



# Fiji Human Resources Institute

DEVELOPING THE NATION

## **INDIVIDUAL AWARD 2019** **FIJI HR MANAGER OF THE YEAR**

This Award recognises exceptional HR Managers who have a minimum of 3 years in a HR Managerial role; such experience should include responsibilities related to overseeing training or/and recruitment or/and Occupational Health and Safety.

### **Eligibility Requirements**

1. The candidate has to be nominated by the Chief Executive Officer/Managing Director of the organisation.
2. The eligibility period for this award is from 1 January, 2018 till close of application date.
3. The candidate has to be employed in the respective organisation for at least one year of the eligibility period and remain employed at the time of the assessment of this application.
4. Fiji Human Resources Institute (FHRI) Executive Committee members are not eligible for this nomination.
5. Gold winners of the 2017 and 2018 FHRI Awards are not eligible for this nomination.
6. The candidate should be a financial member of the FHRI. If he/she is not a member, then he/she can apply before the due date of the submission forms.
7. Four hard copies of the submissions have to reach our office before 4pm Wednesday 8 May, 2019. For further information please contact the Secretariat on Ph. 9993444.
8. Should the candidate win an award/recognition award, the candidate agrees to support FHRI's events for 2019/2020 by taking part in events such as the Annual Convention, by way of sharing knowledge and HR practices to its members.
9. The application will be assessed in strict accordance to the criteria described. Please align your application to the criteria along with supporting documents to demonstrate as evidence.
10. In applying for this award, the candidate agrees to maintain strict confidentiality with regards to all communications from FHRI on the FHRI Awards 2019 and its processes. Failure to do so may result in this application being disqualified.

### **Submission Requirements**

#### ***Submission overview statement***

11. A 500 maximum word statement about the current organisation the applicant is employed with.
12. A 500 maximum word statement about the applicant, with a CV attached to this application.

#### ***Award Statements***

13. For each criterion: You are required to provide a minimum of a 250 word statement (maximum of 2,000 words) of how you meet the relevant criteria.
14. Each statement is to be accompanied with demonstrated evidence of the same. We have provided suggestions of evidence which you could attach to your application.

#### ***Individual Referee Statement***

15. At least one referee statement of 500 words (1000 words max) is required from an internal stakeholder addressing the character of the candidate and why this candidate deserves to be recognised for the Award.

*We consider each application on a case by case basis and may further assess your application by way of interviews, reference checks etc, where we need to obtain further information from you.*



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## Nomination Form

### INDIVIDUAL AWARD 2019 FIJI HR MANAGER OF THE YEAR

Individual Information			
Nominee's Name:			
Position Title:			
Current Organisation:			
FHRI Membership No:			
Phone:			
Email:			
Signature:		Date:	

Work Experience Summary					
	From	To	Organisation	Position Title	Total No. years
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					



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	Criterion Check list	Number of words in statement	Evidence attached (Place a tick)
1	Recognition		
2	Operational Excellence		
3	Problem Solving Ability		
4	Champion of Change and Innovation		
5	Leadership		
6	Commitment towards responsible HR practices		
7	Professional Networking and Contribution to the Community		
8	Curriculum vitae attached		

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## Nomination by CEO/Managing Director:

I certify that:

- All information contained in this submission is true and correct.
- I have not failed to disclose any matter known to me which could influence the judges' decision(s) to award or recognise the nominee in this category.
- If the nominee wins an award/recognition award, the organisation will permit the nominee to support FHRI's events for 2019/2020 by taking part in FHRI requested events by way of sharing knowledge and human resources practices to its members.

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

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

Company Stamp:

Please attach your submission after this page.



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## INDIVIDUAL AWARD 2019

### Fiji HR Manager

	<u>CRITERION</u>	<u>DESCRIPTION</u>
1	<b>Recognition</b>  <b>(5%)</b>	<p>The candidate has been recognised for achieving high standards in his/her academic or/and career capacity.</p> <p>Assessment will be based on recognition awards, rewards and recognition received (at work or at school), academic transcripts, career achievements, etc. which have been clearly outlined.</p> <p>Evidence must be provided in the application and also shown/demonstrated during the planned site visit.</p>
2	<b>Operational Excellence</b>  <b>(15%)</b>	<p>The candidate demonstrates an outstanding ability to effectively execute the HR strategic plan/ business plan/ work plan. The candidate has an appreciation of the business strategy and how his/her role contributes to the same.</p> <p>Assessment will be based on how effectively the candidate has executed the HR strategic plan/business plan/ work plan and in the process demonstrated clear and well thought out approaches to implementing, monitoring and measuring the results. The candidate would be expected to demonstrate good understanding of the organisations' current HR dashboard/metrics/ data that reflect the current state of the departments/organisation and what areas are required to be focused on.</p> <p>The candidate would also be seen as the HR Business Partner who is proactively engaging with other departments within the organisation to prepare the department for a futuristic department structure.</p> <p>Evidence must be provided in the application and also shown/demonstrated during the planned site visit.</p>
3	<b>Problem Solving Ability</b>  <b>(20%)</b>	<p>The candidate has demonstrated effective problem solving ability by attending to major issues in the organisation.</p> <p>Please describe a major problem (or two or more significant problems) that the organisation was facing, which the candidate handled exceptionally well. The problem(s) should be described in detail as well as the impact it was having on the organisation. The involvement of the candidate in resolving the issue(s) should also be described in detail. Please note that such resolutions must have been derived and deployed largely by the candidate. Describe also how the resolution of these problems have positively impacted the organisation.</p> <p>Evidence must be provided in the application and also shown/demonstrated during the planned site visit.</p>
4	<b>Champion of Change and Innovation</b>  <b>(20%)</b>	<p>This criteria assesses the initiative (s) which the candidate has delivered in the organisation with outstanding ability. Such initiatives are not limited to the HR division only.</p> <p>Please provide a detailed description of the initiative(s) by the candidate, how this initiative was derived as well as driven and deployed throughout the organisation. There is a proper plan of deployment which appeared to be appropriately carried out and has been largely influenced by the HR Manager. Consideration will be made as to how creative or well thought out this initiative(s) was and to what extent this initiative(s) was intended to achieve the organisation goals.</p> <p>Evidence must be provided in the application and also shown/demonstrated during the planned site visit.</p>



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	<b>CRITERION</b>	<b>DESCRIPTION</b>
5	<b>Leadership</b>  <b>(15%)</b>	<p>The candidate has demonstrated ability to carry out leadership roles.</p> <p>Consideration will be made with regards to the experience of the candidate as well as the passion and ability of the candidate to lead and influence a number of people at different levels of the organisation. The HR Function should be have credible reputation and is recognised for its integrity and passion for upholding the organization policies. The candidate is respected at all levels of the organisation.</p> <p>Evidence must be provided in the application and also shown/demonstrated during the planned site visit.</p>
6	<b>Commitment towards responsible HR practices</b>  <b>(10%)</b>	<p>The candidate demonstrates courage and continuously challenges status quo for compliance and/or change towards responsible HR practices. The candidate is known to be an ethical person with a high level of integrity at all times.</p> <p>Considerations will be made with regards to the challenges that the candidate had faced while ensuring adherence to responsible HR practices in the organisation. Some examples of such challenges may be in relation to standing up for ethical matters regardless of how unpopular this may have made the candidate. Please describe the challenges as well as the approaches that were used to counter the same.</p> <p>Evidence must be provided in the application and also shown/demonstrated during the planned site visit.</p>
7	<b>Professional Networking and Contribution to the Community</b>  <b>(15%)</b>	<p>The candidate should not only be recognised for a distinguished career and contribution to his/her organisation but should be respected in the broader community of HR professionals .The candidate also strives to make a difference in the community in general.</p> <p>The individual keeps abreast of new and upcoming HR development by networking with other HR bodies and individuals and sharing knowledge in forums. Academic achievements can also be recognised in this section.</p> <p>It will also be expected that the candidate is a mentor to at least one other person outside of the current organisation of which he/she is employed. A statement from this mentee describing this mentorship would be ideal.</p> <p>The candidate would also be expected to actively lead initiatives that has supported the community at large by participating in external community groups, or leading the organization’s corporate social responsibility programme. For external bodies, reference statements justifying such participation of activities will be ideal.</p> <p>Evidence must be provided in the application and also shown/demonstrated during the planned site visit.</p>

Please attach your submission after this page and we wish you all the best!