

2012 Helios Apollo Awards™

In partnership with Washington SmartCEO



The Helios Apollo Awards™ recognize Washington-area organizations that promote employee growth and development as an integral part of their organizational culture. We welcome you to share your organization's initiatives to be considered as a 2012 Helios Apollo Award winner. The deadline for submission of nominations is **February 16th, 2012**.

ABOUT



Helios HR provides human resource outsourcing, consulting and recruiting services to organizations to optimize the impact of their workforce and HR operations. We are firm believers that building a culture of intention goes a long way in attracting and retaining a highly engaged team. Additional information can be found at www.helioshr.com.

ABOUT



SmartCEO is a regional "growing company" publication. We are not news; we are a resource full of smart ideas to help educate and inspire decision-makers. SmartCEO is read by more than 50,000 business owners in Baltimore, Philadelphia and Washington, DC metro markets. Each issue includes features, interviews, case studies, columns and other departments designed to help this region's CEOs face the daily challenge of running a business. Additional information can be found at www.smartceo.com.

CRITERIA FOR SELECTION

Nominations will be reviewed by an independent panel of recognized workforce development authorities and business leaders. Nominees will be judged based upon their overall support of employee development and their ability to communicate the impact of these programs on the organization. The judges will consider a variety of areas, including:

- The employee onboarding process;
- Opportunities for mentoring;
- Innovative programs or opportunities to develop leadership skills through charitable community involvement; and
- The impact of a program(s) on an individual and the organization.

Organizations must have a location in the Washington, DC metropolitan area to be eligible for consideration. There will be multiple categories of winners recognized, based on the size of the organization.

The selection process will be influenced less by the "number" of programs offered and more by the actual "impact" of such programs on individuals and the organization.

We encourage nominations from all organizations who believe they are doing good things in making progress towards supporting employee development.

Note: Helios HR may require verification of nomination information prior to selecting the winning entries.



RECOGNITION FOR YOUR ORGANIZATION

As a finalist and award winner, your organization will be recognized at both the VIP reception to be held in May and the Apollo Awards breakfast to be held at the McLean Hilton on **May 30, 2012**. Your organization will also be highlighted in the Event Guide which is distributed by SmartCEO Magazine to over 16,000 executives in the Washington metropolitan area.

In addition, your organization will have the opportunity to share your stories on the big screen! SmartCEO magazine will be hosting a video shoot on **April 11 and 12** for all of the finalists to partake in prior to the event. Your organization will be asked a series of questions and segments from the interview will be played the day of the event. These interviews will take no longer than 30 minutes of your time. Details on the location are forthcoming. If you are selected as a finalist, SmartCEO will be contacting you to schedule a time. The videos will be available for purchase through SmartCEO post the May 30, 2012 event.

ABOUT THE APPLICATION PROCESS

1. In Part 1, you will be asked to provide information containing specifics about the organization you are nominating, or your own organization, if you are self-nominating. This section contains questions on the organization's demographics, which is used toward data collection. In addition, we use this to classify and summarize the participants in the program. This information will not be used in the judging process nor will it be made public.
2. You will then be asked to complete the nomination form, which is what will be considered in the judging process, in Part 2.
3. Lastly, Part 3 requires that you submit items for a special Event Guide produced by SmartCEO that will be distributed at the awards ceremony and will also appear in the July 2012 issue of Washington SmartCEO. All nominations require the following items, which will be used by SmartCEO if your organization is selected as a finalist:
 - a. Your organization's logo in EPS/Vector format and JPEG format with a resolution of at least 300 dpi.
 - b. A headshot of your organization's CEO, President, Executive Director, Managing Principle or Partner in EPS and JPEG format with a resolution of at least 300 dpi.
 - c. A list of your top three strategic partners (attorney, banker, etc.) - SmartCEO will be contacting these partners so they will have the opportunity to congratulate you by placing an ad in the Event Guide. As a finalist, you will also have the opportunity to congratulate your team by placing an ad in the event guide.
 - d. A 150 word description of one of your most creative or unique employee development best practices (include your industry and a brief summary of the services or products you provide).

Once you have all of the information and attachments you will need to submit with your nomination, please begin the application process.

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Nomination Form



PART 1

Part 1 of the application process asks that you provide demographic data and respond to our survey questions. Your responses will be used to classify your organization and contribute towards data collection, but will not be associated with your name and organization. Part 2, which contains the nomination questions, is the only section that will be used for judging purposes.

DEMOGRAPHICS & SURVEY QUESTIONS

Nominator _____
Title _____
Organization _____
Phone number _____
E-mail address _____
Re-type e-mail address _____
Organization being nominated _____
President, CEO, Executive Director, _____
Managing Principal or Partner _____
Address 1 _____
Address 2 _____
City _____
State _____
Zip code _____
Website _____
Point of contact for nomination name (if different from nominator)

Point of contact for nomination phone(if different from nominator)

2. Year organization was founded: _____

3. Total number of employees in the organization:

Full time

Part time

4. Number of employees in the DC Metro area:

Full time

Part time

5. The ownership of the organization is:

- Public
- Private

6. Organization's Industry (select all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Management |
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Banking | <input type="checkbox"/> Marketing/PR |
| <input type="checkbox"/> Consulting | <input type="checkbox"/> Moving and storage |
| <input type="checkbox"/> Defense | <input type="checkbox"/> Non-profit |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Oil and gas services |
| <input type="checkbox"/> Financial Services | <input type="checkbox"/> Professional services |
| <input type="checkbox"/> General contracting | <input type="checkbox"/> Property management |
| <input type="checkbox"/> Government | <input type="checkbox"/> Publishing |
| <input type="checkbox"/> Government contracting | <input type="checkbox"/> Research |
| <input type="checkbox"/> Healthcare | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Hospitality | <input type="checkbox"/> Textiles |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Trade association |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Waste Management |
| <input type="checkbox"/> IT consulting and services | <input type="checkbox"/> Wholesale |
| <input type="checkbox"/> Law | <input type="checkbox"/> Other (please specify) _____ |

7. In 2011, did your organization's operating income:

- Increase (by ____%)
- Decrease (by ____%)
- Remain about the same

8-11. How much staff turnover has your organization experienced in 2010 and 2011?

% of Turnover	2010		2011	
	Voluntary	Involuntary	Voluntary	Involuntary
0% - 5%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6% - 10%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11% - 15%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16% - 20%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21% - 25%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
26% - 30%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
31% - 35%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
36% - 40%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Over 40%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. In 2011, did your overall expenditures for employee development:

- Increase (by ____%)
- Decrease (by ____%)
- Remain about the same



13. Compared to 2011, how will your overall expenditures for employee development change in 2012?

- Increase (by ____%)
- Decrease (by ____%)
- Remain about the same

14. Has the current economic uncertainty affected your organizations' professional development programs?

- Yes
- No
- Don't know

15. [IF YES] In what ways has the current economic recession impacted your organization's professional development programs?

16. How often does your organization conduct formal employee performance reviews?

- Annually
- Twice a year
- Quarterly
- Monthly
- Other (please specify) _____
- There is no formal performance review process

17. Does your organization offer internal professional development training opportunities?

- Yes
- No

18. Please list any separate and distinct training opportunities offered in the past year.

19. What % of eligible employees participated in each of the named opportunities in 2011? (Please circle)

- | | |
|--------------------------------|--------------------------------------|
| All employees | 10% - 24% |
| Over 90% of eligible employees | Fewer than 10% of eligible employees |
| 75% - 89% | No eligible employees |
| 50% - 74% | Don't know/ N/A |
| 25% - 49% | |



20. Training Opportunities (if none, enter "0" or zero)

Training Opportunity	Number of Opportunities Offered	% of Eligible Employees Who Participated
<input type="checkbox"/> Instructor-led training		
<input type="checkbox"/> Web-based (online) training		
<input type="checkbox"/> Job rotational training		
<input type="checkbox"/> Other (please specify) _____		

21. Which of the following training opportunities does your organization offer? (Select all that apply)

- Formal on-the-job training
- Peer-to-peer informal training
- Cross training
- Use of Social Media
- None of the above

22. Below is a list of external professional development training opportunities your organization may offer. Please indicate the % of eligible employees that participated in each program selected.

Training Opportunity (Select if offered)	% of Eligible Employees Who Participated
<input type="checkbox"/> Web-based (online)	
<input type="checkbox"/> Seminars	
<input type="checkbox"/> Individual off-site classes	
<input type="checkbox"/> Industry events	
<input type="checkbox"/> Degree programs	
<input type="checkbox"/> Professional certification	

23. Please indicate the average budget and the actual expenditure per employee/per year allocated for:

	Budget Per Employee (2011 Average)	Actual Spend Per Employee (2011 Average)
Training in general	\$ _____	\$ _____
Relevant professional certifications	\$ _____	\$ _____
Maximum amount of paid time off given for employee development	_____ hours	_____ hours
Tuition reimbursement	\$ _____	\$ _____

24. If you account for your employee development budget differently than above, please describe your process:

(maximum 300 words)



PART 2

All nomination questions in Part 2 are required for consideration for the 2012 Helios HR Apollo Awards.

DEVELOPMENT OPPORTUNITIES AVAILABLE TO EMPLOYEES

25. In 250 words or less, please describe your employee onboarding process and the impact it has made in the organization.

26. Does your organization have a formal succession plan?

- Yes
- No

27. If yes, how do you administer the plan? How do you define its success?

(maximum 300 words)

28. Describe your most robust mentorship program. Indicate how it is structured/administered and the impact the program has had on the participants and the organization.

(maximum 300 words)

PERFORMANCE MANAGEMENT

29. Please indicate which of the following your organization utilizes as metrics for its professional development and employee growth programs:

What % of eligible employees participated in/took advantage of each, in 2011?

- Number of promotions _____%
- Educational assistance allowances _____%
- Professional certification allowances _____%
- Training expenditures _____%
- Tuition reimbursement _____%
- Employee survey results _____%
- Other (please specify) _____%
- None of these



30. How do you develop or prepare your supervisors to manage teams? (select all that apply)

Supervisor Development Programs	Use	% of Supervisors that Participate
Instructor led training	<input type="checkbox"/>	_____ %
Online/web based offerings or self-paced programs	<input type="checkbox"/>	_____ %
Formal coaching assignments	<input type="checkbox"/>	_____ %
Mentoring	<input type="checkbox"/>	_____ %
Other (please specify) _____	<input type="checkbox"/>	_____ %

31. What formal employee feedback mechanisms are in place within your organization? (select all that apply)

- 3rd party facilitated focus groups or meetings
- 360° reviews
- Employee opinion surveys
- Peer evaluations
- Other (please specify) _____
- There are no formal feedback mechanisms

32. As a part of the performance review process does your organization align individual goals to the organization's strategic goals?

- Yes, individual goals support the organization's strategic goals
- No, individual goals are measured, but not aligned to the organization's strategic goals
- No, individual goals are not established

33. How often are individual employee goals reviewed?

- Annually
- Twice a year
- Quarterly
- Monthly
- Other (please specify) _____

34. Please describe any additional best practices regarding performance management utilized by your organization.

(maximum 300 words)



MARKETING & COMMUNICATIONS

35. Which of the following tools does your organization use to market training and professional development opportunities? (Select all that apply)

PRIMARY TOOL

- Postings on an organization-wide calendar
- Postings on an intranet site
- E-mail
- Direct communication with Manager/Supervisor
- Direct communication with a mentor
- Other (please specify) _____
- None of the above

FREQUENCY OF USE

- Daily
- Multiple times a week
- Weekly
- Multiple times a month
- Monthly
- Less than once a month
- Don't know; N/A

36. Please describe any unique marketing programs and communication methods utilized in your organization to keep employees informed of professional development and growth opportunities and the impact that you have recognized as a result.

(maximum 300 words)

IMPACT

37. Please describe one of the following:

- A.** An innovative program that supports your team member development; *or*
- B.** How your organization supports charitable organizations through volunteerism and how this builds leadership skills.

(maximum 300 words)

38. Describe which professional development or employee growth program has had the most significant impact to an individual and the organization. Why?

(maximum 300 words)

39. Would you describe your organization as a “learning organization”? If so, how have you been able to establish such a culture? What would you say are the top 5 critical success factors to sustaining a learning organization?

(maximum 300 words)



PART 3

TRUSTED ADVISORS & ORGANIZATIONAL SUPPORTERS

Please provide contact information below for your organization's top three trusted advisors (attorney, banker, CPA, etc). If your organization is chosen as a finalist for this award, SmartCEO would like to offer them the opportunity to take advantage of a variety of marketing and advertising opportunities to show their support of your organization and CEO. *Please note they are under no financial obligation and SmartCEO will only contact them in the event your organization is named a finalist.*

40. Enter the contact information below:

Partner 1:

Firm name: _____
Contact name: _____
Firm Industry: _____
Phone number: _____
E-mail: _____

Partner 2:

Firm name: _____
Contact name: _____
Firm Industry: _____
Phone number: _____
E-mail: _____

Partner 3:

Firm name: _____
Contact name: _____
Firm Industry: _____
Phone number: _____
E-mail: _____

41. Please provide a description of one of your most creative or unique employee development best practices (include your industry and a brief summary of the services or products you provide). If your company is selected as a finalist, this description will be included in the event guide.

(maximum 150 words)

42. Please submit a headshot of the organization's CEO, President, Executive Director, Managing Principal or Partner in a JPEG format (at least 300dpi resolution). Should you be selected as a finalist, your headshot will be published in the Apollo Awards event guide.

Please use the following file name setup: Company_FirstNameLastName

43. Please submit your organization's logo in a JPEG format (at least 300dpi resolution). Should you be selected as a finalist, your logo will be included in the presentation materials for the event. Please label the file as the company name.



FINALIZATION OF APPLICATION

Congratulations, you are almost finished! Please double check your answers to ensure each required item is complete before submitting your application online.

Thank you for completing the nomination form. We value your interest in the 2012 Apollo Awards! Be sure to register for the Helios Apollo Awards breakfast ceremony upon submission of your nomination or you can go to www.helioshr.com/apollo.