

Nomination File for

Recognition as a

Distinguished Human Resources Professional (DHRP) of the Human Resources Professional Association

2019

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Important Information

The HRPA Awards of Distinction - Judge’s Panel is responsible for the following awards in accordance with the requirements and standards which have been established for each award:

• The Fellow of the Human Resources Professionals Association (FHRPA) award

• The Honourary Life Member award

• The Distinguished Human Resources Professionals (DHRP) award

• The Emeritus Human Resources Professional (EHRP) award

The HRPA Awards of Distinction – Judge’s Panel is responsible for reviewing qualified members as Distinguished Human Resources Professionals, designated by the initials DHRP, to formally recognize academics who have made an exceptional contribution to the HR profession. These individuals will have contributed to and helped advance human resources through research, the innovation and promotion of ideas, contributing to the broader community and has exceeded above and beyond in teaching excellence.

The purpose of this guide is to assist those wishing to nominate a member of HRPA or to assist those wishing to nominate themselves to be considered by the HRPA Awards of Distinction – Judge’s Panel as a Fellow. It details each phase of the process and will serve as an essential reference.

**The first step** is to review the admission criteria, specifically, the sections entitled Nature of Achievements under Review and Submission of Nominations.

**The second step** is to complete the nomination file by following the instructions for each section.

Please note that this is a Word document that we ask you to save to your desktop and complete in Word. To submit your completed electronic nomination package, please submit directly to [awards@hrpa.ca](mailto:awards@hrpa.ca). At the time of submission, please include all necessary attachments.

If you have any questions about the DHRP nomination process, please email [awards@hrpa.ca](mailto:awards@hrpa.ca).

All submissions are forwarded to HRPA Awards of Distinction – Judge’s Panel. The deadline for submission of nominations is **5 p.m., Thursday, October 31st, 2019**.

**The final step** sees that all nominations are carefully considered by the HRPA Awards of Distinction – Judge’s Panel, which will make its recommendations to HRPA Board of Directors.

# Admission Criteria

Nature of Achievements under Review

The candidate must demonstrably reflect the HRPA Rules of Professional Conduct and have made a significant contribution in at least one or more of the following areas;

1. Contributes to the strategic positioning of the Human Resources Profession (points 35/100);
2. Development, Sharing and Promotion of Innovative HR ideas, policies and practices (points 25/100);
3. Service to Local, Provincial and/or National HR Associations (points 15/100);
4. Service to the Broader Community/Social Responsibility (points 5/100);
5. Has been published in the area of HR (at least two submission provided) (points 20/100).

Candidates need not have made an exceptional contribution or demonstrated leadership in all five areas, but the nomination file should demonstrate that the candidate has made an **exceptional contribution** in more than one field. Nominators or nominees must also demonstrate that the exceptional contribution of the candidate is **common knowledge** (i.e., the acknowledged achievements make the member a recognized leader due to the quality of their significant contribution in more than one of the five fields of activity listed above). In addition, nomination files must highlight the fact that **candidates clearly identify themselves as an academic**. Please note that volunteer activities refers to unpaid activities only. Paid activities should be included under professional career where relevant.

In very rare circumstances, a candidate may have made such an **exceptionally** outstanding contribution in one field of activity that the nominator feels that a DHRP is deserved. The HRPA Awards of Distinction – Judge’s Panel will consider such applications.

Submission of the Nomination File

Nominators or nominees are responsible for ensuring that the file is complete and that the information it contains is accurate and sufficient to allow the HRPA Awards of Distinction – Judge’s Panel to fairly evaluate the nomination. Nominators or nominees are also responsible for submitting a complete nomination file, including all letters of support. The recommendations of the HRPA Awards of Distinction – Judge’s Panel and the decisions of the HRPA Board of Directors will primarily depend on the care taken to describe the member’s achievements. You should therefore, **clearly indicate** the businesses, organizations and committees in which the member has been involved, their publications and accomplishments, as well as the **relevant dates**. It is expected that nominators and nominees will ensure the accuracy and completeness of the nomination file.

While the nomination file must be complete in itself, please be aware that the HRPA Awards of Distinction – Judge’s Panel reserves the right to have the main facts in support of a nomination validated by an outside source.

Nomination File for the Title of  
Distinguished Human Resources Professional (DHRP)

As mentioned previously, nominators and nominees are responsible for ensuring that the file is complete and that the information it contains is accurate and sufficient to allow the HRPA Awards of Distinction – Judge’s Panel to evaluate fairly the nomination submitted. This also includes nominator/nominee submitting letters of support.

Persons nominating a candidate must be members of HRPA. The name of such persons is communicated to the HRPA Awards of Distinction – Judge’s Panel and **they are required to provide a letter explaining why they have nominated the candidate**. Should the members of the HRPA Awards of Distinction – Judge’s Panel wish to validate information contained in the file, HRPA support staff may contact any or all of the persons who signed the nomination form.

**Please complete the nomination file by following the specific instructions for each section and filling in the information directly on the document.**

|  |  |
| --- | --- |
| **NOMINEE INFORMATION** | |
| **Nominee Name:** |  |
| **Title of Nominee:** |  |
| **Organization Name of Nominee:** |  |
| **Telephone:** |  |
| **Email Address:** |  |

**Declaration:** “I hereby agree to be nominated for this award. All of the submitted information is accurate. I understand that it is a breach of HRPA’s Code of Conduct to provide false information. If awarded, I give HRPA permission to include my name and photograph in any recognition listings or applicable advertisements.”

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We hereby officially declare having ascertained that the information contained in this file is accurate and sufficient to allow the HRPA Awards of Distinction – Judge’s Panel to evaluate fairly the nomination file. We are aware that the Judge’s Panel may have the main facts in support of this nomination validated by an outside source.

|  |  |  |  |
| --- | --- | --- | --- |
| **NOMINTOR VERIFICATION (IF APPLICABLE)** | | | |
| **Nominator Name** | **Member Number** | **Telephone** | **Email Address** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Section 1

**Candidate Information**

The requirement here is to identify the proposed candidate.

|  |  |
| --- | --- |
| **Last name:** |  |
| **First name:** |  |
| **Employer:** |  |
| **Title:** |  |
| **Address:** |  |
| **Chapter Affiliation:** |  |

|  |  |
| --- | --- |
| **HRPA MEMBER INFORMATION** | |
| **Member No.:** |  |
| **Year Designation Obtained (if applicable):** |  |

Section 2

Nominators and nominees must demonstrate that the candidate’s **acknowledged achievements** make them a **recognized leader** due to the quality of their outstanding contribution **in the five key areas listed below.**

Sections 3 to 7

For each item you mention, you must highlight the candidate’s leadership and the outstanding nature of their performance. You must demonstrate that the candidate’s remarkable contribution is common knowledge (i.e., that the acknowledged achievements make the member a recognized leader due to the quality of his or her significant contribution in more than one of the fields of activity listed).

Section 3

Contributes to the Strategic Positioning of the Human Resources Profession

**Main Stages of Professional Career**

Describe the candidate’s career path, beginning with the current position or, if the candidate is retired, the last position held.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Employer** | **Position** | **Years: from/to** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |

**Major Contributions in Professional Career**

Describe the contributions showing that the candidate has made in the strategic positioning of the Human Resources profession, and highlight the way these achievements earned the candidate distinction.

**Major Achievements**: (Please match the numbers to those above)

|  |  |
| --- | --- |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |
| **Other** |  |

Section 4

Development, Sharing and Promotion of Innovative HR Ideas, Policies and Practices

**Innovation**

Describe how the candidate has developed, shared and promoted innovative Human Resources ideas, policies and practices and highlight the way these achievements earned the candidate distinction.

**Major Achievements:**

|  |  |
| --- | --- |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **Other** |  |

Section 5

Volunteer Service to Local, Provincial and/or National Human Resource Associations

List the main committees, task forces or working groups of which the candidate has been a member, the events or activities in which they took part, and in what capacity (member, chair, organizer, speaker, etc.). \*\****Note that teaching should be included in Section 3, Contributes to the Strategic Positioning of the Human Resources Profession.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Committees/Task**  **forces/Activities/Events** | **Organization** | **Position** | **Years: from/to** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |

**Major Achievements during Service to Local, Provincial and/or National Human Resource Associations**

Describe the achievements showing that the candidate has made an exceptional or remarkable contribution, and highlight the way these achievements earned the candidate distinction.

**Major Achievements:** (Please match the numbers to those above)

|  |  |
| --- | --- |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **Other** |  |

Section 6

Volunteer Service to the Broader Community/Social Responsibility

List the candidate’s most important volunteer activities with civic, community, socioeconomic, professional, or charitable organizations, beginning with the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Organization** | **Position** | **Years: from/to** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |
| **6.** |  |  |  |

**Achievements during Involvement with these Organizations**

Describe the achievements showing that the candidate has made an exceptional or remarkable contribution, and highlight the way these achievements earned the candidate distinction.

**Major Achievements:** (Please match the numbers to those above)

|  |  |
| --- | --- |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |
| **6.** |  |

Section 7

Publications

This section should include **at least two (2) submissions** showcasing that the candidate has been published in the area of HR. The submissions should be listed in reverse chronological order. Nominators and nominees are responsible for submitting all publications. Please submit them as PDF attachments along with the completed nomination/application file.

Please list the publications and identify their publication dates. You may submit additional publications.

|  |  |  |  |
| --- | --- | --- | --- |
| **Publication No.** | **Title** | **Author/Co-Authors** | **Date of Publication** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **Additional:** |  |  |  |

Section 8

Letters of Support

This section should identify the source of the letters of support attesting to the candidate’s achievements. Nominators and nominees are responsible for submitting all letters of support. Please submit them as PDF attachments along with the completed nomination file. Candidates are **required to submit two (2)** letters of support for the DHRP. The letters of support should adequately highlight the candidate’s **contribution** and the **exceptional nature** of the candidate’s performance. Letters of support are an integral part of the process and the quality of the endorsements is crucial. Any nomination files that do not have at least two letters of support will be considered incomplete and **will not** be assessed by the HRPA Awards of Distinction – Judge’s Panel. Letters of support will be accepted unsigned, but it is preferred that they be signed or have an e-signature.

Please list the letters of support and identify their source. Total number of letters of support:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Letter No.** | **Last name** | **First name** | **Position** | **Employer** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |

Section 9

Nominee Biography

A biography of the Nominee including academic and professional degrees, work history, and volunteer activities.

|  |
| --- |
| **Nominee Biography** |
|  |

Section 10

Awards, Titles, or Honorary Distinctions

List all awards, titles, or honorary distinctions, beginning with the most recent.

|  |  |  |
| --- | --- | --- |
| **Award:** | **Organization:** | **Year:** |
| **Comments:** | | |

|  |  |  |
| --- | --- | --- |
| **Award:** | **Organization:** | **Year:** |
| **Comments:** | | |

|  |  |  |
| --- | --- | --- |
| **Award:** | **Organization:** | **Year:** |
| **Comments:** | | |

|  |  |  |
| --- | --- | --- |
| **Award:** | **Organization:** | **Year:** |
| **Comments:** | | |

|  |
| --- |
| **Other:** |
|  |

Section 11

Checklist Criteria

To be completed before sending nomination file to HRPA Awards of Distinction

To ensure that you have followed all the steps and included the appropriate documents in the nomination file for the FHRPA title, we invite you to complete the checklist below:

|  |  |
| --- | --- |
| **CHECKLIST** | |
|  | Current/Updated Resume |
|  | Completed Application Form |
|  | Declaration Signed by Nominee |
|  | Declaration Signed by Nominator (if applicable) |
| **Detailed submission outlining how the candidate has met the following criteria:** | |
|  | Contributes to the strategic positioning of the Human Resources Profession |
|  | Development, Sharing and Promotion of Innovative HR ideas, policies and practices |
|  | Service to Local, Provincial and/or National HR Associations |
|  | Service to the Broader Community/Social Responsibility |
|  | Has been published in the area of HR (at least two submission provided) |
| **Biography** | |
|  | A biography of the Nominee including academic and professional degrees, work history, and volunteer activities |
| **Two supporting letters from two individuals, including non –members.** | |
|  | At least one letter must reflect peer recognition from another member of HRPA or faculty member |
|  | Each letter should underscore the specific contributions made by the Nominee and their impact on advancing the HR profession, and should include contact information for each individual |
| **Association to Confirm:** | |
|  | Verification that the nominee is not currently a member of the HRPA Board of Directors and has not been a member of the HRPA Board for at least one (1) year |
|  | Verification that the nominee is not currently an employee or conflicted by contract obligation with HRPA and has not been for at least one (1) year |

Section 12

Transmission

Downloading the Nomination/Application Package:

1. Visit [HRPA Awards of Distinction](http://authoring.hrpa.ca/abouthrpa_/Pages/Awards-of-Distinction.aspx), click on the **Download Nomination/Application Package** link on the website, and save the Word file to your computer.
2. Complete all of the sections in the Nomination/Application Package in Word, and either save the file as a PDF or a Word document.

To send the Nomination/Application Package to HRPA Awards of Distinction:

1. Ensure that you have carefully completed the checklist in section 11.
2. Browse your computer for the Word or PDF file you have completed, and any additional files that you wish to accompany the Nomination/Application Package (such as letters of support, etc.).
3. Submit the electronic nomination package to [awards@hrpa.ca](mailto:awards@hrpa.ca).
4. You will receive a confirmation that your application was received.

If you have any questions about the DHRP nomination/application process, please email [awards@hrpa.ca](mailto:awards@hrpa.ca).

All submissions are forwarded to the HRPA Awards of Distinction – Judge’s Panel. The deadline for submission of nominations and applications is **5 p.m., Thursday, October 31st, 2019**.