



Fiji Human Resources Institute

DEVELOPING THE NATION

INDIVIDUAL AWARD 2019

FIJI HR RISING STAR OF THE YEAR AWARD 2019

This Award recognises exceptional HR Champions who carry out human resources responsibilities and have experience in carrying out HR responsibilities for less than 2 years. These human resources responsibilities may be related to training, recruitment, Occupational Health and Safety, etc.

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 RISING STAR 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	Education/Achievements		
2	Contribution to the workplace		
3	Champion of Change and Innovation		
4	Leadership and Personal Traits		
5	Commitment towards Responsible HR Practices		
6	Professional Networking		
7	Community Involvement		
8	Curriculum vitae attached to this submission		

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 best 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 RISING STAR OF THE YEAR**

	<u>CRITERION</u>	<u>DESCRIPTION</u>
1	Education/ Achievements (10%)	<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	Contribution to the Workplace (15%)	<p>The candidate has made a significant contribution to his/her workplace even at a very early stage of their HR career.</p> <p>The applicant makes a positive contribution to the workplace by demonstrating initiative in applying human resources knowledge and skills, promoting the application of HR practices and the value of HR.</p> <p>Evidence must be sighted such as minutes of meetings and contributions, endorsements by the GM/CEO/Direct Manager about the individual, performance evaluation documents.</p>
3	Champion of Change and Innovation (25%)	<p>Was the applicant involved in a project for the organization in which the candidate had a role? Describe the project, the candidate's role, and the impact the project has had on the organization. What impact has the candidate had on the HR department and the organization as a whole?</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 in that project was appropriately carried out. 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. Evidence must be provided in the application and also shown/demonstrated during the planned site visit.</p>
4	Leadership and Personal Traits (15%)	<p>The assessment will be on the candidate's ability to carry out lead roles in any project or task assigned. The candidate clearly demonstrates accelerated, leadership (self – starter, self driven), ambition, innovation, creativity, drive, determination and energy in all he/she does.</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>



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	CRITERION	DESCRIPTION
5	Commitment towards responsible HR practices (15%)	<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>
6	Professional Networking (10%)	<p>The candidate keeps abreast new and upcoming HR developments by networking with other HR bodies and individuals. Academic achievements can also be recognised in this section.</p> <p>The applicant attends relevant seminars/trainings or is pursuing further education in HR relevant fields. The applicant has also participated and contributes to HR related forums. (5%)</p> <p>As part of professional networking, the applicant is considered to have at least one mentor in the HR field that he/she catches up with or consults for guidance and development in HR. (5%)</p> <p>Evidence must be provided in the application and also shown/demonstrated during the planned site visit.</p>
7	Community Involvement (10%)	<p>The candidate strives to contribute to the community by holding positions in different community bodies. The applicant is participating or holding a leadership position in at least one not for profit organisation. There is a description of why the applicant is in this organisation and what 'cause' the applicant is passionate about.</p> <p>The applicant plays an active role in participating in CSR activity within the organization.</p> <p>There is a statement from the representative of the organisation which emphasises the contribution and value that this applicant has brought to the organisation</p>

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