# IMPORTANT HAAPC AWARDS PROGRAM INFORMATION!

This mailing contains the HAAPC Awards Criteria and Nomination Ballots. This is the ONLY COPY your firm will receive. You are the person listed as the main contact for your firm. Your firm must be a member in good standing as of January 31, 2016 to participate. Please be sure to read this information and submit your nominations before the nomination deadline date: **5pm, Monday February 1, 2016.**

The Awards Program offers you and your staff an opportunity to receive recognition for outstanding performance and enjoy a special celebration moment.

## INTENT

It is the primary intent of the Houston Area Association of Personnel Consultants, through our annual awards program, to recognize outstanding performance in the area of placement production. It is optional for all members, affiliate members and their guest to attend the awards programs.

## REQUIREMENT FOR NOMINATION

The nominating period is January 1, 2015 through December 31, 2015 except for Rookie of the Year (please refer to Rookie of the Year criteria).

To be eligible to participate in the awards program, a firm must join HAAPC no later than January 31, 2016. All dues must be received in full on or before January 31, 2016. All nominees must be employed by member firms who are in good standing with HAAPC as of January 31, 2016.

If a nominee was previously employed by another member or non-member firm and was employed prior to December 31, 2015 by the nominating firm, his/her total net cash-in qualifying figures from both agencies are acceptable if:

1. The non-nominating firm provides a written statement of “cash-in” during the period the consultant was employed and clearly states their permission to use such figures.
2. It is decided by the two firms on an individual basis whether both firm names will be mentioned in the awards’ written materials and at the awards presentation. If both firm names are to be used, this must be clearly stated on the nomination ballot.
3. If a protest is lodged by either firm, cash-in figures from that firm will not be accepted and the individual may be disqualified.

# CATEGORIES

Awards are presented in 5 categories. Within each category are multiple divisions based on the areas of placement specialty. These divisions are the specific award of recognition.

|  |  |
| --- | --- |
| **Category** | **Divisions/Type of Award** |
| Contract/Temporary | Light Industrial |
|  | Administrative Support |
|  | Technical/Professional |
|  |  |
| Blended Services Individual | Administrative Support |
|  | Technical/Professional |
|  |  |
| Blended Services Team | Administrative Support |
|  | Technical/Professional |
|  |  |
| Direct-Hire | Administrative Support |
|  | Technical/ Professional |
|  |  |
| Rookie of the Year | Team/Office |
|  | Light Industrial |
|  | Administrative Support |
|  | Technical/Professional |
|  |  |
| Community Service | Outstanding Contributions to the Community |
|  | Outstanding Contributions to the Industry |

**LIGHT INDUSTRIAL:** This category requires the qualification that 80% of the total net cash-in production credit be within the Light Industrial area. A minimum of $75,000 net cash-in is required for nomination. Billing for Administrative Support placements does not apply.

**ADMINISTRATIVE SUPPORT (Office Services):** This category requires the qualification that 80% of the total net cash-in production credit be within the administrative support area. A minimum of $75,000 net cash-in is required for nomination. Billing for Light Industrial placements does not apply.

**TECHNICAL/PROFESSIONAL:** This category requires that 80% of the total net cash-in production credit be within the technical/professional area. A minimum of $100,000 net cash-in is required for nomination.

**ROOKIE OF THE YEAR- INDIVIDUAL:** To qualify for Rookie of the Year nomination, an individual must have no fewer than eight months or more than one year of experience in the staffing/placement industry. The Rookie start date is the actual date of employment, regardless of when the Rookie started “working a desk” or producing billing. Probationary periods are included. If a Rookie is sent out to a third party for training, even the training period is considered to be part of the first year. All current and prior experience in the staffing industry must be included, regardless of whether it was in

contract/temporary, direct-hire (permanent placement) or blended services. An individual can be nominated for Rookie of the Year only once. NO MINIMUM NET CASH-IN IS REQUIRED FOR ROOKIE PARTICIPATION.

All net cash-in and split-fee criteria rules apply. The month in which the Rookie starts will be counted as a full month for the purpose of the annualized cash-in figures regardless of whether it is the first or last day of the month. The cash-in figures will be tabulated on a prorated basis according to the following formula:

Total net cash-in / Months in Business = Average monthly cash-in X 12 months = Annualized cash-in figure

***Example 2015 Nominees:***

Nominee begins employment on or before May 1, 2015. Reporting period is from the start date of employment to first year anniversary date. These qualify for nomination now (2015).

May 1, 2015 – December 31, 2015 reporting period = 2015 nominee (Example) $80,000 / 8 = $10,000 X 12 = $120,000

Or

September 21, 2014 – August 31, 2015 reporting period = 2015 nominee (Example) $120,000 / 12 = $10,000 X 12 = $120,000

The production figures will be tabulated on a prorated basis.

The Rookie Award will be presented to one consultant in the Technical/Professional category and to one consultant in the Administrative Support category.

**Consultants who qualify for the Rookie of the Year award can also be nominated for a regular award if they qualify. NO Rookie candidate will be automatically nominated for a regular award.** If nominations are to be made in both the Rookie and regular categories, nomination fees must be paid for both entries, the nominee’s name must be submitted for both categories, and calculations must be made according to each category’s rules.

**ROOKIE OF THE YEAR- OFFICE/TEAM:** To qualify for Rookie of the Year nomination, the Office or Team must be in current operations for no less than eight months or no more than one year. The Rookie start date is the actual date the office/team was first operational. Net Cash-In numbers must be from NEW business generated from the office/team and not business transferred from another group. An office/team can be nominated for Rookie of the Year only once. NO MINIMUM NET CASH-IN IS REQUIRED FOR ROOKIE PARTICIPATION.

Calculations from Rookie of the Year – Individual apply to Office/Team as well. **Teams or Consultants who qualify for the Rookie of the Year award can also be nominated for a regular award if they qualify. NO Rookie Office/Team will be automatically nominated for a regular award.** If nominations are to be made in both the Rookie and regular categories, nomination fees must be paid for both entries, the nominee’s name must be submitted for both categories, and calculations must be made according to each category’s rules.

**COMMUNITY SERVICE AWARDS** – HAAPC annually recognizes two separate awards for those in our industry who have given to our community (non-staffing related) and/or to our Staffing Industry. No cash-in requirements are used in determining the outcome of the award recipients. In the event multiple nominees are received, HAAPC’s Executive Committee will decide on the award’s recipients; however, all nominees will be recognized.

# INSTRUCTIONS AND CRITERIA

## NET CASH-IN

Criteria for nomination will be based on “net cash-in” for each nominee. “Net cash-in” as defined herein shall mean all permanent placement fees collected during 2015, including fees billed prior to January 1, 2015 but actually collected in 2016. In addition, split fees may be included and calculated as defined under “SPLIT-FEE CRITERIA.” Net cash-in must exclude fall-offs where monies were returned, contract or temporary fees, finder’s fees for salary surveys, resume typing services, expenses reimbursed by client, management consulting fees, etc., or any fees not directly generated as a result of placing a person for permanent employment, except for non-refundable retained search fees actually collected in a permanent placement process.

Production of individuals who leave a firm during the course of the year may not be considered the manager’s production or be credited to any other consultant who did not actually receive credit originally for the placement.

Ultimately, all permanent placement fees counted must be a direct result of the efforts of the nominee which can be verified through audit.

## SPLIT-FEE CRITERIA

To calculate “net cash-in” involving any splits between consultants, the total cash-in credited to a nominee (production credit) must reflect only the designated portion of the fee collected, i.e., “job order” portion or “applicant” portion, (to a maximum of 70%) with the total of all portions not to exceed 100% of the total fee.

Production credit is the amount of the fee that is credited to each consultant involved in a placement. The same percentage used to determine production credit by each individual firm’s policy shall be used for reporting production credit for the Awards Program. The nominating firm must make available upon request accounting statements to support percentage of production credited to any individual nominee per placement.

Two different acceptable possibilities of accounting for a $4,000 split fee can be as follows: “Job Order” Consultant Credited 50% = $2,000

“Applicant” Consultant Credited 50% = $2,000 TOTAL 100% = $4,000

“Job Order” Consultant Credited 40% = $1,640 “Applicant” Consultant Credited 60% = $2,400 TOTAL 100% = $4,000

If a firm determines cash-in split fees on any other basis, in order to participate in the awards program, the nominees’ cash-in totals must be figured on a maximum 70%, either “job order” or “applicant” portion.

If a firm determines cash-in split fees which totals $4,000 is as follows: “Job Order” Consultant Credited 100% = $4,000 “Applicant” Consultant Credited 100% = $4,000 TOTAL FEE BECOMES 200% = $8,000

## ASSISTANTS

If an assistant(s), employed or contracted, regardless of title, is used for business development, recruiting of candidates, sourcing of candidates, or participates in the placement process to any degree, a maximum of 75% of that placement fee is to be counted towards the nominee’s cash-in figures.

## PERMANENT PLACEMENT THROUGH TEMP-TO-PERM ARRANGEMENTS

Any fee that is collected as a result of a temp-to-perm arrangement can be counted as a permanent fee as long as the fee reported is only the “Gross Profit Margin.” This means the exact amount of profit left after the employee’s salary and any costs and payroll burden or any other reimbursements billed to the client are deducted from the account received from the client. Those fees cannot be counted in both the permanent and contract/temporary services awards programs. The nominating firm must decide whether the fee is in fact a temporary fee or a placement fee and then report it in the appropriate awards program.

## BALLOTS

Ballots are submitted electronically and emailed to the HAAPC’s Project Administrator. Ballots received after the deadline of Monday, February 1st @ 5pm will not be accepted. Rejected ballots will be returned and nominees notified of rejection.

Ballots are randomly selected for audits by an outside auditing firm. Nominating companies will be notified Monday, February 8th of their audit and will have 24 hours to prepare for the auditing of records. Audits must be completed no later than Thursday, February 11, 2016 for final tabulations. Firms that are unable to make arrangements for audits between February 9 and February 11, 2016 may have their ballots deemed invalid and fees returned.

## PAYMENT OF BALLOTS

Each ballot is charged $75 per entry. For Team ballots, $75 entry fee covers all individuals designated on that team for that designated award. Non-payment of ballots will deem the ballot as invalid. Fees must be received for ballots no later than Monday, February 1, 2016.

**Remember the date!**

34th Annual HAAPC Awards Presentation & Luncheon Wednesday, March 23rd

The Westin Houston Memorial City – Azalea Ballroom Guest Presenter, Barbara Bruno