Program Area: Diversity, Equity & Inclusion

Category: Best In Leading Diversity, Equity, Inclusion and Belonging Initiatives

The category **Best** **In Leading Diversity, Equity, Inclusion, and Belonging Initiatives** is for a written description of best practices in developing diversity, equity, inclusion, and belonging initiatives in the workplace. The initiative could be for leaders, individuals, teams, groups, committees, or councils.

Training, learning, talent, HR, or other related departments can enter either alone or together with a helping organization (such as a vendor, aka solution provider, or consultant). Helping organizations cannot enter alone.

**Instructions:**

1. You must use this Word document for your submission.
2. Type your submission description into the appropriate sections of this document.
3. Do not change the formatting or font – *Helvetica body 12* (size, color, or type).
4. Do not remove any sections of the application.
5. If any fields are not applicable, please leave them blank or write N/A.
6. Read the Judging Criteria below. The judges will evaluate your submission according to these criteria.
7. Write in paragraph form and check the spelling.
8. Write using the third person. Do not use “we, our, us,” etc.
9. Avoid “marketing” languages; focus on details and outcomes.
10. Include images, charts, and graphs in this document form; please do not include separate documents. Please insert these items within the context of your responses. These items may also be added to the end of the document in an appendix if necessary.
11. If applicable, you may provide supporting reports, videos, and course links. Please provide proper access information to courses and details for special instructions. If providing passwords to courses or videos, ensure they are valid for one year or more and can be easily accessed by the web. Do not include any links or embedded links within this form. Provide all links, URLs, and User access information in your online application for submission. Make sure access is available to reviewers for at least one year.
12. When completed using the same font size, this document should be approximately (15-20 written pages), font size Helvetica 12, not including instructions, questions, or graphics. If you have additional supporting information, you may include it within the appropriate sections of this entry form or in an appendix at the end of the document.
13. Within the online application, if you have selected “Yes” to granting Brandon Hall Group publishing permission of your entry, but there are parts of your application you wish not to have published, please indicate by **highlighting those details within this form in red,** so they are omitted from publishing.
14. Save as a **Word Document** with a new file name. Example: Company Name\_Category\_Short Title
15. Sign up or log in to the HCM Excellence Awards portal: <https://excellenceawards.brandonhall.com/hcm/>. Upload your completed entry form, complete the online application, and provide all supporting links and URLs. Check to make sure you have completed your online application and payment.

**Please direct any questions to:** [**awards@brandonhall.com**](mailto:awards@brandonhall.com)**. Do not send any applications via email, but only through the award application site.**

|  |  |
| --- | --- |
| **Judging Criteria: The judges will evaluate your entry on a scale of 1-6 on each of these criteria below.** | |
| 1. Business Conditions and Business Needs | The initiative is effectively aligned to the business needs and diversity, equity, inclusion and belonging needs of the organization. |
| 1. **Leadership Practices** | The leadership aligns with leadership best practices that reflect the mission, values and principles of diversity, equity, inclusion and belonging. |
| 1. **Engagement** | The leadership effort resulted in active involvement and participation of the intended individuals or groups. |
| 1. **Measurable Benefits** | The leadership led to business and organizational outcomes that can be quantified using a variety of measurement techniques and principles. |
| 1. **Overall** | Overall, the leadership resulted in a positive experience that advanced diversity, equity, inclusion and belonging goals and organizational outcomes. |

Entry Overview:

***Please make sure all information matches the online application.***

Entry Information

|  |  |
| --- | --- |
| **Entry Title** | (insert text here) |
| Name of Entering Organization | (insert text here) |
| \*Name of Helping Organization (Vendor)  if submitted jointly: | (insert text here) |
| \*OPTIONAL PR | (insert text here) |
| Date | (insert text here) |
| Brief Description of Entry (2-3 Sentences) | (insert text here) |

Company Background (of entering organization, not the solution provider)

Insert company logo here

Use the grid below to give information about the organization, size and scope, and industries served.

|  |  |
| --- | --- |
| **Company-at-a-Glance** | |
| Headquarters | (Insert text here) |
| Year Founded | (Insert text here) |
| Revenue | (insert text here) |
| Employees | (insert text here) |
| Global Scale (Regions that you operate in or provide services to) | (insert text here) |
| Customers/Output, etc. (Key customers and services offered) | (insert text here) |
| Industry | (insert text here) |
| Stock Symbol | (insert text here) |
| Website | (insert text here) |

\*Optional: Company Background (of solution provider if submitted jointly)

Insert company logo here:

Use the grid below to give information about the organization, size and scope, and industries served.

|  |  |
| --- | --- |
| **Company-at-a-Glance** | |
| Headquarters | (Insert text here) |
| Year Founded | (Insert text here) |
| Revenue | (insert text here) |
| Employees | (insert text here) |
| Global Scale (Regions that you operate in or provide services to) | (insert text here) |
| Customers/Output, etc. (Key customers and services offered) | (insert text here) |
| Industry | (insert text here) |
| Stock Symbol | (insert text here) |
| Website | (insert text here) |

Budget and Timeframe

Please fill out the following grid with your best ability. You may offer an estimate or range for each. If this information is confidential or not applicable, enter N/A. Your entry will not be judged based on this information, however this offers the judges a greater understanding of your entry, complexity, and/or maturity.

|  |  |
| --- | --- |
| **Budget and Timeframe** | |
| Overall budget | (Insert text here) |
| Number of (HR, Learning, Talent) employees involved with the implementation? | (Insert text here) |
| Number of Operations or Subject Matter Expert employees involved with the implementation? | (insert text here) |
| Number of contractors involved with implementation | (insert text here) |
| Timeframe to implement | (insert text here) |
| Start date of the program | (insert text here) |

Entry Details:

Judging Criteria 1: Business Conditions and Business Needs

Use this area to describe the business conditions and business needs that led your organization and leadership to focus efforts on diversity, equity, inclusion, and belonging initiatives.

Details:

Overview

*Use this area to describe the leadership strategies used to execute your diversity, equity, inclusion, and belonging initiatives. How did the leadership impact the success of the program?*

Details:

Judging Criteria 2: Leadership Practices

*Use this area to discuss the leadership best practices that were used in executing your organization's diversity, equity, inclusion and belonging initiatives. How were leadership practices tailored for your diversity, equity and inclusion initiatives?*

*Details:*

Judging Criteria 3: Engagement

*Use this area to discuss how the leaders of your diversity, equity, inclusion, and belonging initiatives impacted the active involvement and participation the intended individuals or groups and of the diversity and inclusion initiatives overall.*

*Details:*

Judging Criteria 4: Measurable Benefits

*Use this area to discuss the measurable benefits of the leadership exhibited in your diversity, equity, inclusion, and belonging programs. What goals did you establish, how did you measure them and were they achieved? What was the specific impact of leadership?*

*Details:*

Judging Criteria 5: Overall

*Use this section to provide a summary of the overall impact of leaders in your diversity, equity, inclusion and belonging efforts. What lessons did you learn? What are the next steps/future outlook?*

Details: