

Application Form – Excellence in Talent Acquisition

The "Excellence in Talent Acquisition" award recognizes organizations that champion a future-focused and human-centric approach to attracting and acquiring top talent. Organizations must showcase a future-forward and adaptive talent acquisition strategy that leverages cutting-edge technology and data analytics, while innovating through the hiring lifecycle, displaying its breadth and depth of acquisition expertise and operational excellence.

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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
Total Hiring Budget	NA			
Total Budgeted Headcount	NA			
Average cost per hire	NA			
Time to Hire (Median)				
Time to Fill (Median)				
Time to Hire (Average)				
Time to Fill (Average)				
Interview Yield Ratio				
Offer Yield Ratio				
Hire Yield Ratio				
Candidate Net Promoter Score (CNPS)				
Hiring Manager Net Promoter Score (HMNPS)				
Offer Acceptance Rate				
New Hire (0 to 6 months) turnover rate				
New Hire Net Promoter Score (NHNPS)				

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. New recruiting channels

*The organization **created** a unique hiring channel for a specific talent pool behaviour, leading to significant improvement in their recruitment efforts.*

*The organization **showcases** the impact through key acquisition metrics like density and diversity of pipeline, time to first application, channel NPS, cost per hire, on-time fill-rate of the channel etc.*

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

2. New technologies

The organization **developed** a recruitment technology solution to address a critical hiring gap, evident from stakeholder and end-user VOCs. The organization further **demonstrates** its capability to further customize to existing solution to address on-going needs. The organization has **created** significant value, from this new tech intervention, measured in adoption, frequency of usage and satisfaction, time saved and reduction of errors, improved compliance, quality of hire, cost saving or the likes.

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

3. New operating models

The organization **showcases** a unique talent operating model, in line with the organization's talent strategy and need. The operating model **integrates** design principles, process workflows and paradigms unique to the organization. The organization **creates** value in the short-term and long-term through this operating model.

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. Long-term TA strategy

*The organization **showcases** a robust long-term talent strategy with clear goals, and aligned metrics, synced with its business plan. In doing so, the organization **demonstrates** the use of forward-thinking approaches to prioritize workforce needs of tomorrow. The strategy also **integrates** talent risk mitigation and long-term sustenance of a talent pool to meet the growing needs.*

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

2. Strategy for long-term business sustainability

The organization **showcases** a robust process and strategic framework to attract, select and retain talent.

The organization **integrates** practices for long-term business sustainability by continuously learning and evolving its processes and systems. As a result, the organization **adapts** its value proposition, modifies short-term talent strategy in line with business dynamics and the evolving talent landscape.

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

3. Business risk mitigation and compliance

The organization **demonstrates** a robust compliance framework in identifying and assessing emerging risks.

The organization also **adapts** to future potential threats and risks, through continuous learning workflow.

Through its strategies and framework, the organization **creates** value in terms of compliance reduction, audit impact, number of corrective actions, number of grievances or number of legal suits etc.

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. Quality of hire

*The organization **substantiates** through tangible and intangible benefits, the outcomes of its strategies on the quality of hire.*

*The organization has a **well-defined paradigm** on measuring quality of hire within the organization.*

*The organization has **established** a clear workflow to integrate learnings and insights from its recruitment analytics to understand the impact on quality of hire.*

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

2. Cost and efficiency impact

The organization **substantiates** the impact of its recruitment function, through a well-defined cost and efficiency metrics.

The organization **creates** value in terms of savings from cost-per-hire, source-of-hire cost or the likes.

The organization also **creates** intangible value in terms of application completion rate, offer acceptance rate, candidate drop-off points etc.

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

3. Time to fill and time to hire

The organization **substantiates** a clear framework that showcases the value created of all strategies and paradigms in hiring on the time-to-fill.

The organization also **demonstrates** the operational efficiency of its function through a continuous measurement and improvement in time-to-hire.

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

