

Application Form – Excellence in Total Rewards

The "Excellence in Total Rewards" award recognizes outstanding commitment to holistic employee compensation and benefits strategies. Criteria include innovative approaches to reward design, alignment with organizational values and goals, demonstrable impact on employee satisfaction and retention, and sustainability in maintaining competitive, fair, and inclusive total rewards packages. Organizations must demonstrate effectiveness, creativity, and overall impact of the organization's total rewards program in fostering employee well-being and organizational success.

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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 compensation cost				
Total compensation cost as % of revenue				
Total cost of employee rewards				
Ratio of compensation and rewards to total HR budget				
% of offer drops (cause of compensation and benefits)				
High performer retention rate <i>(Please include criteria for high performer)</i>				
High performer retention rate as % of overall retention rate				
Candidate experience survey/ NPS/ offer-drop survey for compensation <i>(Include a metrics and how it is measured)</i>				
New Hire Net Promoter Score (NHNPS) specific to compensation				

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. Creative solutions based on feedback

The organization showcases a clear and robust mechanism to track, update, act and govern employee feedback on its total rewards pillar. The organization showcases, creative solutions, that are tailored to fit both employee needs and organizational goals (with respect to its total rewards pillar)

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

2. Technology integration

The organization **demonstrates** agility in adapting technology to scale its compensation and rewards activities creating value in employee experience.

The organization also **demonstrates** clear strategic focus on why and how this technology will align with its business goals and thereby create value for the organization.

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

3. Flexibility and adaptability (internal & external)

The organization **showcases** a strong research and analytical capability in understanding various influencers of human capability - both within its environment and external (with respect to compensation and benefits)

The organization also **showcases** a strong governance framework to benchmark its compensation and benefits by industry standards and the agility to adapt that quickly.

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 viability

*The organization **demonstrates** long-viability in its employee compensation and rewards pillar
The organization also **creates tangible value** from its existing framework across the employee lifecycle - time to hire, quality of hire, retention, employee satisfaction etc.*

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

2. Resource efficiency

The organization has a well-established internal paradigm on efficient utilization of resources to minimize waste, and maximize value for the employee and organization from its compensation and benefits pillar.

The organization demonstrates effectiveness by adapting its compensation and benefits policies and processes based on on-going feedback.

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

3. Employee well-being

The organization adds value to employee well-being and creates a strong on-going governance to track employee well-being and benefits associated with it.

The organization also measures this value among others in terms of employee motivation, engagement, productivity, and turnover.

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 attraction and retention

*The organization **demonstrates** success in its time to fill or time to hire metric on account of a holistic, compensation and rewards offer. The organization also **demonstrates** value in employee turnover on account of its adaptability in compensation and rewards practices with on-going market trends.*

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

2. Financial and performance metrics

The organization **creates value** on account of its compensation and rewards practices.

The organization **demonstrates** thought leadership in improving employee performance through a well-integrated compensation and rewards system.

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

3. Human capital impact

The organization **showcases** thought leadership in its compensation and rewards practice contributing to the community at large - fair wage initiatives, support for local communities, pay-it-forward initiatives etc.

The organization **creates value** by empowering human capital - employee productivity, turnover and performance.

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

