

## **Human Resources Team of the year award**

This award will go to a Human Resources team at a single hotel or group of hotels. Entries should explain the contribution the Human Resources team has made both to their own team and to the organisation as a whole.

When submitting your entry please provide information to the following questions:

1. What are the team's key achievements in the past year?
2. Please provide evidence of a positive working environment.
3. Please give examples of initiatives the team has introduced to improve training, skills and retention?
4. Please provide evidence of the team's effectiveness, eg higher staff retention levels.
5. What has the team done that is over and above their job description?

All of the above entry criteria must include a supporting statement from colleagues and senior management and, where possible, testimonials

Please also provide details of the team's size and structure, and of how many company employees it is responsible for.