



## CATEGORY 21 — ENTRY FORM

### MOST EFFECTIVE BACK OFFICE OPERATION

Open to all back office operations of recruitment firms providing service in any sector. The back office operation may offer administrative and support services including accounting, compliance, contractor and/or temporary workforce care and payroll.

The judging will aim to recognise back office operations who add outstanding value to their firms, internal clients, the firms' contractor and temporary work forces, business partnerships and relationships through their effectiveness, and not those who simply provide a solid professional service. They will also be looking for innovation, initiative and contributions to their firms' profitability and business success.

Entrants will have been in business and started trading no later than 1 January 2015. Achievements outlined in the entries should have occurred between October 2017 and October 2018.

Please provide the following information, using the headings below. The word count for each question is max 500 words unless stated otherwise.

#### Entrant details

**Entrant** *(name and job title)*

**Organisation name**

**Sector**

**Total number of staff in firm's back office operation**

**How many staff per each back office function?**

## Entry details

**Please give a brief overview of your recruitment firm and its back office requirements.**

*(Guideline length: 100 words)*

**Please give a brief overview of your back office's operation.**

*(Guideline length: 150words)*

**Please give an overview of the legislative environment(s) in which your back office must operate.**

*(Guideline length: 200 words)*

**Give an example of your back office operation's outstanding contributions to the firm.**  
(Guideline length: 200 words)

**Give an example of your back office operation's outstanding contributions to customers such as contractors and temporary workforce**  
(Guideline length: 200 words)

**Give an example of improvements made by your back office operation to the efficiency, effectiveness and compliance of your business.**  
(Guideline length: 200 words)

**Why should your back office operation win this award?**

*(Guideline length: 200 words)*

Please send any supporting material to [enquiries@recruiterawards.co.uk](mailto:enquiries@recruiterawards.co.uk) *(if applicable)*.