



**The Irish Hotels Federation
Quality Employer Awards 2022**

Entry Form

Please complete the entry form and return it to Nuala McLoughlin at the Irish Hotels Federation. You may enter via email or post. The deadline for entering is **Friday, 4th March 2022**.

EMAIL: Scan the completed and signed form and email it to mcloughlin@ihf.ie

Please note, responses must be typed. Handwritten entries will not be accepted.

These awards recognize hotels and guesthouses that excel in employee recruitment and selection, engagement, career development & achievements and innovative initiatives in Human Resource Management and Development.

Contact Details;

Name of Hotel/Guesthouse	
No. of Rooms	
General Manager	
Human Resource Manager	
Training Manager	
No of Full-Time Employees	
No of Part-Time Employees	
No of Seasonal Employees	
Address	
Contact Number	
Contact E mail	

Awards Categories;

Choose from the following categories

Large	
Intermediate	
Medium	
Small	
Please note that the above categories may be changed at the discretion of the judging panel.	

Please answer the following questions in the boxes provided.

The response to each question should not exceed 200 words.

1. Describe the strategies you have developed and implemented in the areas of employee recruitment, retention & motivation.
2. Outline the processes in place to support employee communication & engagement, at both professional and personal levels.
3. How do you ensure that the HR strategy has maximum impact on individuals, teams and company/department performance?
4. Outline in detail how the HR strategy has improved employee attendance, productivity and work life balance.

5. Describe how you engage with your employees on a continuous basis, seek their input and act on this.

6. Over the pandemic, describe initiatives which you put in place to communicate with, motivate and retain your employees

7. Describe a success story related to an employee, please choose from any level, (management, HODs, Supervisors & Craft). Please refer to employee by title only and not in name.

8. Outline the approach to employee training and development; with reference to any Traineeships, Apprenticeships, Day/Block Release Programmes or Internships

9. Give an example(s) of recent Innovation(s) in your overall approach to Human Resource Management & Development

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Signature of Entrant	Please print your name here
Signature of General Manager / Proprietor	Please print your name here
Date:	

Both signatures, where appropriate must be completed prior to submission

The Irish Hotels Federation and the Quality Employer Awards Jury will hold all information submitted on this entry form in the strictest confidence. If you have any queries about the Awards or this entry form please contact Nuala McLoughlin, Irish Hotels Federation, T: 01 497 6459 | E: mcloughlin@ihf.ie