



The International Public Management Association for Human Resources is seeking nominations for the:

## 2018 IPMA-HR AGENCY AWARD FOR EXCELLENCE

### I. General Introductions:

The Association established this award to recognize the overall quality, accomplishments, and contributions of an agency human resource program that exceeds the normal operation of a "good government human resource program." The awards are based on the lenses and focus areas contained in the HR 2020 Shifting Perspectives: A Vision for Public Sector HR report that was released in September 2016. Additional information on the report is available at: <https://www.ipma-hr.org/stay-informed/research-and-reports/hr-2020-shifting-perspectives>. Awards may be given in each of the following categories, based on the number of employees covered by your human resource program:

- 1) Small Agency – Under 1,999 employees
- 2) Medium Agency – 2,000 to 9,999 employees
- 3) Large Agency – 10,000 and over

The Awards will be based on program initiatives, accomplishments, and contributions within the three-years immediately preceding the nomination. Agencies nominated must be and have been an IPMA-HR Agency member with a minimum of 3 years consecutive membership.

All nominations will be considered as final entries and are **limited to 7 pages (including the executive summary)**. The Awards Committee will not consider supporting documentation. Nominations must be made using this form:

Upload your completed application to the **Award's Depot** at <https://www.ipma-hr.org/membership/awards>

#### Questions:

IPMA-HR

Attn: Debbie Tankersely-Snook - [dtankersely@ipma-hr.org](mailto:dtankersely@ipma-hr.org) - 1617 Duke Street, Alexandria, VA 22314  
703/549-7100 (phone) - 703/684-0948 (fax) - [ipma-hr.org](http://ipma-hr.org)

All nominations must be received by **June 4, 2018**. The Agency Awards will be presented during the 2018 IPMA-HR International Training Conference & Expo in Phoenix, AZ September 22-26, 2018.

**The following agency is nominated for the 2018 IPMA-HR Agency Award for Excellence**

Agency \_\_\_\_\_

Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Number of employees covered by the human resource program \_\_\_\_\_

**Person Submitting this Nomination:**

Name \_\_\_\_\_

Title \_\_\_\_\_

Employed by \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**I. Executive Summary** (no more than 1-2 pages – to be attached -- or up to 1,500 words):

The summary must include the number of agency employees, name of your agency's initiative/accomplishments, provide highlights for up to 3 of your agency's initiatives/accomplishments (limit to 5-6 sentences per initiative) and list any other initiatives/accomplishments for reference.

**II. Organizational Biography** (500 words or less – to be attached):

Please include when your organization was established, number of agency employees, constituents served and an overview of your population.

**III. Program Characteristics:**

Describe the environment in which the human resource program operates. Address specifically: size (i.e., number of employees served), types of employees (i.e., clerical, administrative, professional); union relations; budget and human resource constrictions; and relationship to Chief Executive Officer. Is the program for an operating or central human resource agency? *(Please attach description)*

**IV. Human Resources:**

Please describe how the human resources program addresses the areas of leadership, culture, talent, technology, and communications as viewed through the lenses of business acumen, innovation, and strategic orientation. The nomination can be based on one specific program that addresses one of the focus areas or on multiple focus areas. Specifically identify those accomplishments you consider to be innovative. If the nomination is for a central human resource agency, describe how the accomplishments have benefited the agencies served. If the nomination is for an operating agency, describe how the accomplishments have benefited the management and employees of the agency. *(Please attach description)*

**Please direct all questions regarding this award and/or nomination form to:**

IPMA-HR Awards Committee

1617 Duke Street, Alexandria, VA 22314

Phone: (703) 549-7100

Fax: (703) 684-0948