



# HR QUALITY MARK APPLICATION FORM

---

## 1. ORGANISATION PROFILE

Name of Organisation

Trading Name(s)  
(if applicable)

Business Address

Telephone Number

Business Email

Name of HR Director  
(or equivalent)

Name of Contact person  
(if different from above)

Designation

Telephone Number

Mobile Number

Email Address

---

### 1.1. TYPE OF ORGANISATION (tick where applicable)

Private organisation

Public organisation

Voluntary organisation

Other (please specify)

---

## 1.2. TYPE OF SECTOR (tick where applicable)

Agriculture, Forestry & Fishing	Construction	Education
Financial & Insurance	Health & Social Care	Hotels & Restaurants
ICT & iGaming	Manufacturing	Private Sector Services
Public Administration	Real Estate, Renting & Business Activities	Retail, Wholesale & Repairs
Transport, Storage & Communication Services	Voluntary organisation	Other (Please specify below)

---

## 1.3 INDUSTRIAL RELATIONS

Is the workforce within your organisation unionised?

Yes – All our workforce is unionised

No – None of our employees are unionised

Partially – A specific grade/s of our workforce is unionised

---

## 2. FEES

### 2.1 ORGANISATION SIZE AND HRQM APPLICATION FEE (Please tick)

**HRQM APPLICATION FEE: €600+VAT**

**SMALL**  
(10-49 employees)

**MEDIUM**  
(50-249 employees)

**LARGE**  
(250 + employees)

---

### 2.2 FHRD MEMBERSHIP FEE\* (Please tick)

**FHRD Membership Fee\***  
**SMALL**  
(10-49 employees)

**€150**

**FHRD Membership Fee\***  
**MEDIUM**  
(50-249 employees)

**€250**

**FHRD Membership Fee\***  
**LARGE**  
(250 + employees)

**€350**

\*If the organisation is an FHRD member, this is not applicable.

---

### 3. ORGANISATION PREPARATION PRIOR TO THE ASSESSMENT

Kindly complete the following HR questions and list any documentary evidence in the area provided.

Overview (maximum of 350 words per question)

---

#### 1 **Strategy**

HR Strategy refers to an organisation's overall plan for managing its human capital to align it with its activities, promote the company's vision, mission, values, and objectives as well as ensuring inclusion in all aspects within the organisation, through people-centric solutions. It enables an organisation to visualise and capitalise upon the current strengths and anticipate future challenges with the organisation. In essence it is a long term-plan that dictates HR practices throughout the organisation. Briefly describe the long term plan of your organisation.

List any Documentary Evidence

## 2 **Talent**

Talent refers to a natural aptitude or acquired ability, which when managed properly can lead to success. Within an organisation, talent needs to be managed to encompass all the HR processes required to attract, identify, develop and retain employees who are valuable to the organisation. Briefly describe how talent is managed with your organisation.

List any Documentary Evidence

### 3 **Engagement**

Engagement refers to an employee's state of mind, whereby one exhibits effort, enthusiasm, dedication, pride and concentration (to mention a few). There are a variety of initiatives that organisations may implement to promote a high level of engagement amongst its employees. Briefly describe what initiatives your organisation implements in this regard.

List any Documentary Evidence

#### 4 **Career**

Career refers to the methods in place that facilitate the development and progression of an employee within an organisation. It is in the interest of the organisation to ensure that career journey and career ladders are clearly communicated and to have systems in place that equip the employees with the necessary skills to guarantee a lifetime of employability. Briefly describe what process your organisation has in place.

List any Documentary Evidence

## 5 **Efficiency**

Within an organisation, Efficiency refers to the ability in which an organisation can measure how effective the HR actions and activities are to the overall organisation. An effective HR team is one that is able to measure and analyse all data and translate it into metrics that have a bearing on the bottom line of the organisation. Briefly describe what systems your organisation has in place.

List any Documentary Evidence

## 6 **Relations**

This core area refers to the organisation's efforts to create and maintain a positive relationship with the employees. This is managed through HR policies and procedures that address among other things workplace conflicts, workplace safety, compensation and rewards. Briefly describe what HR policies and practices your organisation has in place in this regard.

List any Documentary Evidence



---

## 4. APPLICATION REQUIREMENTS

Kindly send to FHRD:

Jobsplus Dashboard screenshot indicating number of employees (per legal entity)

Contracted work: A statement from the organisation (per legal entity)  
on whether the organisation utilises contract workers and if so, indicate the quantity.

A soft copy of the Organisation Mission, Vision and Values (if these are not included in other documents)

A soft copy of the Organisation Chart

A soft copy of the Employee Handbook (If this is available)

A soft copy of the Collective Agreement (If this is applicable)

A soft copy of the Sick leave Policy (If this is available)

A soft copy of the Vacation Leave Policy (If this is available)

A soft copy of the Disciplinary Policy (If this is available)

A soft copy of the Performance Review Form used ( If this is available)

Completed online application form (per legal entity)

Application fee (per legal entity) as indicated in Clause 2

---

## 5. COMMITMENT

To the best of my knowledge the information given in this application form, is correct and can be processed in accordance with the Data Protection Act Chapter 586.

Name and Surname  
(A person responsible for HR)

Date

Signature

---

### FOR MORE INFORMATION CONTACT FHRD

5, Clock Tower Building, Tigne' Point Sliema, Malta  
Tel: (+356) 2131 3550  
Email: [qm@fhrd.org](mailto:qm@fhrd.org)  
[www.fhrd.org](http://www.fhrd.org)



It is assumed that the entity and its people follow ethical standards in their line of business.  
In effect, FHRD has the right to refuse any application and revoke the HR Quality Mark at any point in time.