### BUSSchool_MAIN_pathsCMYK

2016 IVAN WOOD MEMORIAL AWARD FOR EXCELLENCE IN HRM

Application Package

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***Who is Eligible?***

Applicants must be currently enrolled full-time in the Bachelor of Business (Human Resource Management) at QUT and entering their final year in 2016.

***How to Apply***

* Applications must be typed, well presented, and address the selection criteria.
* In your application, you may include relevant additional supporting evidence (such as written references).
* All selection criteria must be addressed

*Applications should be forwarded to:*

Ivan Wood Memorial Award for Excellence in HRM

C/- Scholarships & Work Integrated Learning Coordinator

Level 11, Z Block, Gardens Point Campus

*Or posted to:*

Ivan Wood Memorial Award for Excellence in HRM

C/- Scholarships & Work Integrated Learning Coordinator

QUT Business School

GPO Box 2434

Brisbane 4001

*Or emailed as an attachment to:*

[bus.scholarships@qut.edu.au](mailto:bus.scholarships@qut.edu.au)

*For enquiries about completing the application please contact:*

Scholarships & WIL Coordinator [bus.scholarships@qut.edu.au](mailto:bus.scholarships@qut.edu.au)

Preparing your Application

*Please follow the instructions below to set out your application*

***A – Cover Letter***

Your cover letter must explain: (a) your reasons for applying for this award, and (b) how this award aligns with your career goals.

*This letter is expected to be business-like in style, language, format and layout. Applicants should use this letter as a self-introduction to the selection panel.*

***B – Resume***

*Your resume should provide information to establish an overall understanding of your accomplishments to date. It should be more than a one page overview but should not contain irrelevant information.*

***Part 1 – Personal Details***

* Family Name
* Given Names
* Student Number
* Full address for correspondence
* Email address
* Telephone number - home and work/mobile
* The course you are studying, including the major
* List any major interests (activities outside work e.g. sport, hobbies)

***Part 2 - Academic Record and Professional Qualifications***

###### Secondary Education

* Name of School
* Years attended
* List any scholarships, special awards, achievements or prizes

###### Tertiary Education - QUT

List any scholarships, special awards and prizes received, or other achievements

###### *\* PLEASE NOTE: You are NOT required to attach academic results from studies at QUT. The Business School will obtain these from the University Student Information System. By submitting an application, you are granting the QUT Business School permission to provide your results to members of the selection panel only.*

###### Tertiary Education – Other

If applicable, provide details of any OTHER colleges and universities you have attended as an undergraduate or postgraduate student, and attach certified copies of your academic transcripts. Include details of the following:

* Tertiary Institution
* Years attended
* Degree and Major
* Class/Division/Grade Point Average
* Scholarships, special awards or prizes

###### Other achievements – Courses/Training

List any other courses not already mentioned or additional achievements you feel are relevant to your application. Please provide details and include any relevant documentation.

***Part 3 – Career Goals***

Please provide an outline of your current career goals.

***Part 4 – Employment History***

###### Paid Employment

Provide details of any casual, part-time or full-time employment.

* Dates of Employment
* Name of Organisation
* Position Held
* Responsibilities

###### Volunteer or Work Experience

Give details of any voluntary or work experience positions you have held.

***C – Marked assignment***

Attach a copy of ONE marked assignment from any unit studied at QUT. This should be an assignment which demonstrates your knowledge and critical thinking and advances the quality of your application.

***D – Evidence of applied understanding of HRM concepts, theory and practice***

***Challenges for Human Resource Management/Employee and Industrial Relations***

Your responses to these questions will help the selection panel assess your theory and practice orientation. Some evidence of research is desirable, though your responses should reflect your own thinking on the issues reflected in these questions. Please do not use quotations or reproduce others’ work. Your goal should be to convince the panel that you have a thoughtful orientation to critical issues facing your profession.

###### Please answer THREE of the following FOUR questions (maximum length per answer: 300 words)

1. As the HR Manager of a local government, you are convinced that flexible work and family practices will help attract and retain high quality staff. Your senior managers are opposed to the implementation of these policies in light of the current economic conditions, and are not convinced that the benefits will outweigh the costs. What points would you make to help change their opinion and persuade them to embrace and promote flexible work and family practices/policies?
2. For the first time in its history, your organisation has been knocked from its mantle of Number One in the industry sector. You are the new HR leader and have been asked to prepare an “HR Strategic Plan”. It is recognised by the senior executives that “people are our most important asset” and considerable money is allocated to the HR budget. Programs exist for retention, attraction, and development. The organisation benchmarks against the competition and industry standards in these areas and compares favourably. Yet, questions are being asked as to the impact this expenditure has had on the organisation’s capability to be competitive. Market conditions have tightened and costs are being examined to ensure that HR activities are concentrated on the most effective use of its budget. Various calls for the organization to become more customer-focussed, innovative and collaborative are being made. Downsizing and cost-cutting are also on the table for discussion.

Outline your approach to developing an HR Strategy, including the major headings it would cover and your process for developing it. Indicate what HR activities could be evaluated to show their business contribution.

1. While the previous Managing Director was in office you were an integral part of the strategic planning process and management decision making. The new Managing Director plans to streamline planning and decision making by using a small executive group. You have been asked to explain why, as Human Resource Manager, you should be part of that executive group. How would you make the contribution of the Human Resource Manager clear to the Managing Director?
2. Describe the challenges and opportunities young HR professionals face once they have secured their first HR role. How should they address these challenges and opportunities? What kinds of actions would enhance their HR roles and future career prospects?

***Checklist***

Please check that you have completed the following before submitting your application:

* Addressed all the sections outlined in the application package
* Attached academic results from studies undertaken outside QUT
* Provided any supporting documentation/references relevant to the application
* Attached one marked assignment from a unit studied at QUT
* Completed the questions in Part D – Challenges for HRM/Employee and Industrial Relations