

Application form: Best HR practices

Along with the completed application form, it is possible to enclose up to two additional documents that you used for the purpose of implementing the project, which can be sent to the e-mail address

HRnagrada@moj-posao.net.

Attached forms and procedures used by the companies for the purpose of implementing the HR project Tau on-line d.o.o. will be used solely for the purpose of selecting best HR practices.

We reserve the right to contact the project proponent in the event that some information is incomplete and / or unclear.

1. Information about the proposer of the HR project:

1.1. Company name:

1.2. Name and surname:

1.3. Function within the company:

1.4. Address:

1.5. Phone:

1.6. E-mail:

2. Project name:

3. Information about the project manager and the team:

3.1. Name of the project manager:

3.2. The position of project manager in the company:

3.3. Team members and their functions in the company:

Br.	Name and last name	Function in the company
1.		
2.		
3.		
4.		
5.		

4. Information on the company in which the project was implemented:

4.1. Number of employees in the company:

4.2. Number of employees in the HR department:

4.3. Number of employees affected by the project:

5. Mark the area within which the project is being implemented (multiple answers possible):

- Recruitment and selection
- Organizational development
- Rewarding and motivation

- Internal communication (organizational culture and climate)
- Employee and/or management development
- Organizational changes and restructuring
- Mentoring and internship programs

6. More about the project:

6.1. Reasons for starting the project and connection with the local business and HR strategy (describe the context of project development):

6.2. Description of the project team (sponsors, creators and project participants); employee involvement in project development:

6.3. Description of project progress and project activities (maximum 4,000 characters):

6.4. Description of the necessary resources for the realization of the project (use of existing resources and information technologies to increase cost efficiency):

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6.5. Project implementation date:

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6.6. The project is being implemented:

<input type="checkbox"/>	One-time (start date to end date)	
<input type="checkbox"/>	Periodically (with what dynamics?)	

7. Project objectives:

7.1. Realized project goals within the given time frame:

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7.2. Realized project goals within the given time frame:

7.3. Defined performance measures (quantified indicators) and method of monitoring performance:

7.4. The way goals were communicated to the employees:

7.5. How has the implementation of the project contributed to the development of the company and the business strategy? (if applicable, provide qualitative/quantitative indicators)

7.6. How did the implementation of the project affect the employees? (if applicable, provide qualitative/quantitative indicators)

7.7. How has the implementation of the project affected the human resources function? (strengthening the function in the organization?)

7.8. How does the project promote diversity and non-discrimination in the workplace and socially responsible business?