

ATTACHMENT A

**NOMINATION FORM
HUMAN RESOURCES DEVELOPMENT AWARDS 2019**



A. BUSINESS INFORMATION

| | |
|---------------------------------------|---|
| MyCoID | |
| Company Name | |
| Nature of Business | |
| Subsidiaries of MNCs/PLCs/GLCs | <input type="checkbox"/> Yes <input type="checkbox"/> No Name: _____ |
| Company Address | |
| Company Vision | |
| Company Mission | |
| Contact Person | Name: |
| | Telephone No: |
| | Fax No: |
| | Email Address: |

1. Please fill in the **Business Performance Information** table below:

| Business Performance Information | 2017 | 2018 |
|---|-------------|-------------|
| Total No. of Employees | | |
| No. of Malaysian Employees | | |
| No. of Foreign Employees | | |
| Company Annual Revenue (RM) | | |

B. TALENT ACQUISITION AND RETENTION FRAMEWORK

1. Recruitment Strategy (80 Marks)

- i. Company's Organisational Chart and please indicate your HR Division/Department/Unit (*Please attach as a separate sheet*).
- ii. Overview of Company's Recruitment Strategy and Process Flow (*Please attach as a separate sheet*)
- iii. Clarity on the Current and Future Talent Requirements (*Please attach as a separate sheet*)
- iv. Recruitment Activities carried out in 2018 (*Please attach as a separate sheet*)

2. Retention Strategy (60 Marks)

- i. Career Progression/Succession Planning Process Flow (*Please attach as a separate sheet*)
- ii. Company's Initiatives to Retain Employees (*Please attach as a separate sheet*)
- iii. Employee Feedback & Discussion Activities carried out in 2018 (*Please attach as a separate sheet*)

3. Reviewing Performance Strategy (50 Marks)

- i. Structured Induction Programme Process Flow (*Please attach as a separate sheet*)
- ii. Effective Goal Setting, Alignment and Cascade (*Please attach as a separate sheet*)
- iii. Performance Assessment Process Flow (*Please attach as a separate sheet*)

4. Learning & Development Strategy (260 Marks)

- i. Company's Policies that Promote Learning & Development (*Please attach as a separate sheet*)
- ii. Training Needs Analysis Process Flow (*Please attach as a separate sheet*)

- iii. Providing Opportunities, Structures and Support System for Career Development *(Please attach as a separate sheet)*
- iv. Leveraging Technology to Enhance the Efficiency, Scope of the Learning Culture *(Please attach as a separate sheet)*
- v. Development of Training Module and Internal Trainer *(Please attach as a separate sheet)*
- vi. Development Programme implemented in 2018 *(Please attach as a separate sheet)*
- vii. Professional Certification Programme implemented in 2018 *(Please attach as a separate sheet)*
- viii. Please fill in the **Training Budget Information** table below:

| Training Budget Information | 2017 (RM) | 2018 (RM) |
|--|----------------------|----------------------|
| Company's Additional Training Budget Allocation | | |
| Company's Additional Training Budget Utilised | | |
| Percentage of Company's Training Budget vs Salary | | |

- ix. Please fill in the Training Information table below:

| Training Information (Malaysian) | 2017 | 2018 |
|---|-------------|-------------|
| No. of Employee(s) Trained at Exec Level | | |
| No. of Employee(s) Trained at Non Exec Level | | |
| No. of Employee(s) at Exec Level | | |
| No. of Employee(s) at Non Exec Level | | |

- x. Training Facilities provided in 2018 (*Please attach as a separate sheet*)
- xi. Explain the method of evaluation used in determining the effectiveness of training for year 2018 (*Please attach as a separate sheet*)

5. Reward Strategy (80 Marks)

- i. Overview of Company's compensation & benefit structure *(Please attach as a separate sheet)*
- ii. Enhancements that have been introduced in 2018 *(Please attach as a separate sheet)*
- iii. Employee Recognition Criteria *(Please attach as a separate sheet)*

C. CORPORATE SOCIAL RESPONSIBILITY (70 Marks)

1. Corporate Social Responsibility Activities carried out in 2018 (Community/Environment/Marketplace/Workplace)
(Please attach as a separate sheet)
2. Student Internship / Practical/ Graduate Management Programme in 2018 *(Please attach as a separate sheet)*

| No. | Name | Institution | Duration |
|-----|------|-------------|----------|
| | | | |
| | | | |

3. Impact of the Corporate Social Responsibility Activities carried out in 2018 *(Please attach as a separate sheet)*

D. CREATIVITY & INNOVATION CULTURE (100 Marks)

1. Explain the methods or initiatives implemented by the company to promote the culture of creativity and innovation among employees *(Please attach as a separate sheet)*
2. Briefly describe the innovative training approaches practised in the Company *(Please attach as a separate sheet)*
3. List out any improvements and innovations achieved through these initiatives *(Please attach as a separate sheet)*
4. Explain the effectiveness/impact of the methods or initiatives used in promoting creativity and innovation among employees within the Company *(Please attach as a separate sheet)*

E. WORK-LIFE BALANCE AND INCLUSIVITY STRATEGY (100 Marks)

1. Company's HR Policies that promote work-life balance *(Please attach as a separate sheet)*
2. Describe the work-life balance activities practised in the Company in 2018 *(Please attach as a separate sheet)*
3. Explain the benefits/impact of work-life balance implementation towards the Company's operations *(Please attach as a separate sheet)*
4. Please describe the Company's activities in promoting inclusivity and diversity *(Please attach as a separate sheet)*
5. Planning and number of Person With Disability (PWD's)/housewife/rural youth hired in 2018 *(Please attach as a separate sheet)*

DECLARATION

I declare that all facts & information stated in this application are deemed correct. Any false or misleading statement/information given will automatically disqualify our participation.

Signature : _____

Name : _____

Position : _____
(Chief Executive Officer/HR Director/General Manager/
Training Manager/Manager)

Corresspondence Address : _____

Company's Stamp : _____

Date : _____

How To Complete this Award Form

Section A : Business Information

1. Complete the details in the first table
2. Complete the Business Performance Information table

Section B : Talent Acquisition and Retention Framework (with explanation & proof)

1. Recruitment Strategy

- i. Please attach your Company's Organizational Chart & indicate your HR Division/Department/Unit
- ii. Explain your Company's Recruitment Strategy and Process Flow (*From the beginning until the end process of recruitment*)
- iii. Explain the Company's Current and Future Talent Requirement (*How organization gain insights on current and future talent requirements in line with the business strategy*)
- iv. List out any Recruitment activities done in 2018 (*Advertise thru LinkedIn/Jobstreet/Career Fair or Others*)

2. Retention Strategy

- i. Explain your Employee's Career Progression/Succession Planning Process Flow (*Employee Career Movement*)
- ii. Company's Initiative to Retain Employee (*Such as by providing scholarship for development programme or others*)
- iii. List out any Employee Feedback & Discussion activities done in 2018 (*Such as thru Town Hall, Employee Satisfaction Survey and Others*)

3. Reviewing Performance Strategy

- i. Explain your Company's Induction Programme Process Flow (*The whole structure of induction programme*)
- ii. Explain the Company's Goal Setting, Alignment and Cascade (*How the company ensure the quality and relevance of performance goals across units/level/location, and how the goals cascaded down to the line to ensure alignment with the business plan*)
- iii. Explain your Employee's Performance Assessment Process Flow (*The method used for performance assesment such as Kirk Patrick, Balance Score Card or Others*)

4. Learning & Development Strategy

- i. List out any Company's Policies that Promote Learning & Development
- ii. Explain your Employee's Training Needs Analysis Process Flow (*The whole structure of Training Needs Analysis*)
- iii. Explain your Company's method in Providing Opportunities, Structure and Support System for Career Development (*Are there process and system in place to deliver on individual career aspiration and how career progression opportunities designed and deployed for maximum impact*)
- iv. Explain your Company's method in Leveraging Technology to Enhance the Efficiency, Scope of the Learning Culture (*How has technology been adopted and deployed to enhance the efficiency of the practice, such as e-learning programme, simulation training programme or others*)
- v. Development of Training Module and Internal Trainer : (*Explain the development of training module as well as internal trainer*)
- vi. List out all Development Programme done in 2018 (*Such as Diploma, Master or Others*)
- vii. List out all Professional Certification Programme done in 2018 (*Such as Certified Safety & Health, Certified Waste Water Management or Others*)
- viii. Complete the Training Budget Information table
- ix. Complete the Training Information table
- x. List out all Training Facilities provided in 2018 (*Provided with layout, picture or others*)
- xi. Explain your Employee's Evaluation of Training Effectiveness Proces Flow (*Such as pre and post training evaluation level 1-3 or others*)

5. Reward Strategy

- i. Explain your Company's Compensation & Benefits Structure (*Such as medical coverage, allowance or others*)
- ii. Explain what is the Enhancement that has been Introduced in 2018 (*Additional of Medical Coverage, Flexi Hours or others*)
- iii. Describe your Employee's Recognition Criteria (*Such as through employee performance or others*)

Section C (with explanation & proof)

1. List out any Corporate Social Responsibility (CSR) activities done in 2018 *(Such as to the community, environment and marketplace)*
2. List out all of Student Internship / Practical in 2018/ Graduate Management Programme *(As per table in the form)*
3. Explain the impact from the activities done to the Company and Employee *(Explain the Impact from the activities done)*

Section D (with explanation & proof)

1. Explain the method or initiative used in promoting the culture of creativity and innovation among employee's in the organization *(How the company get the participation from employee to involve in creativity and innovation)*
2. Briefly describe the innovative training approach practised in the company : *(Innovative training approach other than conventional classroom)*
3. List out any improvements and innovation achieved through these initiatives *(Such as to ease the company process and operation or others)*
4. Explain the effectiveness/impact from any Creativity & Innovation effort for the year *(Such as reduce the company operation cost, time or others)*

Section E (with explanation & proof)

1. List out any Company's HR Policies that promote Work-Life Balance
2. List out all Work-Life Balance Initiatives activities done in 2018 *(Such as by providing healthy food, healthy day or others)*
3. Explain the benefit/impact from any Work-Life Balance effort in 2018 *(Such as the attendance rate, leave rate or others)*
4. List out company's activities in promoting inclusivity and diversity done in 2018 *(Such as celebrating different cultural festival and embrace everyone's perspective and opinions)*
5. Explain the Company's Planning and the Number of PWD's/ housewife/rural youth hired in 2018

NOTE

Employer are advised to provide detail explanation and relevant supporting documents for every question to support the statement in the proposal.

OVERVIEW

In an effort to maintain a high degree of fairness and transparency in the process by which HRDF Registered Employers eligible for HRDF Awards, the HRDF Awards Secretariat of Pembangunan Sumber Manusia Berhad has developed a set of regulations for a more structured approach.

It is the Secretariat's goal to ensure that the Awards competition is conducted in a fair and ethical manner. The Secretariat requires that Internal & External Judges to make their choices based solely on the learning & development merits of the eligible HRDF Registered Employers.

If any nomination or evaluation activity is determined by the Secretariat to work in opposition to that goal, whether or not anticipated by these regulations, the Secretariat may take any corrective actions, including disqualification, that in its discretion it deems necessary to protect the reputation and integrity of the awards process.

It should not be assumed that any tactics or activities not specifically addressed by these regulations are acceptable. The Secretariat is willing to review any materials or answer any questions that arise in advance. For more information about the Awards Rules, including eligibility and submission procedures, please go to www.hrdf.com.my

Phase 1 - Nomination Process (prerequisite to qualify as Award Nominee)

1. Levy efficiency rate below than 12 months and 80% levy utilisation for the year 2018
2. No history of levy arrears for the year 2018
3. No history of levy interest for the year 2018
4. Has not won any Human Resources Minister Award for the past three (3) years

Phase 2 - Internal Evaluation (conducted after the submission closing date)

1. Evaluation of Awards proposals from Nominees by HRDF Awards Secretariat

Phase 3 - External Evaluation (conducted after completion of Internal Evaluation)

1. Evaluation and Site Visit to Nominees business premise by External Judges