

2011

# Guide to the Senior Human Resources Professional (SHRP) Designation

HRPA | OFFICE OF THE REGISTRAR



Human Resources  
Professionals  
Association  
**Office of  
the Registrar**

# Senior Human Resources Profession (SHRP) Applicant Guide

April 2011

## Is the SHRP Designation For You?

A senior HR professional is a person who, through personal attributes and achievements, has reached the upper echelons of the profession. Although most senior HR professionals will be found in the corporate world, Senior Professionals are also found in other settings such as research, consulting and academia.

The SHRP is a designation reserved for the HR profession's proven, high-impact leaders. SHRP evaluation criteria were developed by a Canadian Council of Human Resources Associations (CCHRA) inter-provincial taskforce. SHRPs share six attributes in common:

- Leadership
- Trusted advisor
- Strategic orientation
- Breadth of knowledge—not just in HR, but management generally
- Ability to build HR strategy that aligns to business
- Ability to have significant impact and influence across their organizations

With SHRP recognition come certain responsibilities. SHRPs are leaders who welcome the opportunity to mentor up-and-coming, high-impact managers and they are encouraged to donate some of their time to participate in the SHRP application review panels.

## Difference Between the CHRP and SHRP

The SHRP should not be confused with the Certified Human Resources Professional (CHRP) designation. The SHRP is not a senior CHRP. The CHRP is the gold standard of HR competence and is increasingly cited as a requirement for many HR positions. It certifies that the HR professional has the academic credentials, the currency and completeness of HR knowledge based on a life-long commitment to professional development, and the demonstrated judgment required for a professional practice based on HR excellence.

The SHRP is a professional HR designation reserved for senior HR executives who have demonstrated high-impact leadership within their organizations and the HR profession.

## How to Apply for the SHRP Designation

The SHRP application process is a two-step process, made up of a Phase I self-assessment and a Phase II application form. Phase I is an online self-assessment and gives an initial indication of your eligibility for the SHRP designation. Phase II is a questionnaire that asks for supporting information on six SHRP dimensions. The application, along with this guide is provided to those who qualify through the online Phase I self-assessment.

The process of completing an SHRP Phase II application entails accurately documenting ones achievements in HR in such a way that a panel of SHRP assessors can determine whether the achievements meet the standards established for the SHRP designation. To assist the panel in making accurate and consistent decisions, a detailed format has been developed for the SHRP application. The following information in this guide outlines how to successfully compile and submit an application, the options available for submission; and a submission checklist itemizing all required information that must be provided.

***Please note: You must have 10 years of Human Resources experience in order to complete the Phase II application. Incomplete applications will not be forwarded for assessment.***

## How to Complete a Successful Application

After successfully completing Phase I, to move forward the applicant must complete the fillable PDF Phase II application. To help some applicants get over the hump of a blank page, HRP A offers applicants the option of making an “oral presentation” (via telephone). This presentation will be transcribed and sent to the applicant as an aid in completing the fillable PDF Phase II application. Please advise the HRP A should this option be chosen, the applicant will be contacted by a member of the Office of the Registrar to arrange a mutually agreeable time to complete the oral presentation.

The final product – which is the typed Phase II application – is what will be reviewed and assessed by the SHRP panel. Applicants are fully responsible for the quality and completeness of their application.

To view a sample of a completed application, please visit this link to the HRP A website:

<http://www.hrpa.ca/OfficeOfTheRegistrar/SHRP/Documents/Example1SHRPApplicationphase2.pdf>

It is **important to note** that the transcription provided from the oral presentation is **NOT** to be considered as the final product. Transcriptions are rarely of the quality that would be appropriate for an SHRP application. Reasons for this are:

- Too conversational
- Unfocused
- Out of sequence
- Too wordy
- Missing information
- May repeat the same example for different dimensions

## Tips for Those Who Opt for the Oral Presentation

1. Prepare your thoughts. The oral presentation is **NOT** like an interview. The facilitators will not provide feedback on the quality of your answers or make any evaluation of what or how much an applicant says. Their task is to guide the applicant through the six dimensions and make sure that they provide two examples for each one. How well this process works is highly dependent on the amount of **preparation** completed.
2. The oral presentation will be facilitated by a third-party consulting firm, NOT by the panel who assesses the application.
3. The applicant will receive a “raw” transcription, which should be reviewed, edited, shaped into a completed submission which should be added into the Phase II application form.
4. All supporting documentation should be prepared and added to the application.
5. Sign off by the applicant stating that all information provided in the submission is to be considered accurate and true.
6. The completed application is forwarded to the HRP A to the attention of the Office of the Registrar at [Registrar@hrpa.ca](mailto:Registrar@hrpa.ca).

## Guidelines for the Examples to the Six Dimensions

The following is a list of guidelines applicable to both submission methods that are to be followed when preparing and completing examples for each of the six dimensions. Should the examples not follow the outlined format; the application would be considered incomplete.

An applicant must provide:

- Two examples for each of the six dimensions.
- A description of the situation/problem/challenge or circumstance as it pertains to the dimension.
- A description of **how** the situation/problem/challenge or circumstance was handled - specifically what **you did**.
- Evidence to substantiate the claims with facts and numbers. Results and outcomes should be measurable.
- An example cannot be used for more than one dimension.
- Examples provided should be ones that occurred while in a senior HR position.
- If possible, answers should be limited to a maximum of one page per example. The length of each example should be between 250 and 500 words.

## Instructions for Submission

It is recommended to utilize a word processing software (such as Microsoft Word) to compose your answers and copy and paste the text into the Phase II application form. Once the Phase II application has been completed, save it to your desktop and attach the application, as well as all required supporting documentation to an email addressed to [Registrar@hrpa.ca](mailto:Registrar@hrpa.ca) . Please see the Submission Checklist for required supporting documentation.

Your submission will be reviewed for completeness by a member of the Office of the Registrar. Should any documentation be missing, you will be contacted and asked to provide this information. Your complete application will then be forwarded to the SHRP panel members for assessment. The panel members meet once a month. Results will be communicated to you within 10 business days following the assessment meeting. Please note that meeting dates are subject to change due to the availability of our SHRP panel members.

Submission Checklist to follow on next page...

## Submission Checklist

All of the following documentation must accompany the Phase II application in order for a submission to be considered complete:

- Completed Phase II application.
- Two examples for each dimension (guidelines for the structure of the examples can be found in the SHRP guide).
- A chronological resume which includes an employment history with start and finish dates for each listed position. Include the month and year you began and ended each position.
- Organizational charts detailing to what position you report to and the positions reporting to you. Include the size of the organization(s).

## Questions?

For any questions regarding the SHRP application process please contact the Office of the Registrar Specialist, Alicia Lockey by phone at **416-924-2324 ext. 313** or by email at [alockey@hrpa.ca](mailto:alockey@hrpa.ca).

