



Best Employee Onboarding Program

The **Best Employee Onboarding Program** is presented to the customer who developed the best onboarding program and is able to demonstrate that success by highlighting the achievements of their goals.

Please read:

This year, we're introducing a new way to enter. You can either submit a written or a video application! You are **not required** to submit both types of applications, only one type is required to be eligible to win an award. All details for both types of applications are indicated below:

[OPTION A: VIDEO APPLICATION REQUIREMENTS](#)

[OPTION B: WRITTEN APPLICATION REQUIREMENTS](#)

I'm an authorized employee of _____ to submit awards submissions on their behalf _____ [signature required].

I give permission to Docebo to use the material contained within the application for promotional activities including written content, videos, testimonials, events etc. [Check yes/No below, choosing no will not impact submission placement].

- Yes**
- No**

Please submit your application to inspireawards@docebo.com by December 2nd at 4:00pm EST.



OPTION A: VIDEO APPLICATION REQUIREMENTS

Judging Criteria (VIDEO APPLICATIONS)

Overview & Objectives (to be included in your video submission)

Describe a high-level description of your employee onboarding program and the impact it has had on your organization. What goals were set out and what steps were taken to achieve them?
Was the program launched to your entire learning audience and, if so, how?

Design and Deliver (to be included in your video submission)

Discuss and describe the design of your employee onboarding program and how it was delivered to the intended audience.

Measurable Benefits (to be included in your video submission)

Describe the measurable benefits seen by your organization. Elaborate on ROI, impact on learners and what are the results. Explain in detail what results were prioritized and what your success criteria is and how it was applied in achieving your goals.

Overall (to be included in your video submission)

Provide a summary of your key findings, successes, what was learned and what is planned for the future.

Instructions and Rules (VIDEO APPLICATIONS)

Deadline for applications is **4:00pm EST on December 2nd, 2020**. **Late applications will not be considered.** Applications must be drafted on this form and submitted via email to inspireawards@docebo.com and will not be considered in any other format.

Applications must be submitted in **English**.

Applicant individuals must be current employees of Docebo customer organizations.

There is no limit to the number of awards categories that an organization may apply to.



There is no limit to the number of teams within an organization which may apply to any single award (e.g. organizations with multiple global locations may have multiple submissions to the same award category).
In order to be considered for an award - all requirements on the application form need to be discussed in the video submission.
Link to video via dropbox, google drive link, or mp4 in below section where it is noted "Required for Video Submission"
Video applications must be a minimum of 5 minutes in length.
Can be a combination of both spoken answers and visual demonstrations of the program
Include testimonials supporting your submission from both administrators and users if possible.
You must be authorized by your organization to submit the award on their behalf.
A signed application form must accompany all submissions
Be concise, feel free to use lists, bullet points, visuals etc.

Entry Information

Use the grid below to provide high-level information about your entry.

Entry Title	
Name of Entering Organization	
Date	
Brief Entry Description (2-3 Sentences)	



Company Background

Use the grid below to provide information about your organization, size and scope and the industries served.

Headquarter Location	
Year of Foundation	
Total # Employees	
Number of Learners	
Industry	
Website	

Required for Video Submission <i>Submit your application in the form of a video here via a dropbox link, google drive link, or mp4.</i>

Appendix <i>Please include links to all supplementary material via links in the section below. [please use Dropbox, Google drive, YouTube or similar file sharing platform and make available until January 25th, 2021]</i>



OPTION B: WRITTEN APPLICATION REQUIREMENTS

Instructions and Rules (WRITTEN APPLICATIONS)
Deadline for applications is 4:00pm EST on December 2nd, 2020 . Late applications will not be considered . Applications must be drafted on this form and submitted via email to inspireawards@docebo.com and will not be considered in any other format.
Applications must be submitted in English .
Applicant organizations must be current Docebo customer organizations as of September 30, 2019.
Applicant individuals must be current employees of Docebo customer organizations.
Supplemental Material (videos, pdfs, reviews, platform screenshots etc) to be included in appendix via links at bottom of the application.
There is no limit to the number of awards categories that an organization may apply to.
There is no limit to the number of teams within an organization which may apply to any single award (e.g. organizations with multiple global locations may have multiple submissions to the same award category).
In order to be considered for an award - all requirements on the application form must be completed.
You must be authorized by your organization to submit the award on their behalf (wording to edited).
A signed application form must accompany all submissions.
Be concise, feel free to use lists, bullet points, visuals etc.



Judging Criteria (500 Word Count)

Use the judging criteria below to craft your responses

Objectives	<i>Describe a high-level description of your employee onboarding program and the impact it has had on your organization. What goals were set out and what steps were taken to achieve them? Was the program launched to your entire learning audience and, if so, how?</i>
Design and Delivery	<i>Discuss and describe the design of your employee onboarding program and how it was delivered to the intended audience. Include links to screenshots and any other complementary material directly within your answer.</i>
Measurable Benefits	<i>Describe the measurable benefits seen by your organization. Elaborate on ROI, impact on learners and what are the results. Explain in detail what results were prioritized and what your success criteria are and how it was applied in achieving your goals.</i>
Overall	<i>Provide a summary of your key findings, successes, what was learned and what is planned for the future.</i>

Entry Information

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Headquarter Location	
Year of Foundation	
Total # Employees	
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Submission Responses

Overview and Objectives

Use this area to describe a high-level description of your employee onboarding program and the impact it has had on your organization. What goals were set out and what steps were taken to achieve them? Was the program launched to your entire learning audience and, if so, how? [500-word limit]

Design and Deliver

Use this area to discuss and describe the design of your employee onboarding program and how it was delivered to the intended audience. Include links to screenshots and any other complementary material directly within your answer. [500-word limit]



Measurable Benefits

Describe the measurable benefits seen by your organization. Elaborate on ROI, impact on learners and what are the results. Explain in detail what results were prioritized and what your success criteria are and how it was applied in achieving your goals. [500-word limit]

Overall

Use this section to provide a summary of your key findings, successes, what was learned and what is planned for the future. [500-word limit]

Appendix

Please include links to all supplementary material via links in the section below. [please use Dropbox, google drive or similar file sharing platform and make available until January 25th, 2021]