

People Management Application

Specific Criteria

Closing Date 28th August 2009 at 5pm

PEOPLE MANAGEMENT

This award recognises a business, company or organisation that has demonstrated a high level of commitment to employee relations and staff development.

Entrants in this category will be required to: provide evidence of a commitment throughout the business to people management and staff retention and training and explain their staffing policies, recruitment procedures and incentive schemes and any continued improvement of staff performance that may demonstrate their exceptional people management skills.

Your response to the specific criteria below should be a maximum of three (3) typed A4 pages with a minimum font size of 10pt: (Start your response on a new page)

SPECIFIC CRITERIA

- **Details of levels of management and responsibilities of employees**
- **Staff management strategies and review procedures**
- **Staff policies**
- **Staff incentives or reward schemes**
- **Induction procedures**
- **Recruitment Policy**
- **Training procedures and opportunities**
- **Methods for retention of good staff and cultivation of staff morale**

EVIDENCE GUIDELINE

- **Organisational charts showing the levels of responsibility of management and employees**
- **Employee/Contractor Contracts of Agreements**
- **List of duties and responsibilities**
- **Staff Performance Management Plans**
- **Annual staff review/ interview/summaries**
- **Staff meetings, minutes, corrective action**
- **Staff "family" policies, guidelines**
- **Explain staff reward and recognition programs and their implementation**
- **Explain staff grievances procedures**
- **Evidence of staff induction**
- **Evidence of recruitment procedures, advertising, interview techniques, assessment of competency for roles**
- **Describe measurement tools for staff motivation, retention & culture**
- **Explain how staff morale is cultivated**

Note; This list is a guide only of some of the evidence that may demonstrate your business success in this category, it is not an exhaustive list, nor may the entire list be relevant to your business or necessarily all that demonstrates the above criteria.

HILLS EXCELLENCE IN BUSINESS AWARDS 2009

ANSWER:

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