and compliance

*The organization **demonstrates** optimized employee tasks through human process, or techno-structural OD interventions.
The organization **integrates** and enhances its compliance pillar and showcases a measurable impact on the same.*

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

2. Turnover and productivity

The organization **demonstrates** a clear and concise framework to analyse organizational behaviour.

The organization therefore, **showcases** a mechanism to use this analysis to improve turnover rates, and increase efficiency.

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

3. Process and system governance

The organization **demonstrates** data-driven analysis and redesign to optimize workflows and systems.

The organization **demonstrates** measurable improvements in efficiency, effectiveness, work redesign, transformation change, restructuring as a **sustained outcome** of the intervention.

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. Impact on customers

*The organization **demonstrates** impact on customers or external stakeholders as an outcome of the OD intervention. This impact is **measurable** and goes beyond basic feedback and VOCs from the customer/external stakeholder.*

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

2. Impact on revenue

The organization **demonstrates** impact on revenue as an outcome of the OD intervention.

This impact is **measurable** in terms of total revenue or revenue growth, new customers acquired, or customers lifetime value increase, sales performance metrics, profit margin or the likes.

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

3. Impact on employees

The organization **demonstrates** impact on employees as an outcome of the OD intervention.

This impact is **measurable** in terms of pre and post intervention surveys, turnover rates, individual KPIs or team performance metrics, productivity measures, eNPS, or any specific behaviour change metric.

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



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