



HKIHRM HR Excellence Awards 2024/25

Checklist for Entry Submission

General Requirements:

- Fully study the entry guide before submission, particularly on Awards definition and eligibility criteria
- Make sure your project(s) was/were completed in the past 24 months
- Review the Award categories and select the most **RELEVANT** one(s) for your project
- Ensure your project meets all the requirements specified in the selected Award definition
- Mark the submission deadline for the Project Summary (22 July 2024)

Project Summary:

- Gather necessary information, such as company/organisation profile, details of project execution and outcome
- Fill in the Project Summary form according to each part outlined the judging criteria
- Include measurable outcomes and/or success stories by means of figures, charts, photos and/or video highlight
- Showcase any recognition, awards, and/or positive feedback received for these initiatives
- Prepare supporting evidence such as employee testimonials, survey results, and/or performance metrics
- Complete the project summary accurately, providing all required information
- Do not exceed the word limit
- Seek input from colleagues and/or team members to ensure the application is clear and coherent
- Submit the completed application and supporting documents on or before the deadline (22 July 2024)

Post-Application:

- Make copies of the application for future reference or any potential follow-up
- Nominate a staff to be the key contact person during the Awards period
- Ensure thorough rehearsal if you are invited to participate in the final judging