

ASHHRA Communication Award Nomination

Purpose:

To recognize ASHHRA members who have professionally authored books, articles, or have created and delivered internal communications that demonstrate a contribution to the health care human resources profession.

Selection Guidelines:

Criteria used to evaluate submissions include:

- This is an individual award. If there are co-authors, only one individual will be able to accept the award on the group's behalf
- Material must be published during 2012 calendar year
- Material must have relevancy to ASHHRA members and the health care human resource profession
- Materials may be submitted in either hard copy or electronic format
- Particular focus on unique, original, and innovative ways of delivering communication
- Communication must have been used in the organization during 2012 calendar year
- Entrants / organization must own or have clear rights to entries
- Materials must be planned, developed, and implemented by the submitter; materials developed and created by a third party for an organization will not be considered
- Must be authored or co-authored by ASHHRA national member (ASHHRA member must demonstrate at least 50 percent participation and demonstrate involvement)
- Content must be organized in a logical and efficient manner
- Must be considered of value as "best practice" for ASHHRA members to learn from
- Must be relevant to ASHHRA HR Leader Model Competencies: **HR Delivery • Healthcare Business Knowledge • Community Citizenship • People Strategies • Personnel Leadership.**

Non-qualifying materials:

- Materials that are considered routine (i.e., annual report, open enrollment, employment manual)
- Promotional materials for marketable products.

Submission Process:

1. Provide a 1 page (maximum) narrative of outcomes or business results of submission
2. Must indicate that materials submitted will be made available to ASHHRA members as samples of "best practice" documents
3. Complete submission form (below) and a copy of the material to be considered by mail or email by **May 10, 2013.**

Review Process:

The Regional, Chapter, and Member Services Committee will judge the submissions and determine award recipients based on the criteria noted above. Award recipients will receive the following recognition:

- Congratulatory letter from ASHHRA President with a copy of the letter sent to immediate supervisor
- Recognition and award presented at the 2013 ASHHRA Annual Conference
- Recognition in *HR Pulse*, the official magazine for ASHHRA members.

Mail submission to:

Emily Meskill, ASHHRA of the AHA
155 N. Wacker Drive, Suite 400
Chicago, IL 60606

Email submission to:

ashhra@aha.org (with the subject 2013
ASHHRA Communication Award)

For questions, please contact Emily Meskill at 312-422-3720.

Communication Award Submission Form

(All blanks must be filled in)

Check below. Note that all boxes must be checked to be eligible for consideration.

- I verify that at least 50 percent of the content was created and delivered by me, an ASHHRA member
- I have enclosed a one-page summary documenting how the communication was used to benefit the health care human resources profession and/or employees in my organization
- I have enclosed a copy of the communication piece to be judged (hard copy or electronic)
- I have included the author's name on all material submitted
- I understand that consistent with the guidelines, my submission utilizes an original and innovative method of delivering information that is not routine, i.e., annual reports, open enrollment information, employment manuals
- I give ASHHRA permission to post this communication on ASHHRA's website and to showcase this information at the 2013 ASHHRA annual conference.

ASHHRA Member ID Number: _____

Author (ASHHRA Member): _____ Title: _____

Organization: _____ Phone: _____

Address: _____ Email: _____

City, State, Zip: _____

Nominee's Immediate Supervisor: _____

Address (only if different from above): _____

REQUIRED INFORMATION:

Identify submission type: _____

Title of submission: _____

Date of publication / production: _____

Purpose of material: _____

Describe Creative Process: _____

Intended audience: _____

Journal or Publisher: _____

Submitter's Signature: _____ **DATE:** _____

Any submission received after May 10, 2013 will not be considered.