

# IMPORTANT NOTICE

This nomination form **DOES NOT** offer you the ability to log in and out -- once started, you will need to **COMPLETE IN FULL**. To submit your nomination, we recommend the following steps:

- Print out this pdf copy of the nomination form.
- Review the questions on the pdf form and collect the information that you will need to complete the online proposal (ex: Number of Employees, Executive Overview, Key Metrics, etc.).
- Complete the online form in its entirety and 'submit form' upon completion.

**SPECIAL NOTE:**

Please note that the questions below constitute the entire nomination form. Additional supporting materials will not be accepted.

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**PROVIDED FOR YOUR PLANNING PURPOSES. DO NOT USE FOR SUBMISSION.**

## IMPACT Award Nomination Form

This form must be completed in its entirety. All published information will be based on your submitted application. Please proofread all your work before submitting.

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Is the contact for the HR Workgroup different from the person submitting the nomination?  
(please circle one) YES NO

If YES, please complete the following information for the HR Workgroup.

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

**NOMINATION DETAILS**

**Organization Name:** \_\_\_\_\_

**Primary Business:**  
(please circle one)

- |                            |                                 |
|----------------------------|---------------------------------|
| CHEMICAL REFINING          | MANUFACTURING                   |
| CONSULTING                 | MEDIA                           |
| EDUCATION                  | NON-PROFIT                      |
| ENERGY RELATED             | OIL SERVICES                    |
| ENGINEERING / CONSTRUCTION | REAL ESTATE                     |
| FINANCIAL                  | RESTAURANT / HOTEL              |
| GOVERNMENT                 | RETAIL                          |
| HEALTHCARE                 | TECHNOLOGY / TELECOMMUNICATIONS |
| INSURANCE                  | TRANSPORTATION                  |
| LEGAL                      | OTHER: _____                    |

**Website:** \_\_\_\_\_

**Number of Employees:** \_\_\_\_\_

**Number of Employees in HR Workgroup:** \_\_\_\_\_

**SUBMISSION CATEGORY**  
(please select one)

*Companies may submit an initiative in more than one category by submitting a separate nomination form for each category.*

- COMMUNICATIONS INTEGRITY
- DIVERSITY EXCELLENCE
- FLEXIBLE WORKPLACE
- HR SERVICE TECHNOLOGY
- RECRUITING AND RETENTION
- SMALL COMPANY
- TOTAL REWARDS AND ACCOUNTABILITY

**DESCRIPTION OF THE HR PROGRAM OR PRACTICE**

Please provide the following information without name references. Only "blind" nomination forms will be reviewed by the judges. Your total submission should not exceed 1500 words.

**Executive Overview**

Provide a summary of the program/practice, to include primary features and its effective date. How did the program/practice align with the overall goals of the organization?

**Business Issue**

Why was the program/practice implemented? What problem/challenge was it intended to resolve?

**Key Metrics**

How was the effectiveness of the program/practice measured? What key metrics were used?

**Business Impact**

How did the program/practice impact the business? Provide quantitative results.

**Benefits**

List 3 benefits that were produced as a result of implementing the program/practice.

**Lessons Learned**

What are the 3-5 lessons that were learned from implementing the program/practice that would be of benefit to other HR professionals?

**Program Synopsis**

Provide a 150 word overview of your initiative suitable for inclusion in the Banquet Program and other publications.

REFERENCE ONLY  
DO NOT USE FOR SUBMISSION