

# ENTRY FORM GUIDELINES

## FOR RISING STAR ENTRIES ONLY

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*Please note, this PDF serves only as a guide to the information required for an entry. Entries can only be submitted online by using the official online entry system.*

Please nominate, and make a case for, a new entrant to legal HR who has made a significant impact on your department or firm.

Self-nominations will not be accepted but the nominee can help by providing details for this form, as required. By submitting this form, the nominator declares that the nominee has agreed to be nominated for this award.

The Rising Star award recognises the achievements and outstanding contribution of a new individual to legal HR.

Our judges are looking for a rising star who meets one or more of the following criteria:

- Shows an outstanding attitude to their work, putting in more effort than might be reasonably expected.
- Has demonstrated exceptional achievements and makes significant and demonstrable contributions to their firm.
- Acts in an innovative and/or commercial manner.
- Is likely to be even more valuable to their firm, and the sector as a whole, in the future.

**Note: no nomination longer than 1000 words will be considered.**

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### SUPPORTING MATERIAL

It is the entrant's responsibility to ensure they have (written) permission from any owner of the supporting material they are wishing to upload.

Please upload any supporting documents (you may upload more than one file by zipping them together).

### ENTRY RULES

These awards aim to recognise exceptional work by Human Resources teams in law firms across the UK and Ireland. Entering a category shouldn't be difficult or time-consuming.

In general though, every entry should clearly state what you do (or did), and why it was exceptional or beneficial to your firm. If you've got any statistics that add weight to your case, it's best to include them too.

The judges will give special consideration to effectiveness, originality, return on investment and best practice.

To be eligible, work must have been carried out between February 2016 and February 2017.

### FEES, DEADLINES AND ANNOUNCEMENTS

Entry fee is **£150 +VAT per entry**.

All entries must be received by **5pm** on **Friday 3rd March 2017**.

If your entry has been shortlisted, you will be informed by email by week commencing 3rd April.