

## Best Employee Communications

This award recognises outstanding achievement by a recruitment company or recruitment process outsourcing company in communicating with its own employees via any/all in-person, print, digital, video or other technology channels – **especially during the Covid-19 pandemic lockdown period**. Judges will be looking for creativity, accuracy, clarity, regularity, urgency and leadership involvement in communicating critical information, keeping in touch during the crisis, or keeping employees up-to date with business issues or other need-to-know information.

**Please note:** Achievements outlined in the entries should have occurred between **1 January 2019** and **1 July 2020**.

Please provide the following information, using the headings provided below. Entry materials can involve multi-media content. If including video, please include a link to the video and any passwords/usernames the judges may need for access. Videos can be uploaded to YouTube, Vimeo or Dailymotion..

### ENTRANT DETAILS

Organisation name

### ENTRY DETAILS

**1. Describe your company including: a) the sector/s it covers, b) number of fee-earning staff, non-fee earning management and support staff, c) number of UK offices and their locations, d) number of overseas offices and their locations, e) how many staff (leaders, managers, consultants, support staff) were hired between 1 January 2019 and 1 July 2020, f) staff turnover (churn) during that time and g) base employment numbers during that time.**

**2. Detail who handles your (internal) employee communications and how many individuals are on that team? *Maximum length 100 words***

**3. What form/s do your employee communications take – newsletter (how often), emergency, financial reports, company meetings, video, intranet, social media, etc? Please describe. *Maximum length 200 words***

**4. What is your most significant employee communications tool and how do you use it? *Maximum length 150 words***

**5. Tell us about your communications with employees – those who remained working and those on furlough -- during the Covid-19 crisis period? Tell us how the communications were the same or differed between those sent to staff working and those on furlough and how was it executed? *Maximum length 300 words***

**6. Describe differences in communications aimed at UK employees and those that are based outside the UK. *\*If applicable\* Maximum length 250 words***

**7. Please provide examples of your employee communications**