



# NOMINATION FORM

## BEST HR SHARED SERVICE CENTER IN GREATER CHINA 2018

### GUIDELINE

- To participate in the “Best HR Shared Service Center in Greater China 2018” selection, please fill in the official nomination form below and send it to the email address: [awards@hroot.com](mailto:awards@hroot.com).
- All the information could be written in both Chinese and English.
- The nomination form could be submitted by individuals, enterprises and third-party organizations.
- The awards committee have the rights to refuse any nominations that are with incomplete information or could not meet the requirements.
- Any nominations submitted after the deadline are not accepted.

### DEADLINE

- 5:00 p.m. 8/4/2018

### CONTACT US

- For more information, please contact us:

Jessica Peng  
☎ 8621-50581507-802  
☎ 8621-58218663

Jenney Qiu  
☎ 8621-50581507-801  
☎ 8621-58218663

Betty Chen  
☎ 8621-58215197-158  
☎ 8621-58218663

✉ [awards@hroot.com](mailto:awards@hroot.com)



2018大中华区  
人力资源管理卓越大奖  
HRoot Awards 2018



Nominator Profile	Name:		Title:		
	Company:				
	Contact Information	Tel:			
		Mobile:			
		Fax:			
Email:					
Team Profile	Team Name :				
	Type of Industry:		Number of Staffs:		
	Tel:		Fax:		
	Address:				
	Name of Team Leader:		Tel:		
	Email:				
Team Introduction (including team composition, numbers of each functions, function divisions, projects, awards received, etc.)					





## Qualification

Please explain the reasons why participate in “Best HR Shared Service Center in Greater China 2018” selection and each reason should be no more than 1,000 words (attached documents are allowed).

Assessments	Reasons
1.Please give a brief description of the main achievements in building HR Shared Service Center and list one or two specific cases in efficient operation and management.	
2.Please give a brief description of main achievements in designing key business process and integration of HR Shared Service Center and give one or two specific projects.	
3.Please give a brief description of main achievements of the HR Shared Service Center policies implementation e.g. ERM and introduce the process of project establishment, planning and implementation.	
4.Please describe how enterprise could use big data technology and information technology to innovate HR Shared Service Center and give one or two specific cases (including innovation background, implementation plan, resource acquisition, detailed procedure, assessment, achievements, etc.)	
5.Please describe how team members could improve personal skills, service levels and service satisfaction. Please give related tools and metrics of investigation and one or two specific projects.	
6.Additional information	





## ESSENTIAL DOCUMENTS

- A vector graphic picture of the company' s logo (.ai format).
- A company introduction (within 300 words, including the global revenue in the last financial year, date of establishment, number of global staffs, business scope, listing location, stock code and other key information).
- Any other related or essential documents which could provide the contributions of the developments of the human resource industry, e.g. awards received (pictures or copies).

Please send these digital documents with the filled nomination form to the email address: [awards@hroot.com](mailto:awards@hroot.com).

**Documents with papers and pictures could also be sent with filled paper form to the address below:**

- **Addressee:** Jessica Peng&Jenney Qiu
- **Address:** 2018 HRoot Awards in Greater China Committee Room 508, North Building 77# Eshan Rd.  
Pudong District, Shanghai
- **Postal code:** 200127
- **Tel:** (8621) 50581507-802
- **Fax:** (8621) 58218663
- **Email:** [jessica@hroot.com](mailto:jessica@hroot.com) [jenney@hroot.com.cn](mailto:jenney@hroot.com.cn)

**Important:** Both digital/paper documents should be delivered before 5:00 p.m. 8/4/2018 and confirmed by the committee. If you do not receive the confirmation information after the estimated date for 2 days, please contact us.

## DECLARATION

- The following conditions are accepted on the time when the nomination form is submitted hereof: once I won the HRoot Award, the submitted information before is allowed to be used in Human Capital Management Magazine, websites of the award and any related advertisement.
- Any information which is private and must be treated in confidence should be clearly indicated.
- I promise all the information submitted is correct and valid and will take any relevant legal responsibilities.
- All the delivered documents will not be returned.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Company \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



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