

erexcellence
☆☆☆ AWARDS

2006 ER Excellence Awards
Application Packet
www.ereawards.com

Presented by:





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About the ER Excellence Awards

The ER Excellence Awards has been created to honor and recognize the leading recruiting and staffing departments in the world. Awards will be given out in ten categories, recognizing "best in class" operations across all aspects of the recruiting function. Your submissions will be evaluated by a panel of recruiting industry experts and practitioners.

Applications are open to all recruiting departments in the U.S. and abroad. The application fee is \$49 per entry.

All submissions must be received no later than Friday, January 6, 2006 to be considered.

Awards will be given out in the following categories:

- Best Diversity Program
- Best Corporate Careers Website
- Most Innovative Employee Referral Program
- Best Employer Brand
- Most Effective Use of Staffing Metrics
- Most Innovative Recruiting Process or Departmental Structure
- Best Retention Program/Practices
- Best College Recruiting Program
- Most strategic use of recruiting technology
- Recruiter of the Year

As a winner you will:

- Be featured in industry publications & national press release campaigns
- Have the opportunity to write about your winning program in ERE publications including the *Journal of Corporate Recruiting Leadership*.
- Have the opportunity to speak about your winning program at future ER Expo conferences.
- Be celebrated at the black-tie ER Excellence Awards Ceremony & Dinner at ER Expo 2006 Spring in San Diego.
- Be presented with a beautiful award signifying and honoring your organization.
- Showcase your award with a professional photo shoot at the ceremony. Photos can be used in conjunction with press releases, employee newsletters and company websites.



Categories and Criteria

Best Diversity Program

- What is the percentage of senior executives who are diverse?
- What is the percentage of professional level/exempt jobs filled by diverse people?
- Provide a breakdown of workforce by race, sex, disability and other criteria collected.
- Show evidence that significant resources have been allocated to diversity.
- Does manager compensation have a component based on producing diversity results?
- Prove use of innovative tools for sourcing and attracting diverse candidates?
- Show evidence of a low turnover rate for diverse employees.
- Show evidence of a positive ROI for diversity activities.
- Show evidence of senior management support for diversity activities.
- Show evidence of success in diversity as demonstrated by the high volume of diversity applicants compared to others in the industry.

Best Corporate Careers Website

- How prominent is the link to the careers site on the home page?
- Show evidence that the content is up-to-date and full describes the organization, culture and the positions available.
- Show evidence of the use of other media such as audio or video to provide day-in-the-life stories of employees or an in-depth understanding of at least some of the positions.
- Provide examples of how candidates can complete a profile if they do not have a resume.
- Show evidence of at least an initial level of screening of candidates.
- Does your career site provide separate information for college students?
- Does your career site provide additional information or tips about how to interview, what to expect during the interview process, and timelines for decisions.
- Show examples of the interactivity of your career site and how it helps build your brand.

Most Innovative Employee Referral Program

- Show evidence of a proactive employee referral program. Do recruiters wait for names to be submitted or do they go out and ask for top people to be referred.
- Show evidence of excellence in your administration function - how quickly are candidates contacted?
- Provide evidence of how employees who refer candidates are kept up-to-date on the status of their referee.
- Show evidence of a bonus program or other incentive program being an inducement for referrals.
- Show evidence of excellence in tracking performance of the referral program.
- Show evidence of excellence in marketing your employee referral program throughout the organization.
- Show evidence of a high satisfaction rating from employees and referrals.
- Show evidence of networking referrals for additional referrals once they are hired.
- Show evidence of excellence in a targeted/customized program to meet special needs.
- Do you have quantitative evidence that referrals work harder, stay longer, or in some way are better than those from other sources?

Best Employer Brand

- Show evidence that your company is frequently cited, mentioned, or featured in public media venues such as editorials, radio programs, television programs, awards contests (i.e. Best Place to Work, etc.).
- Show evidence that your executives frequently speak, write and are quoted in the industry.
- Show evidence of high employee referral rates as an indication of a strong brand and high morale.
- Show evidence that HR and organizational resources have been committed to branding.
- Prove excellence in the employer's website as evidence of world-class branding and image building.
- Show evidence of a high ROI for branding activities.
- Show evidence of senior management support for branding activities.
- Show evidence of success in employment branding as demonstrated by the volume of applicants compared to others in the industry.

Most Effective Use of Staffing Metrics

- Provide evidence of having a short set of metrics that show quality of hire, speed of hire, hiring manager satisfaction, and staffing efficiency.
- Provide evidence that these metrics are helping to improve your staffing process.
- Provide evidence that these metrics are helping your organization acquire better people.
- Provide evidence of integration between staffing metrics and general HR metrics.
- Show innovation in the use of technology to gather metrics.

- Provide evidence that these metrics not only help the organization acquire better people but that they in the end result in higher profits or another business outcome (more salads sold, more trains arriving on schedule, etc.)

Most Innovative Recruiting Process or Departmental Structure

- Show evidence of excellence or innovation in sourcing process.
- Show evidence of excellence or innovation in candidate assessment.
- Show evidence of excellence or innovation in recruiting organizational structure.
- Show evidence of excellence or innovation in workforce planning or recruitment load forecasting.
- Show evidence of excellence or innovation in the use of technology in recruiting.
- Show evidence of excellence or innovation in the use of metrics in recruiting.
- Show evidence of media exposure, including editorials covering recruiting practices.
- Show evidence of a high ROI for the recruiting function.
- Show evidence of senior management support for the recruiting function.

Best Retention Program/Practices

- Demonstrate excellence in retention through low voluntary turnover rates.
- Show evidence of excellence or innovation in the development of retention tools.
- Show evidence of excellence or innovation in retention strategies.
- Show evidence of excellence or innovation in identifying the causes of turnover.
- Show evidence of excellence or innovation in measuring turnover.
- Show evidence of excellence or innovation in forecasting and preventing turnover.
- Show evidence of a high ROI for retention programs.
- Show evidence of senior management support for retention programs.
- Show evidence that retention has helped the company's profits or other business outcomes.

Best College Recruiting Program

- Provide evidence that the program is built on well thought-out criteria that are tied to overall corporate objectives.
- Provide evidence of a well thought-out strategy for acquiring the specific graduates required.
- Show examples of the use of creativity in branding the company on campus and in attracting students.
- Provide evidence of a website for college students that helps brand the corporation; provide information about jobs, and lists criteria for consideration.
- Provide evidence of a website that allows students to apply directly.
- Provide evidence of a website that offers the equivalent of an information session online.
- Show examples of innovation in the use of technology to attract, inform, and screen candidates.

- Provide evidence of effectively reaching diverse candidates.
- Prove success in recruiting and hiring diverse candidates.
- Provide evidence of activities conducted early in the college experience to acquaint students with the company.
- Provide evidence of tracking success and failures and applying that information to changes in the program.

Most strategic use of recruiting technology

- Show evidence of a consistent plan to integrate technology into all aspects of recruiting.
- Show evidence of a technology roadmap showing where technology will be applied.
- Provide examples of a recruiting website.
- Provide examples of the use of an applicant tracking system or equivalent.
- Provide examples of the use of online screening and/or assessment.
- Show evidence of the use of interactive technology such as chat, instant messaging or blogs.
- Show evidence of consistent use of Candidate Relationship Management tools such as email, e-marketing, newsletters, and others.

Recruiting Leader of the Year of the Year

- Provide evidence that demonstrates an understanding of the need for recruiters to be focused on candidates, not administration.
- Provide evidence that demonstrates an understanding of the need for technology-based solutions and the organization is integrating technology into your recruiting process.
- Provide evidence that demonstrates an understanding of the need for internal credibility and evidence of having put in place programs that build that credibility.
- Provide evidence of how you have developed a consistently tracked set of metrics that help make process improvements.
- Provide quantitative evidence of continuous improvement in the recruiting process.
- Provide evidence of improvement in recruiter productivity and candidate quality.
- Provide evidence that the company's recruiting results have helped the company's bottom line or other business outcomes.



Rules, Regulations, and Procedures

Your entries must meet the following criteria to be considered for the 2006 ER Excellence Awards.

1. You must submit nine (9) copies of each entry so that we can send one to each judge. Each entry should cover all of the criteria mentioned for the chosen category. We encourage you to include supporting documents including, but not limited to, figures, pictures, and testimonials. These submissions will not be returned.
2. Only submissions from recruiting departments will be accepted and evaluated. Submissions from vendors on behalf of clients will not be accepted and you will forfeit your application fee.
3. You must complete and sign a Permission Form and include with each entry.
4. You must complete and sign an Application Form and include with each entry.
5. All entries must be received by 11:59 P.M. Eastern Time, on January 6, 2006. Entries received after that date will not be accepted. You will be notified when we receive your entry.
6. Entries must be typed, and only those will be considered. You may handwrite administrative forms though.
7. Finalists in each category will be notified prior to the ceremony.
8. The Electronic Recruiting Exchange & the ER Excellence Advisory and Judging panel is not obligated to disclose judges feedback or scores given, number of applications received or names of organizations applying for awards that did not make the finals.
9. Each entry must be accompanied by payment of \$49 per category entered.
10. ERE employees, contest judges, and their immediate families are ineligible for the ER Excellence Awards.

All Entries and payments should be sent to:

Todd Raphael
Editor In Chief
Electronic Recruiting Exchange
37 West 28th St. 12th Floor
New York, NY 10001
(P) 212-803-5869

All contents including supporting documentation of each entry will be handled in the strictest confidence and will be seen only by the Electronic Recruiting Exchange staff and the ER Excellence Judging and Advisory Panel.

Notes:

- The decisions of the ER Excellence Awards Judging and Advisory Panel are final.
- ER Excellence Awards judges will recuse themselves from rating companies with which they conduct business.
- The top three entries in each category will be notified as finalists prior to the awards ceremony.



2006 ER Excellence Awards Permission Form

Please fill out and sign the following information and enclose with each entry. No entries will be considered without this completed form.

I agree that if my company becomes a finalist or winner of an ER Excellence Awards award, that the Electronic Recruiting Exchange has permission to use my company's name in promotional and marketing programs in ERE and other media outlets.

I agree that my company's name can and will be used on the Electronic Recruiting Exchange website for the purposes of promotion.

Authorized Signature _____ Date _____

Print Name _____ Title _____

Company _____

Email _____ Phone _____



2006 ER Excellence Awards Application Form

Complete and return a separate application form for each category you are entering

Company Name: _____

Contact Person: _____ Title _____

Address: _____

City: _____ State _____ Zip/Post Code _____

Phone: _____ Fax: _____

E-mail: _____

Your signature below indicates that you have reviewed the Rules & Regulations for entries, and agree that all information contained within this entry is 100% accurate.

Company Authorized Signature: _____

Please check the category for which this entry is being submitted:

- | | |
|---|--|
| Best Diversity Program | Most Innovative Recruiting Process or Departmental Structure |
| Best Corporate Careers Website | Best Retention Program/Practices |
| Most Innovative Employee Referral Program | Best College Recruiting Program |
| Best Employer Brand | Most Strategic Use of Recruiting Technology |
| Most Effective Use of Staffing Metrics | Recruiter of the Year |

Method of Payment:

Each entry must be accompanied with payment of \$49 per category.

Check enclosed (Payable to Electronic Recruiting Exchange, Inc.)
Pay by Credit Card - *Check One:* Visa Mastercard AMEX

Card Number _____ Expiration Date: _____

Card Holders Name: _____

Card Holders Signature: _____



2006 ER Excellence Awards Entry Checklist

Please check and make sure you have completed and enclosed the following information with each entry:

- ✓ Signed and completed copy of the Permission Form (page 9)
- ✓ 1 Completed Application Form per category entered. (page 10)
- ✓ Payment in the form of a check or credit card information of \$49 per category entered.
- ✓ Nine (9) copies of your full submission. We encourage you to provide as much supporting documentation as possible to meet the criteria laid out in each category on pages 4-7.

REMINDER: Entries and payment must be received no later than Friday, January 6, 2006 to be considered. You will receive an email confirmation to the email address provided on the application form upon receipt of your entry.

If you have any additional questions, please email awards@erexchange.com.