

HR OSCARS PARTICIPATION GUIDE

Assessment and Eligibility Requirements

To ensure fairness, objectivity, and credibility in the assessment of prospective awardees, the following rules will apply:

1. All sections of the questionnaire must be completed properly.
2. Transparency, honesty, integrity, and due diligence must be applied when completing the questionnaire.
3. Shortlisted organisations may be required to provide additional information, and all supporting documents referenced in the questionnaire will be validated.
4. Organisations must participate in all stages of the awards process to be considered eligible for an award.
5. Assessment will be based on a rating scale and the results will be translated into percentage scores.
6. Final scores will be based on the overall percentage per HR Initiative Category, while the overall winner will be selected based on the aggregate score.
7. To be eligible for an award, an organisation must obtain a minimum score of 90%.

HR BEST PRACTICE AWARDS GUIDE

- **Category A (Large Organisations):** Annual turnover of ₦10 billion and above
- **Category B (Medium Organisations):** Annual turnover between ₦9.9 billion and ₦1 billion
- **Category C (Micro/Small Organisations):** Annual turnover below ₦1 billion
- **Category D (Not-for-Profit Organisations):** Incorporated Trustees, Faith-Based Organisations, NGOs, CSOs, BMOs and CBOs
- **Category E (Public Service Sector):** Ministries, Departments, Agencies and Parastatals

Step 1: Confirm Organisational Eligibility

Organisations interested in participating should confirm that they fall within one of the designated award categories based on their annual turnover or organisational structure:

Step 2: Complete the Applicable Questionnaire

Participating organisations are required to complete the designated HR Best Practice Award questionnaire.

- All sections of the questionnaire must be fully and properly completed.
- Responses should reflect the organisation's HR practices, policies, and outcomes.

Step 3: Provide Accurate and Transparent Information

Participants must ensure that all responses are provided with transparency, honesty, integrity, and objectivity.

Any supporting information submitted should accurately reflect the organisation's HR practices.

Step 4: Provide Evidence of Professional HR Certification

Organisations may be required to submit evidence of professional HR certification to practice HR in Nigeria, which will be validated and scored as part of the assessment.

Step 5: Undergo Assessment and Scoring

Submissions will be assessed using a rating scale, and the results will be converted into percentage scores.

To qualify for an award, organisations must achieve a minimum score of 90% of the total rating and must be assessed on all eleven practice areas outlined below:

1. Strategic HR / Business Development
2. Talent Acquisition
3. Talent Development
4. Performance Management
5. Compensation, Reward & Recognition
6. Employee Engagement, Experience & Internal Communication
7. Industrial Relations Strategy and Employee Relations
8. Diversity and Inclusion
9. Organisation Development & Change Management
10. Adoption of Technology – Digital HR / SMAC Technologies
11. Business Continuity Management

Step 6: Participate in Validation (If Shortlisted)

Shortlisted organisations may be contacted for further validation of their responses, where additional clarification or evidence may be requested.

Step 7: Participate in the Employee Survey

An online Employee Survey will be administered to staff of participating organisations. The survey evaluates HR impact across three key stakeholder groups:

- **Business Impact:** Assessment completed by the Chief Executive Officer (CEO)
- **Immediate Internal Customers of HR:** Line Managers and Supervisors
- **Broad-Based Internal Customers:** Other Employees within the organisation

Participation in the survey will commence and conclude simultaneously for all shortlisted participating organisations.

Step 8: Complete All Stages of the Awards Process

To remain eligible for an award, organisations must participate in all stages of the awards process.

HR OPTIMISATION AWARDS GUIDE

HR OPTIMISATION AWARDS GUIDE

Award Categories by Organisational Size

Organisations will be grouped into categories based on their annual turnover:

- **Category A (Large Organisations):** Annual turnover of ₦10 billion and above
- **Category B (Medium Organisations):** Annual turnover between ₦9.9 billion and ₦1 billion
- **Category C (Micro/Small Organisations):** Annual turnover below ₦1 billion
- **Category D (Not-for-Profit Organisations):** Incorporated Trustees, Faith-Based Organisations, NGOs, CSOs, BMOs and CBOs
- **Category E (Public Service Sector):** Ministries, Departments, Agencies and Parastatals

Step 1: Select the HR Practice Category

Organisations are invited to submit initiatives under any of the following HR Practice Categories. Applicants may apply for a maximum of **three (3)** practice categories:

1. Strategic HR / Business Development
2. Talent Acquisition
3. Talent Development
4. Performance Management
5. Compensation, Reward & Recognition
6. Employee Engagement, Experience & Internal Communication
7. Industrial Relations Strategy & Employee Relations
8. Diversity & Inclusion
9. Organisation Development & Change Management
10. Adoption of Technology – Digital HR / SMAC Technologies
11. Business Continuity Management

Step 2: Provide an Organisational Overview

Provide a brief overview of the organisation, including its core business activities, mandate, or mission.

Step 3: Describe the Business Challenge and HR Initiative

Explain the key business challenge or organisational issue the initiative addressed and describe the HR practice or initiative implemented. Indicate how it aligns with the selected HR practice category and provide a brief overview of its design and approach.

Step 4: Explain the Implementation

Provide details on how the initiative was implemented, including the timeframe, location,

processes involved, and any technologies used. The initiative must have been implemented within the last two financial years.

Step 5: Demonstrate Impact and Results

Provide evidence of the initiative's outcomes and impact, including:

- **Business Results:** financial performance, operational improvements, or efficiency gains
- **People Outcomes:** employee engagement, productivity, retention, or culture improvements

Step 6: Share Key Insights and Lessons Learned

Highlight challenges encountered during implementation, lessons learned, and key insights that could benefit other HR practitioners.

Step 7: Provide Supporting Information

Include any additional relevant information that strengthens the submission, such as supporting documentation, relevant web links, or other materials. Ensure web links remain active and accessible to the Assessment Panel.

HR INCLUSION AWARD GUIDE

Step 1: Confirm Participation

Interested individuals and organisations should indicate their intention to participate in the HR Inclusion initiative by registering through the designated platform or communication channel.

Step 2: Access the Survey Questionnaire

Participants will be provided with access to an online survey questionnaire designed to gather information on disability inclusion practices within their organisation.

Step 3: Review the Survey Requirements

Before completing the survey, participants should review the questions carefully to understand the type of information required. The survey focuses on initiatives, policies, and practices that promote a disability-inclusive and accessible work environment.

Step 4: Provide Organisational Information

Participants should describe the steps their organisation has taken to create a disability-friendly workplace. This may include:

- Inclusive recruitment practices
- Workplace accessibility measures
- Disability support programs
- Policies that promote equal opportunities for persons with disabilities

Step 5: Submit the Completed Survey

Once all required information has been provided, participants should submit the completed questionnaire through the online platform before the stated deadline.

Step 6: Await Further Communication

After submission, participants will receive further communication regarding the next stages of the HR Inclusion initiative.