



AHRM HR BEST PRACTICES AWARD COVER SHEET

Date: _____

Tell us about the company:

Company Name _____

Company Address _____

Phone Number _____ Fax Number _____

Local President/CEO Name _____

Company Size Small (250 or less total employees) _____
(Check one) Medium (251 to 1,000 total employees) _____
 Large (more than 1,000 total employees) _____

Industry _____ Size of HR Dept. _____

SHRM Member Name _____

Tell us about the Nominator:

Nominator's Name _____

Company _____

Address _____

Phone Number _____ Position w/Co. _____

Please return completed forms to:
(Deadline is February 15, 2005)

ATTN: President
AHRM Chapter #435
PO Box 2064
Grand Rapids, MI 49503
proch@blackmer.com



AHRM HR BEST PRACTICES AWARD APPLICATION FORM

Please complete the following information as it relates to the Company on a separate sheet of paper. Please include applicable tables, charts, illustrations or other media as it relates to the HR Best Practice.

1. Describe the innovativeness and use of creativity in the design and development of this HR Best Practice.
 - a. What is unique about this program and how was it originated?
 - b. Explain the basic components.

2. Explain the recognizable, effective and measurable results of the HR Best Practice.
 - a. How did the program align with the company's overall goals and objectives?
 - b. What did the implementation of this program do for the company (i.e. reduce turnover)?
 - c. How were results measured?
 - d. What did it cost the company to implement?

3. Explain the applicability and replicability of the HR Best Practice.
 - a. How can this program be implemented in a company of a different size? Different industry? Different budget?
 - b. What is the process of replicability in other organizations?

4. Presentation and submittal of HR Best Practice in a readable format.
 - a. Materials should be concise, well organized and structured.
 - b. Must be written in a smooth and understandable manner.
 - c. Must have a pleasing visual presentation.