

## Sample form, not for offline completion.

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# Outstanding Agency New Zealand - Over 40 Staff

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Start here

Nominee's Name (Organisation or Individual)

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## 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)

- Did the nominee organisation employ 40 or more FTE Staff Members on average between 1 July 2023 and 30 June 2024?

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## 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

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## 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 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 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

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

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

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## Criterion 1

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

**Criterion 1 - Clients** Describe how your company consistently delivers an outstanding client experience to your clients. 350 words Please upload up to three pieces of relevant evidence such as testimonials (videos are acceptable). **20 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.

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.

Upload evidence of outstanding client experience 1 of 3



Upload evidence of outstanding client experience 2 of 3 (optional)



Upload evidence of outstanding client experience 3 of 3 (optional)



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## Criterion 2

**Criterion 2 - Candidates:** Describe how your company consistently delivers an outstanding candidate experience to your candidates (including on-hire employees and contractors, if applicable). Please upload up to three pieces of relevant evidence such as testimonials (videos are acceptable). **20 Points** 350 words

**Note: 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.

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.

Upload evidence of outstanding candidate experience 1 of 3



Upload evidence of outstanding candidate experience 2 of 3 (optional)



Upload evidence of outstanding candidate experience 3 of 3 (optional)



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## Criterion 3

**Criterion 3 - Employees:** Describe how your company consistently delivers an outstanding employee experience to your internal staff. Please upload up to three pieces of evidence such as testimonials (videos are acceptable). **20 Points** 350 words

**Note: 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.

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.

Upload evidence of outstanding employee experience 1 of 3



Upload evidence of outstanding employee experience 2 of 3 (optional)



Upload evidence of outstanding employee experience 3 of 3 (optional)



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## Criterion 4

**Criterion 4 - Community:** Describe how your company contributes to the recruitment and staffing industry, other stakeholders and the broader community (eg charitable/NFP organisation, philanthropic endeavour etc). Please upload up to three pieces of relevant evidence such as testimonials (videos are acceptable) **20 Points** 350 words

**Note: 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.

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.

Upload evidence of contributions to the community 1 of 3



Upload evidence of contributions to the community 2 of 3 (optional)



Upload evidence of contributions to the community 3 of 3 (optional)



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## Criterion 5

### ***Financial Metrics: 20 Points***

Financial information will only be requested of nominees who are shortlisted following the completion of judging for criterion 1-4.

For those shortlisted, the following information will be requested for the year 1 July 2023 to 30 June 2024:

1. Average number of FTE income producers/fee earners employed for the year
2. Average number of FTE support staff employed for the year
3. Total gross profit or net fee income
4. Management and staff expense as a % of gross profit or net fee income
5. Pre-tax profit
6. Total sales

Given the data above will be anonymised, Those shortlisted will also be asked to indicate which of the following sectors the organisation primarily operates in, to help provide a little more context on the metrics:

- Blue Collar Services
- Business and Professional Services
- Engineering and Technical Services
- Executive Services
- Health Services
- ICT Services
- Mixed Industrial & Professional

The data will be provided to Nigel Harse from [Staffing Industry Metrics](#) for analysis and scoring. His scores for each entry will then be added to the scores for the other 4 criterion to determine the winner and finalists.

Further information will be provided to those shortlisted.

Principal Partner

