



Your SARAs submission checklist

See our guide before you submit

We've made this checklist to help you get your SARAs submission right. Remember—keep it short and to the point, be authentic, and take the opportunity to show off. And, most importantly, use real-life examples!

THE BASICS

Have I included the essential elements?

- Have I answered the question that's being asked?
- Is my submission succinct and to the point?
- Have I included case studies, and demonstrated outcomes with supporting evidence?
- Have I included additional media to bring my submission to life?



SHOW OFF

Will my submission stand out from the rest?

- Have I included evidence to prove my business stands out from the others?
- Is my business disrupting the market? If so, have I explained how, with evidence?
- Have I told a success story or shown testimonials to prove I'm providing a world-class service?
- Have I demonstrated innovation?



Your SARAs submission checklist cont...

SHOW CONTRIBUTION

Have I demonstrated engagement and contribution to the industry and broader community?

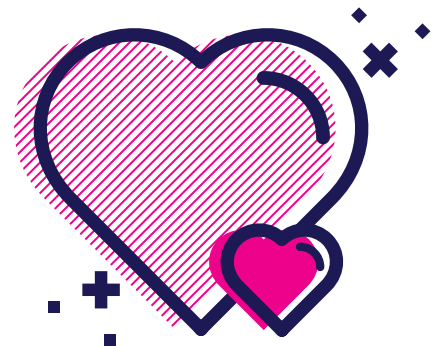
- Have I demonstrated how I or my company contribute to the recruitment industry?
- Have I demonstrated how I am an industry leader or how my company is an industry leader?
- Have I highlighted my corporate social responsibility initiatives and how they've benefitted the broader community?
- Have I demonstrated our future commitment to the industry/community?



SHOW YOU CARE

What measures has my company taken to attract and retain employees/consultants?

- Have I included what initiatives I've put in place and why they're successful?
- Have I shown my company is innovative in our approach to candidate sourcing and engagement, with evidence?



SHOW VISION

Have I demonstrated my vision and future plans for me or my company, and the industry as a whole?

- Have I included my growth objectives?
- Have I included my 5- to 10-year plan and beyond?
- Have I demonstrated how my company continues to add value to the industry over time?



Your SARAs submission checklist cont...

HANDY TIPS:

- Talk to the appropriate stakeholders and gather all the information first.
- We know recruiters are busy. Why not book out some time in your calendar so you can finish your entry without disruptions?
- Get your marketing team involved. They can give you great advice on how to include the right case studies, and proofread your submission.
- Don't leave it to the last minute! Get organised early and you'll have plenty of time to check and edit the information before submissions close.
- Know that the information you give is for the judges' eyes only. If you need to back up your submission with sensitive business information, you can be assured your submission is strictly confidential.
- Contact your account manager for help.

For more tips and information please visit
[seeksara.com](https://www.seek.com.au/sara)

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