

Sample form, not for offline completion.

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Excellence in Diversity, Equity, Inclusion and Belonging - New Zealand

Celebrate how your organisation has embraced Diversity, Equity, Inclusion and Belonging in your business. This could be through initiatives that attract talent from specific groups that were previously underrepresented, or highlight how internal bias and barriers were removed to enable candidates to progress through the talent pipeline.

Start here

Nominee's Name (Organisation or Individual)

Eligibility

- RCSA Terms and Conditions** I have read, understood and agree to the Terms & Conditions listed under the Important Information tab [here](#).
- I understand that the Chair (or Deputy Chair, should a conflict of interest arise) of the relevant RCSA Region Council will review the names of entrants who have applied for the Award with the purpose of identifying any areas of concerns for further investigation.

What is the nominee's **Corporate** Membership number (if applicable)? (optional)

Nominator Details

Please enter details for each person who is contributing to the entry **and** who may need to be contacted by RCSA throughout the verification and judging process.

Please click on 'Add contributor' to add the relevant contact details.

Nominator Details

Name

Job Title

Organisation Name

Best Contact Number

Email Address

Demographics

What year was the nominee organisation established?

In what region(s) does the nominee organisation operate in?

- Auckland
- Bay of Plenty
- Canterbury
- Gisborne
- Hawkes Bay
- Manawatu-Whanganui
- Marlborough
- Nelson
- Northland
- Otago
- ...

Enter the number of FTE customer-facing employees (income producers) employed by the nominee organisation (if applicable) (optional)

If the number of staff have fluctuated throughout the year, please calculate the average number of FTE for the year 1 July 2023 to 30 June 2024,

Please note that this number is only for internal staff only, on-hire staff should not be counted in this number.

Enter the number of other FTE employees (non-income producers) employed by the nominee organisation (if applicable) (optional)

If the number of staff have fluctuated throughout the year, please calculate the average number of FTE for the year 1 July 2023 to 30 June 2024.

Please note that this number is only for internal staff only, on-hire staff should not be counted in this number.

Enter the number of permanent vacancies filled in the year between July 2023 and June 2024 by the nominee organisation (if applicable) (optional)

Enter the number of temporary/on-hire/contract vacancies filled in the year between July 2023 and June 2024 by the nominee organisation (if applicable) (optional)

Please provide an outline of the nominee organisation. Include information such as their specialisations, whether they manage mainly temporary or permanent candidates, or any other details that make the nominee organisation unique. (optional) 100 words

Criterion 1

Before you start: Have you checked out the [Guiding Principles for completing your entry?](#)

Criterion 1: Describe what your company does to deliver excellence in diversity, equity, inclusion and belonging. In your answer we recommend you cover the distinct roles played by technology, client-facing employees, leaders, other employees and suppliers (if applicable). 500 words

In your answer, please distinguish between your initiatives as they relate to your on-hire practices, and initiatives of your clients and the hiring practices and initiatives for your internal employees. **30 Points**

Your entry should cover information relevant to the period from July 2023 to June 2024.

Any information relating to previous years may be included to demonstrate longevity of success however please ensure you distinguish what year(s) the data pertains to.

Criterion 2

Criterion 2: List the corresponding documentary evidence uploaded below pertaining to templates, policies, processes, training and anything else that demonstrates consistency in diversity, equity, inclusion and belonging initiatives and practices that you chose to highlight in Criterion 1. **10 Points**

If you have any URL's, please add them in this answer box.

Any evidence uploaded should be concise and easy to identify as supporting the substance of claims at Criterion 1.

Upload Documentary Evidence 1 of 6



Upload Documentary Evidence 2 of 6 (optional)



Upload Documentary Evidence 3 of 6 (optional)



Upload Documentary Evidence 4 of 6 (optional)



Upload Documentary Evidence 5 of 6 (optional)



Upload Documentary Evidence 6 of 6 (optional)



Criterion 3

Criterion 3: List up to 5 pieces of relevant objective evidence that are uploaded below such as performance metrics, measures, or awards that demonstrate the effectiveness of your diversity, equity, inclusion and belonging initiatives. **5 Points**

Examples of relevant objective evidence can be found at the [Workplace Gender Equality Agency Website](#) including the WGEA Employer of Choice [accreditation program](#). Other examples can be found on the [Diversity Australia](#) or [Diversity Works NZ](#) websites.

If you have any URL's to add, please add them in this answer box.

Any evidence uploaded should be both concise and easy to identify as supporting the substance of claims at Criterion 1.

Upload Objective Evidence 1 of 5



Upload Objective Evidence 2 of 5 (optional)



Upload Objective Evidence 3 of 5 (optional)



Upload Objective Evidence 4 of 5 (optional)



Upload Objective Evidence 5 of 5 (optional)



Criterion 4

Criterion 4: List up to 5 pieces of relevant subjective evidence that are uploaded below, such as testimonials (videos are acceptable) that highlight excellence in your diversity, equity, inclusion and belonging initiatives. This evidence could also include qualitative feedback from targeted non-dominant groups to highlight the impact of your initiatives. **5 Points**

If you have any URL's to add, please add them in this answer box.

Any evidence uploaded should be both concise and easy to identify as supporting the substance of claims at Criterion 1.

Upload Subjective Evidence 1 of 5



Upload Subjective Evidence 2 of 5 (optional)



Upload Subjective Evidence 3 of 5 (optional)



Upload Subjective Evidence 4 of 5 (optional)



Upload Subjective Evidence 5 of 5 (optional)



Principal Partner

