



**The Irish Hotels Federation  
Distinction in Human Resource Management  
for  
Previous Winners of IHF QEP Award**

**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, 4<sup>th</sup> March 2022.

**EMAIL:** Scan the completed and signed form and email it to [mcloughlin@ihf.ie](mailto:mcloughlin@ihf.ie)

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

**Applicants may be required to provide evidence of HR practices and achievements to support their submission.**

<b>Name of Hotel</b>	
<b>No. of Rooms</b>	
<b>General Manager</b>	
<b>Human Resource Manager</b>	
<b>Training Manager</b>	
<b>Contact Number</b>	
<b>Contact e mail</b>	
<b>No of Full-Time Employees</b>	
<b>No of Part-Time Employees</b>	
<b>No of Seasonal Employees</b>	

Please answer the following questions in the boxes provided.

The response to each question should not exceed 200 words

<p><b>1. Outline the Human Resource Management initiatives and innovations that you have developed and implemented since you won the QEP Award.</b></p>
<p><b>2. Outline how your hotel has implemented an effective training strategy that enhances the capabilities and professionalism of employees across all departments and levels.</b></p>
<p><b>3. Detail the unique initiatives and practices that you implement to attract, motivate, retain, and engage employees across all departments in your hotel</b></p>
<p><b>4. Give examples of how you empower your employees to provide superior customer service.</b></p>

<b>5. Over the pandemic, describe initiatives which you put in place to communicate with, motivate and retain your employees</b>

<b>6. Describe, how as an employer you use technology to improve HR practices, systems, work-life balance and employee efficiencies throughout the hotel.</b>

<b>7. Detail how your HR Strategy contributes to innovative and unique approaches to 'new ways of working, culture and motivation, teamwork, customer satisfaction and overall business performance.</b>

<b>Signature of Head of Human Resources</b>	Please print your name here
<b>Signature of General Manager / Proprietor</b>	Please print your name here

**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](mailto:mcloughlin@ihf.ie)