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**ENTRY FORM**

Deadline for submissions
**January 21, 2013**

**www.hireimmigrantsottawa.ca**

**About the Awards**

The Hire Immigrants Ottawa Employer Excellence Awards recognize local employers for their innovative recruitment, retention and engagement policies, and promising practices around the integration of skilled immigrant employees into their organizations.

There are two broad award categories for: i) Recruitment and ii) Retention and Engagement of skilled immigrants in the workplace.

Awards are presented based on the following employer-size divisions:

* Small Employer (fewer than 100 employees)
* Mid-Size Employer (100 to 500 employees)
* Large Employer (more than 500 employees)

As you proceed with the application process, if you have any questions or concerns, please contact us at or 613-228-2502.

For information on previous award winners, visit [**www.hireimmigrantsottawa.ca**](http://www.hireimmigrantsottawa.ca)**.**

**About Hire Immigrants Ottawa**

Hire Immigrants Ottawa (HIO) is a community-based initiative that brings together employers, immigrant agencies and stakeholders to enhance employers’ ability to access the talents of skilled immigrants in the Ottawa area. The project’s objective is to increase the number of employers in Ottawa who hire skilled immigrants to positions commensurate with their education and skills.



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| ***Media Sponsors*** |  |
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**Recognition and Benefits**

The HIO Employer Excellence Awards will be presented at the Employer Council of Champions (ECC) Summit in March 2013. This event is attended by senior executives and human resources professionals from leading Ottawa businesses and organizations, civic leaders, key stakeholders and the media.

Award recipients will receive:

* Public recognition at the ECC Summit and awards ceremony
* An Employer Excellence Award certificate
* Profile through Hire Immigrants Ottawa website and marketing materials
* Exclusive use of the 2013 Employer Excellence Award logo for your marketing material
* An invitation to participate in cross-cultural sessions, specifically designed to help organizations with workplace enhancement to recruit and retain a diverse staff
* An invitation for two persons to attend the ECC Summit
* Opportunities for media coverage

**Guidelines**

**Eligibility**

1. To be considered for an Employer Excellence Award, an employer must be able to demonstrate the following:
* Their employees work (organization is based in or has a division/office of a parent organization located) within the limits of the National Capital Region.
* Immigrant employees are working in bona fide positions at the nominated organization and are paid accordingly, and are generally employed in roles that are commensurate with their skills, experience, education and/or professional training.
1. Past award recipients are eligible to enter their organization­s for the award.
2. Sponsors for the Employer Council of Champions Summit and Employer Excellence Award are NOT eligible to apply.

*Note: For the purpose of the Employer Excellence Awards, skilled immigrants are defined as people who:*

* + *immigrated to Canada with relevant post-secondary skills training/education, professional credentials and/or work experience;*
	+ *are permanent residents of Canada or new Canadians; and*
	+ *have lived in Canada for no more than 10 years.*

**Selection Process**

Submissions are judged by a panel of HR executives/professionals from the National Capital Region.

The weighted average of the four dimensions (listed below) of each category — *Recruitment* and *Retention and Engagement* — will provide the basis for ranking and selecting award recipients.

Recruitment

* Awareness and Leadership
* Planning and Sourcing
* Selecting
* Creating a Diversified Workplace

Retention and Engagement

* Awareness and Leadership
* Planning and Sourcing
* Developing
* Creating an Inclusive Climate

Applicants may be contacted to provide additional information and clarification about their submissions.

HIO staff members are not involved in the selection process. Their contribution to the process is to prepare the materials required to assist the committee in reviewing and making its decision.

**Submit Your Application**

Please limit award submissions to a maximum of five typed pages of text (12 point font size). You may attach supporting information as an appendage.

Completed forms can be submitted either by:

E-mail: awards@hireimmigrantsottawa.ca

Mail: 363 Coventry Road, Ottawa ON K1K 2C5

The deadline for submissions is **January 21, 2013.**

We will confirm that your application has been received.

**Organizational Information**

Name of Company/Organization/Government Department:

Address:

Main Product or Services offered:

Number of employees in your organization:

* Small Employer (fewer than 100 employees) [ ]
* Mid-Size Employer (100 to 500 employees) [ ]
* Large Employer (more than 500 employees) [ ]

In the case of multi-regional/national organizations, the number of local employees (based in the National Capital Region) will determine the employer-size division.

Name of Contact Person:

Title of Contact Person:

Telephone Number:

E-mail Address:

How did you hear about the 2013 Employer Excellence Awards?

* Online advertising:  [ ]
* Magazine ads [ ] - specify which publication:
* Other:

By submitting this application to the 2013 Employer Excellence Awards, your organization grants Hire Immigrants Ottawa the rights, title and interest to reproduce the work referenced in this submission for media, print and electronic venues. HIO will consult with your organization prior to publication.

[ ]  **RECRUITMENT CATEGORY**

**In responding to the following questions, applicants must demonstrate an organization’s innovation and/or positive practices in their submission. Please provide detailed descriptions of programs, policies, practices. Providing concrete examples on these programs, policies and practices, and how they have made an impact will strengthen your submission.**

1. **Awareness and Leadership**

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| *Describe how the leadership of your organization demonstrates an understanding of the importance of skilled immigrants to the success and growth of the organization (e.g., policies or programs that support the inclusion of skilled immigrants in staffing strategies).* |
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| *Please further describe how they have instilled this awareness among staff members (e.g., staff awareness campaigns, training and/or information provided to hiring/human resources managers/officers).* |
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1. **Planning and Sourcing**

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| *Describe how your organization has taken steps to actively attract qualified skilled immigrants to apply for employment and is taking steps to create a workplace free of systemic barriers. (e.g., by creating relationships with community/immigrant organizations; by advertising job openings using ethnic/directed media sources; by providing appropriate training to hiring managers/officers).* |
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1. **Selection**

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| *Describe how your organization ensures lack of bias when selecting employees (e.g., policies, selection tools and/or processes). Please also describe the methods that your organization uses to ensure that the international experience and credentials of skilled immigrants are appropriately recognized.* |
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1. **Creating a Diverse Workplace**

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| *Describe how your organization is taking steps to create an inclusive environment that is supportive of all employees. This may include diversity policies and/or formal and informal programs, practices and activities***.** *(e.g., Diversity Days or potlucks).* |
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**To support your submission, please provide additional information to the following questions if applicable.**

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| *How have your efforts in recruiting skilled immigrants affected your organization?* |
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| *What “best practices” in the recruitment of skilled immigrants have been developed that could be shared with other organizations?* |
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| *Other supporting information* |
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*Please limit your submission to a maximum of* ***five*** *typed pages of text
(12 point font size).*

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[ ]  **RETENTION AND ENGAGEMENT CATEGORY**

**In responding to the following questions, applicants must demonstrate an organization’s innovation and/or positive practices in their submission. Please provide detailed descriptions of programs, policies and practices. Providing concrete examples on these programs, policies and practices, and how they have made an impact will strengthen your submission.**

1. **Awareness and Leadership**

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| --- |
| *Describe how the leadership of your organization demonstrates an understanding of the importance of skilled immigrants to the success and growth of the organization (e.g., policies or programs that support the inclusion of skilled immigrants in staffing strategies).* |
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| *Please further describe how they have instilled this awareness among staff members (e.g., staff awareness campaigns, training and/or information provided to hiring/human resources managers/officers).* |
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1. **Planning and Sourcing**

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| *Describe how your organization has taken steps to actively attract qualified skilled immigrants to apply for employment and is taking steps to create a workplace free of systemic barriers. (e.g., by creating relationships with community/immigrant organizations; by advertising job openings using ethnic/directed media sources; by providing appropriate training to hiring managers/officers).* |
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1. **Training and Development**

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| *Describe formal/informal training and development programs that are free of systemic barriers and have a specific focus on how these have been effective for skilled immigrants, designed to assist all employees. This may include processes in place to assess the unique credentials of skilled immigrants or specific development programs that allow them to reach their full potential and maximize their contributions to the organization.* |
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1. **Creating an Inclusive Environment**

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| *Describe how your organization has created an inclusive and supportive work environment for all employees — and specifically skilled immigrants. This may include policies and/or formal and informal programs, practices and activities(e.g., Diversity Days or potlucks).* |
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**To support your submission, please provide additional information to the following questions if applicable.**

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| *How have your efforts in integrating skilled immigrants affected your organization?* |
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| *What “best practices” have you developed to enhance the integration and retention of skilled immigrants that could be shared with other organizations?* |
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| *Other supporting information* |
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