
Entry Kit for The 2016 Stevie® Awards **for Great Employers**

Complete instructions about how to prepare and submit nominations
to the awards for the world's best companies to work for





Entry Kit for The 2016 Stevie® Awards for Great Employers

We invite your organization to submit nominations to the 2016 Stevie® Awards for Great Employers, the first edition of the newest Stevie Awards program. This program will recognize the achievements of the world's best employers, in a wide variety of categories for organizations, individual human resources teams and professionals, new products and services that help to create and drive great workplaces, suppliers to the industry, and more.

All organizations worldwide are eligible to submit nominations: large and small, public and private, for-profit and non-profit. Nominations may be submitted by individuals or organizations, and must be submitted in English.

The Stevie® Award trophy, the prize that is conferred in the Stevie Awards for Great Employers and all other Stevie Award programs, is one of the world's most coveted prizes.

Many of the world's largest and most famous companies have won Stevie Awards. Most of our winners each year are small and midsize companies that are still growing and building their brands, however.

This booklet explains how to prepare and submit nominations to the Stevie Awards for Great Employers. The first important step to entering is to review the categories and to choose the categories in which you'll participate. There are many categories to choose from, including the following:

Employer of the Year Categories

see page 6

HR Achievement Categories

see page 7

HR Individual Professional Categories

see page 9

Solution Provider Categories

see page 11

HR Team Categories

see page 12

New Product & Service Categories

see page 13

In these pages you will find explanations of the submission requirements for all of these categories, and an outline of how to submit your entries through our website at www.StevieAwards.com/HR. All of this information is also available on the website.

We hope your organization will submit entries to the 2016 Stevie Awards for Great Employers. Please don't hesitate to contact us with your questions about how to participate.

Cordially,

Michael Gallagher
President
The Stevie Awards



Hear from the Stevie Awards president about the awards

Monitor Stevie® Awards Social Media for Updates to the Calendar



May 4	Early-bird entry deadline, with discounted entry fees
June 8	Final entry deadline
July 20	Last day entries will be accepted with payment of \$55/entry late fee
July - August	Peer Judging
July 21 - August 10	Public voting in the Employer of the Year categories
August 17	Finalists announced
September 30	Awards dinner, Marriott Marquis Hotel, New York City

**FINAL ENTRY
DEADLINE
EXTENDED TO
AUGUST 10**

Past Stevie® Award Winners Include





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How the Stevie® Award Winners Will Be Determined

Judging of entries will be conducted over two months, from July to August, by judging committees focused on the main category groups. Judges will be both volunteers and invitees. Many of them will be past Stevie Award winners. Judges' average scores will determine the Stevie Award winners, with the exception of the Employer of the Year categories. In the Employer of the Year categories, winners will be determined by a unique blending of the average scores of the judges with the votes of the general public. Each public vote will add .001 points to the judges' average; that is, one full point will be added to the average score for every 1,000 votes received from the general public.

Finalists will be announced on August 17, and the Gold, Silver and Bronze Stevie Award placements will be revealed during an awards dinner in New York City on September 30.

Every category in which there is at least one nomination with a final average score of at least 7.0 out of a possible 10 will have a Gold Stevie Award winner. Otherwise, the nomination with the highest average score in a category will win the Gold Stevie Award trophy in that category. Every other nomination in the category with an average of at least 8.0 will win a Silver Stevie Award medal. Other nominations with an average score of at least 7.0 will win Bronze Stevie Award medals.

Grand Stevie Award Winner

A Grand Stevie Award trophy will be awarded to the organization with the highest overall point total in the awards. The winner will be determined by a points system based on the total number of awards won in the Stevie Awards for Great Employers, with a Gold Stevie win counting for 3 points, a Silver Stevie for 2 points, and a Bronze Stevie counting for 1.5. Points cannot be counted more than once in calculating the total (i.e., points won by an agency in its client's name cannot be counted a second time in the agency's name).

How to Submit Your Entries

After you have chosen your categories and prepared your entries according to the requirements outlined on the following pages, do the following:

- 1 Visit the website at www.StevieAwards.com/HR and click on the "Submit your entries" link on the homepage.
- 2 Follow the instructions to login to your existing entry-submission account, or to create a new one.
- 3 Within your entry-submission account, follow the instructions to create and save your first entry.
- 4 Repeat the process as necessary to create and save additional entries.
- 5 When you've created all of your entries, go to the shopping cart in your account and click the Checkout button.
- 6 Review and agree to the Terms and Conditions of Entry, and choose to pay your entry fees by credit card, check, or wire transfer.

Entry Fees

	Submitted by May 4	Submitted by June 8	Submitted After June 8
Employer of the Year Categories	\$440	\$485	\$540
HR Achievement Categories	\$440	\$485	\$540
HR Individual Categories	\$215	\$260	\$315
Solution Provider Categories	\$440	\$485	\$540
HR Team Categories	\$440	\$485	\$540
New Product & Service Categories	\$440	\$485	\$540

Payment may be made by credit card, check or wire transfer. We accept American Express, Mastercard, and Visa. Payment by check must be made in U.S. dollars by check or draft drawn on a U.S. bank payable to Stevie Awards, Inc. Non-U.S. bank checks will be returned. Please note the name of the entering organization on your check or draft.

For wire transfers to our bank, write to help@stevieawards.com for instructions.

No refunds will be made after June 8, 2016.



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Categories

The following is a list of all categories in the Stevie® Awards for Great Employers. The categories are grouped by type. The submission requirements for each type of category are listed at the beginning of each group.

Employer of the Year Categories

These categories recognize the world's best employers since the beginning of 2015. Stevie Award winners will be determined by a unique blending of the votes of employees and the general public, and the scores of industry experts. Nominees in these categories will receive instructions about how to encourage their employees, customers, fans and followers to vote for them.



Information to be submitted online for entries in these categories in the 2016 competition include

- An essay of up to 625 words describing the nominated organization's achievements since the beginning of 2015. Focus on achievements since that date that have made your organization a great place to work. Make reference, where appropriate, to supporting materials attached to your entry that support your claims.
- Summarize in up to 10 bullet points (up to 150 words) the chief accomplishments of the nominated organization since the beginning of 2015.
- Add to your entry up to 10 webpage links and up to 10 document uploads to support your case to the judges. These might be press articles, press releases, videos, work samples, internal or external reviews, or employee feedback, for example.

A01. Employer of the Year - Accounting

A02. Employer of the Year - Advertising, Marketing, & Public Relations

A03. Employer of the Year - Aerospace & Defense

A04. Employer of the Year - Automotive & Transport Equipment

A05. Employer of the Year - Banking

A06. Employer of the Year - Business Services

A07. Employer of the Year - Chemicals

A08. Employer of the Year - Computer Hardware

A09. Employer of the Year - Computer Software

- Up to 250 Employees
- More Than 250 Employees

A10. Employer of the Year - Computer Services

A11. Employer of the Year - Conglomerates

A12. Employer of the Year - Consumer Products - Durables

A13. Employer of the Year - Consumer Products - Non-Durables

A14. Employer of the Year - Diversified Services

A15. Employer of the Year - Electronics

A16. Employer of the Year - Energy

- A17. Employer of the Year - Financial Services**
- A18. Employer of the Year - Food & Beverage**
- A19. Employer of the Year - Health Products & Services**
- A20. Employer of the Year - Hospitality & Leisure**
- A21. Employer of the Year - Insurance**
- A22. Employer of the Year - Internet/New Media**
- A23. Employer of the Year - Legal**
- A24. Employer of the Year - Manufacturing**
- A25. Employer of the Year - Materials & Construction**
- A26. Employer of the Year - Media & Entertainment**
- A27. Employer of the Year - Metals & Mining**
- A28. Employer of the Year - Non-Profit or Government Organizations**
- A29. Employer of the Year - Real Estate**
- A30. Employer of the Year - Retail**
- A31. Employer of the Year - Pharmaceuticals**
- A32. Employer of the Year - Telecommunications**
- A33. Employer of the Year - Transportation**
- A34. Employer of the Year - Utilities**



HR Achievement Categories

These categories recognize specific achievements - individual, team, or organizational - since the beginning of 2015.

The information requirements for entries in these categories in the 2016 competition include:

- a. An essay of up to 625 words describing the nominated achievement(s). Describe for the judges the genesis, development, deployment, and results of the achievement(s) to date.
- b. Summarize in up to 10 bullet points (up to 150 words) the chief features and results of the nominated achievement(s).
- c. Add to your entry up to 10 webpage links and up to 10 document uploads to support your case to the judges. These might be press articles, press releases, videos, work samples, internal or external reviews, or employee feedback, for example.

B01. Achievement in Benefits Design and Administration

Recognizing notable single achievements, or a series of achievements, related to benefits design and/or administration since the beginning of 2015.

B02. Achievement in Compensation Design and Administration

Recognizing notable single achievements, or a series of achievements, related to compensation program design and/or administration since the beginning of 2015.

B03. Achievement in Diversity and Inclusion

Recognizing notable single achievements, or a series of achievements, related to workplace or workforce diversity and/or inclusion since the beginning of 2015.



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B04. Achievement in Employee Engagement

Recognizing notable single achievements, or a series of achievements, related to employee engagement or motivation since the beginning of 2015.

B05. Achievement in Employee Relations

Recognizing notable single achievements, or a series of achievements, related to employee relations since the beginning of 2015.

B06. Achievement in HR Technology

Recognizing notable single achievements, or a series of achievements, related to the design, development, deployment, and/or administration of HR-related systems or technologies since the beginning of 2015.

B07. Achievement in Human Resources Administration

Recognizing notable single achievements, or a series of achievements, related to the administration of an organization's total HR organization since the beginning of 2015.

B08. Achievement in Internal Communications

Recognizing notable single achievements, or a series of achievements, related to internal communications programs or campaigns since the beginning of 2015.

B09. Achievement in New Employee Onboarding

Recognizing notable single achievements, or a series of achievements, related to the onboarding, assimilation, and training of new employees since the beginning of 2015.

B10. Achievement in Recruitment

Recognizing notable single achievements, or a series of achievements, related to an organization's new-employee or executive recruitment efforts since the beginning of 2015.

B11. Achievement in Workforce Development and Learning

Recognizing notable single achievements, or a series of achievements, related to workforce learning or training since the beginning of 2015.

B12. Achievement in Workplace Design

Recognizing the design of workplaces that promote engagement, productivity, and employee wellbeing. There is no eligibility timeframe for this category - it doesn't matter when the workplace's current design or configuration was established.

- a. for up to 10 employees
- b. for up to 100 employees
- c. for more than 100 employees - single location
- d. for more than 100 employees - multiple locations

B13. Achievement in Workplace Health & Wellbeing

Recognizing notable single achievements, or a series of achievements, related to an organization's efforts to promote and protect workforce health and wellbeing since the beginning of 2015.

B14. Achievement in Workplace Safety & Compliance

Recognizing notable single achievements, or a series of achievements, related to an organization's programs to promote workforce compliance and workplace safety since the beginning of 2015.

HR Individual Categories

These categories recognize the achievements of individual professionals since the beginning of 2015.



Information to be submitted online for entries in these categories in the 2016 competition include:

- An essay of up to 625 words describing the nominated individual's achievements since the beginning of 2015. Focus on achievements since that date. Make reference, where appropriate, to supporting materials attached to your entry that support your claims.
- Summarize in up to 10 bullet points (up to 150 words) the chief accomplishments of the nominated individual since the beginning of 2015.
- Add to your entry up to 10 webpage links and up to 10 document uploads to support your case to the judges. These might be press articles, press releases, videos, work samples, internal or external reviews, or employee feedback, for example.

C01. People-Focused CEO of the Year

Recognizing the top organizational executives who best demonstrate a commitment to making their organizations great employers.

C02. Chief Human Resources Officer of the Year

Recognizing the achievements of organizations' top human resources executives.

C03. Chief Happiness Officer of the Year

Recognizing the achievements of executives who focus on the happiness and wellbeing of organizations' employees.

C04. Chief Learning Officer of the Year

Recognizing the achievements of executives who focus on the training and skills- and knowledge-advancement of organizations' employees.

C05. Human Resources Executive of the Year

Recognizing the achievements of HR executives at the VP level or higher.

C06. Benefits or Payroll Professional of the Year

Recognizing the achievements of individual professionals in benefits or payroll administration.

C07. Compliance & Safety Professional of the Year

Recognizing the achievements of individual professionals in the design and delivery of compliance and workplace safety programs.

C08. Employee Relations Professional of the Year

Recognizing the achievements of individual employee relations professionals.

C09. Human Resources IT Professional of the Year

Recognizing the achievements of individual professionals in HR systems development, installation, and maintenance.



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C10. Human Resources Professional of the Year

Recognizing the achievements of non-executive HR professionals.

C11. Internal Communications Professional of the Year

Recognizing the achievements of individuals who specialize in internal communications.

C12. Learning or Training Professional of the Year

Recognizing the achievements of individual professionals in training or corporate learning.

C13. Onboarding Professional of the Year

Recognizing the achievements of individual professionals who work in new employee orientation and assimilation.

C14. Recruiting or Talent Acquisition Professional of the Year

Recognizing the achievements of individual recruiters.

C15. Technical Recruiting Professional of the Year

Recognizing the achievements of individual technical recruiters.

■ Photographs of Past Stevie Awards Events



Solution Provider Categories

These categories recognize the achievements, since the beginning of 2015, of the providers of solutions that help to create and drive great places to work.

The information requirements for entries in these categories in the 2016 competition include:

- An essay of up to 625 words describing the nominated organization's achievements since the beginning of 2015. Focus on achievements since that date. Make reference, where appropriate, to supporting materials attached to your entry that support your claims.
- Summarize in up to 10 bullet points (up to 150 words) the chief accomplishments of the nominated organization since the beginning of 2015.
- Add to your entry up to 10 webpage links and up to 10 document uploads to support your case to the judges. These might be press articles, press releases, videos, work samples, internal or external reviews, or employee feedback, for example.

D01. Business Acumen & HR Strategy Solution Provider of the Year

Recognizing the achievements of providers to the industry of solutions for diversity services, management consulting, outplacement, outsourcing, and relocation, among others.

D02. Employee Relations Solution Provider of the Year

Recognizing the achievements of providers to the industry of solutions for arbitration/mediation/dispute resolution, awards and motivation, employee engagement, performance appraisal and management, and employee surveys, among others.

D03. Global HR Solution Provider of the Year

Recognizing the achievements of providers to the industry of solutions for cultural awareness/cultural competence, global employment law, global outsourcing, and global relocation, among others.

D04. Health, Wellness and Safety Solution Provider of the Year

Recognizing the achievements of providers to the industry of solutions for drug and alcohol treatment or testing, health promotion, recreation, safety, security, or wellness, among others.

D05. HR Technology Solution Provider of the Year

Recognizing the achievements of providers to the industry of solutions for human resources-related systems, software or analytics.

D06. Leadership or Skills Development Solution Provider of the Year

Recognizing the achievements of providers to the industry of solutions for assessment tools, certificate programs, distance learning, leadership development, or training materials, among others.

D07. Talent Acquisition & Retention Solution Provider of the Year

Recognizing the achievements of providers to the industry of solutions for applicant assessment or tracking, background investigations, executive search, recruitment, recruitment advertising, or temporary staffing, among others.

D08. Total Rewards Solution Provider of the Year

Recognizing the achievements of providers to the industry of solutions for child or dependent care, insurance, pensions/retirement benefits, and wage and salary administration, among others.





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HR Team Categories

These categories recognize the achievements of HR-related teams since the beginning of 2015.



The information requirements for entries in these categories in the 2016 competition include:

- An essay of up to 625 words describing the nominated team's achievements since the beginning of 2015. Focus on achievements since that date. Make reference, where appropriate, to supporting materials attached to your entry that support your claims.
- Summarize in up to 10 bullet points (up to 150 words) the chief accomplishments of the nominated team since the beginning of 2015.
- Add to your entry up to 10 webpage links and up to 10 document uploads to support your case to the judges. These might be press articles, press releases, videos, work samples, internal or external reviews, or employee feedback, for example.

E01. Benefits or Payroll Administration Team of the Year

Recognizing the achievements of benefits and/or payroll administration teams since the beginning of 2015.

E02. Compliance or Safety Team of the Year

Recognizing the achievements of compliance or safety teams since the beginning of 2015.

E03. Employee Relations Team of the Year

Recognizing the achievements of employee relations teams since the beginning of 2015.

E04. Engagement/Happiness Team of the Year

Recognizing the achievements of employee engagement/happiness teams since the beginning of 2015.

E05. HR IT Team of the Year

Recognizing the achievements of human resources IT teams since the beginning of 2015.

E06. Internal Communications Team of the Year

Recognizing the achievements of internal communications teams since the beginning of 2015.

E07. Learning/Training Team of the Year

Recognizing the achievements of learning or training teams since the beginning of 2015.

E08. Onboarding Team of the Year

Recognizing the achievements of onboarding or orientation teams since the beginning of 2015.

E09. Recruiting or Talent Acquisition Team of the Year

Recognizing the achievements of recruiting or talent acquisition teams since the beginning of 2015.

E10. Human Resources Team of the Year - Other

Recognizing the achievements of HR teams, since the beginning of 2015, that are not addressed by one of the other HR team categories.

New Product & Service Categories

These categories recognize HR-related products and services first issued to the marketplace since the beginning of 2015. Both brand-new and new-version products are eligible.

The information requirements for entries in these categories in the 2016 competition include:

- An essay of up to 625 words describing the nominated product or service: its benefits, features, functions, and sales results to date.
- Summarize in up to 10 bullet points (up to 150 words) the chief benefits, features, and functions of the nominated product or service.
- Add to your entry up to 10 webpage links and up to 10 document uploads to support your case to the judges. These might be press articles, press releases, videos, or images, for example.

SOFTWARE

- F01. 360 Degree Feedback Solution - New**
- F02. 360 Degree Feedback Solution - New Version**
- F03. Applicant Assessment or Tracking Solution - New**
- F04. Applicant Assessment or Tracking Solution - New Version**
- F05. Attendance Tracking Solution - New**
- F06. Attendance Tracking Solution - New Version**
- F07. Benefits Management Solution - New**
- F08. Benefits Management Solution - New Version**
- F09. Compensation Management Solution - New**
- F10. Compensation Management Solution - New Version**
- F11. Course Authoring Solution - New**
- F12. Course Authoring Solution - New Version**
- F13. Employee Engagement Solution - New**
- F14. Employee Engagement Solution - New Version**
- F15. Employee Recognition Solution - New**
- F16. Employee Recognition Solution - New Version**
- F17. Employee Scheduling Solution - New**
- F18. Employee Scheduling Solution - New Version**
- F19. HR Reporting Solution - New**
- F20. HR Reporting Solution - New Version**
- F21. Human Capital Management Solution - New**
- F22. Human Capital Management Solution - New Version**
- F23. Human Resource Information System - New**
- F24. Human Resource Information System - New Version**
- F25. Human Resource Management System - New**





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F26. Human Resource Management System - New Version

F27. Job Board Solution - New

F28. Job Board Solution - New Version

F29. Learning Management Solution - New

F30. Learning Management Solution - New Version

F31. Onboarding Solution - New

F32. Onboarding Solution - New Version

F33. Payroll Management Solution - New

F34. Payroll Management Solution - New Version

F35. Performance Appraisal Solution - New

F36. Performance Appraisal Solution - New Version

F37. Performance Management Solution - New

F38. Performance Management Solution - New Version

F39. Self-Service HR Solution - New

F40. Self-Service HR Solution - New Version

F41. Talent Management Solution - New

F42. Talent Management Solution - New Version

F43. Time and Expense Solution - New

F44. Time and Expense Solution - New Version

F45. Workforce Management Solution - New

F46. Workforce Management Solution - New Version



____ TRAINING PROGRAMS OR MEDIA

May be blended, instructor-led, microlearning, video or web-based.

F50. Brand Training

F51. Compliance Training

F52. Consumer Education Training

F53. Diversity or Sensitivity Training

F54. Interpersonal Skills Training

F55. Leadership Training

F56. Literacy Training

F57. Managerial Training

F58. New Hire Training

F59. Problem-Solving Training

F60. Product Training

F61. Professional or Legal Training

F62. Quality Training

F63. Safety Training

F64. Sales Training

F65. Skills Training

F66. Systems Training

F67. Technical Training

F68. Other



____ CURATED TRAINING PLATFORM OF THE YEAR

F70. Consumer

F71. Industrial/Technical

F72. Managerial/Professional

F73. Technology

F74. Other



The Stevie® Award

The Stevie Award trophy is one of the world's most coveted prizes. Since 2002 the Gold Stevie Award has been conferred for achievement in business to organizations and individuals in more than 60 nations.

The name Stevie is taken from the name Stephen, which is derived from the Greek for "crowned."

The crystal pyramid held aloft by Stevie represents the hierarchy of human needs, a system often represented as a pyramid that was developed in the 1960s by psychologist Abraham Maslow, who observed that after their basic needs are met, human beings seek the esteem of their peers.



**FOR GREAT
EMPLOYERS**

| USA Headquarters

The Stevie Awards

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