

#### **2018 NOMINATIONS SCHEDULE**

- Email sent to all Fellows requesting Fellow nominations (February 5)
- Email sent to Board Distinguished Fellow Representative requesting Distinguished Fellow nomination (February 5)
- Candidate Preview Forms due (by February 23)
- Distinguished Fellow nomination name due (by March 1)
- After review and any necessary follow up by President, final Candidate Preview Forms (with bios) and Distinguished Fellow nomination name (if applicable) due to President (by March 2)
- Candidate Preview Forms and Distinguished Fellow nomination name sent to Board (March 5)
- Conduct NAHR Board of Directors conference call to review nominees and determine which candidates will continue through the nomination process (by March 16)
- NAHR Board President contacts nominators (by March 21)
- Solicit Candidate Reviewers (April 2)
- Nomination Packages completed and submitted to NAHR President (by April 23)
- Assign Candidate Reviewers to candidates (by April 23)
- After review and any necessary follow up by President, final Candidate Nomination Packages due to President (by May 4)
- Candidate Nomination Packages sent to Candidate Reviewers (by May 7)
- Candidate Reviewer reports due to President (by May 23)
- After review and any necessary follow up by President, final Candidate Reviewer Reports due to President (May 31)
- Full Nomination Packages, including Candidate Reviewer Reports, sent to Board with other meeting materials (June 4)
- NAHR Board of Directors meets to determine the ballot for Fellows' final vote (June 14)
- President notifies Candidate Reviewers of Board action and thanks for participating in nomination process (by June 19)
- President notifies nominators of Board action (by June 22)
- Complete nominations packages added to website (June 25)
- Ballot (due by July 11) sent by email to Fellows (June 26)



- Reminder for ballots sent out (July 9)
- Ballots due (July 11)
- Ballots tallied and Board is informed of results (July 12)
- President notifies nominator of election results, asks them to congratulate the new Fellow and let them know to expect a call from the NAHR President, and to inform the President when the call has been made (July 13)
- Nominators call newly elected Fellows and informs the President when the call has been made (by July 18)
- Email sent to Fellows with election results and contact info for newly elected Fellows, encouraging them to reach out to the new Fellows to welcome them (July 19)
- President personally visits all new Fellows to congratulate and explain NAHR/gives them new Fellow orientation manual (by September 30)

#### Statement of Requirements for Fellowship in NAHR

#### NAHR Nominations

The purpose of the National Academy of Human Resources is to honor, through election as "Fellow of the NAHR," those individuals who have distinguished themselves through their leadership in the broad field of Human Resources. Fellows come from many life experiences and reflect all aspects of contemporary and intellectual professional thought and activity in Human Resources. They come from organizations of all types and include both for-profit and non-profit organizations. They are recognized by their peers for their sustained achievements in and their contributions to their organizations, the Human Resources profession, and society at large.

There is no other basis for election.

Election as a Fellow of the NAHR is the highest honor granted in the Human Resource profession. Fellows of the NAHR are widely known and recognized as leaders in the profession, have meritorious national or global reputations for shaping human resources thinking and/or policy, and have demonstrated an unfailing commitment to success for both themselves and others in the profession.

Candidates will have demonstrably contributed to and helped advance human resource management thinking and practice at the very highest level. They have had a significant and differentiated impact on the profession.

#### Membership in the Academy requires the following:

- **Overall Leadership and Impact**: Measurable impact for unique and lasting outcomes and contributions at work, in the HR field and society at large, and notable leadership in moving the HR profession forward. Respected role model, leader, coach, and teacher to those they lead and influence, both directly and indirectly, with a focus on raising the capability and caliber of future HR executives, and therefore the profession.
- **Scope**: Significant role, influence, and recognition within and potentially outside their home country.
- **Competencies:** Generalist practitioner or specialist competencies comparable to or exceeding those of current Fellows, with an emphasis on innovation and creativity.
- **External Influence and Impact:** Evidence of leadership role in human resources-related groups/associations, social service, educational and/or civic organizations, and/or influence on the development of public policy both historically, currently, and in the future.
- **Knowledge Development / Scholarship**: Demonstrated dedication to continuing personal education and credentialing and leadership in increasing the base of knowledge in the HR field through teaching, research, writing, public speaking, knowledge sharing, and/or 'leading by example'.
- **Characteristics:** Strong character, impeccable integrity, and respect for the individual, within and outside of profession.

# N A H R

**National Academy of Human Resources** 

## **CANDIDATE PREVIEW - 2018**

#### PLEASE DO NOT CONTACT THE CANDIDATE ABOUT BEING NOMINATED

CANDIDATE NAME:

ORGANIZATION:

TITLE:

How long have you known him/her?

Has the candidate been nominated before?

On what basis have you interacted with this candidate?

Describe the candidate's special contributions to the HR profession and to his/her organization that you feel qualifies him/her for potential designation as a Fellow of the NAHR, and provide a summary as to why you believe s/he meets the requirements for Fellowship:

Please attach the candidate's bio.

Please FAX, EMAIL or MAIL to the NAHR office by February 14, 2018:

Fax: (800) 459-1929

Email: info@nationalacademyhr.org

National Academy of Human Resources 5420 Challen Place Downers Grove, IL 60515

FELLOW NAME: DATE:



**ORGANIZATION NAME:** 

**KEY CONTACT NAME / TITLE:** 

What is your involvement with the organization and for how long?

Describe the organization's special contributions to the HR profession that you feel qualifies it for potential designation as an Honored Organization of the NAHR, and provide a summary as to why you believe it meets the requirements for Fellowship (use the extra page below if needed):

Please attach the organization's mission and other pertinent overview information.

Please EMAIL (preferred) FAX, or MAIL to the NAHR office by February 23, 2018:

Fax: (800) 459-1929

Email: info@nationalacademyhr.org

National Academy of Human Resources 5420 Challen Place Downers Grove, IL 60515

FELLOW NAME PRINTED

DATE

FELLOW SIGNATURE

## NATIONAL ACADEMY OF HUMAN RESOURCES



Submit completed form, bio, candidate's resume/CV, and letters of reference and support via mail, email or fax to: Jill B. Smart National Academy of Human Resources 5420 Challen Place Downers Grove, IL 60515 Email: jbsmart@nationalacademyhr.org Phone: (630) 215-5053

## NAHR FELLOW NOMINATION FORM

This form must be completed in its entirety and submitted by April 23, 2018.

PLEASE DO NOT CONTACT THE CANDIDATE ABOUT BEING NOMINATED

Name of Candidate:	
Current Organization:	
Current Position/Title:	
Address:	
Telephone/Fax/Email:	
Nomination Submitted By:	
Nominator:	
Telephone:	

Note: Successful candidates must be present at the New Fellow Installation Ceremony and Academy Annual Dinner held in New York City on *November 8, 2018* to be installed.



#### **References:**

Please provide the names of three or more references who will support this nomination in <u>writing</u>. The nominator **must include the letters/notes** supporting this nomination and the reasons for the support with the completed nomination form. References may be Academy Fellows or others familiar with the nominee and his/her qualifications. References may be contacted by Candidate Reviewers.

## EMPHASIZE THE REFERENCE TO NOT INFORM OR CONTACT THE CANDIDATE ABOUT THE NOMINATION.

1.	
Name of Reference:	
Current Organization:	
Current Position/Title:	
Address:	
Telephone/Email:	
Nature of Relationship to Candidate:	

2.

Name of Reference:	
Current Organization:	
Current Position/Title:	
Address:	
Telephone/Email:	
Nature of Relationship to Candidate:	

3.	
Name of Reference:	
Current Organization:	
Current Position/Title:	
Address:	
Telephone/Email:	
Nature of Relationship to Candidate:	



#### **CEO Letter of Support:**

A critical element of the nomination process is to secure a letter of support from the candidate's CEO (or equivalent). The nominator must include the letter/note of support supporting this nomination and the reasons for the support with the completed nomination form. When contacting the CEO (or equivalent) for the letter, please be sure to emphasize the following:

- DO NOT INFORM OR CONTACT THE CANDIDATE ABOUT THE NOMINATION...THIS IS A CONFIDENTIAL PROCESS.
- Briefly explain what the NAHR is and that being a Fellow is the highest honor awarded in the HR profession.
- Not all nominees will necessarily be elected to be inducted as a Fellow this year. If the nominee is not elected, this is no way a negative reflection on him/her. The nomination in and of itself is an extreme honor.
- The letter should include specific reasons for his/her support.
- The CEO (or equivalent) may be contacted by Candidate Reviewers.

Name of CEO (or equivalent)	
Current Organization:	
Current Position/Title:	
Address:	
Telephone/Email:	



Recognizing the overall purpose of the NAHR and consistent with the Statement of Requirements for Fellowship in the NAHR, the nominator must address in detail each of the following requirements for Fellowship, including examples. The nominator's responses to these requirements are not limited in length.

• **Overall Leadership and Impact**: Measurable impact for unique and lasting outcomes and contributions at work, in the HR field and society at large, and notable leadership in moving the HR profession forward. Respected role model, leader, coach and teacher to those they lead and influence.



• *Scope:* Significant role, influence, and recognition within and potentially outside home country.



• *Competencies*: Generalist practitioner or specialist competencies comparable to or exceeding those of current Fellows, with an emphasis on innovation and creativity.



• *External Influence and Impact*: Evidence of leadership role in human resourcesrelated groups and/or associations, social service, educational and/or civic organizations, and/or influence on the development of public policy, both historically, currently, and in the future.



• *Knowledge Development / Scholarship*: Demonstrated dedication to continuing personal education and credentialing and leadership in increasing the base of knowledge in the HR field through teaching, research, writing, public speaking and/or 'leading by example'.



• *Characteristics*: Strong character, impeccable integrity, and respect for the individual, within and outside of profession.



#### **Personal Statement of Support**

The nominator should include in his/her personal statement the nature and length of his/her relationship with the candidate and a recitation of those instances in which she/he has personal, professional knowledge of the candidate's special contributions to the HR profession.

#### **Evidence of Continuing Involvement**

The National Academy of Human Resources depends primarily on the support of its Fellows to provide the organization with the resources needed to operate and run the programs sponsored by the NAHR Foundation. The nominator should describe why she/he believes the candidate would actively participate in NAHR activities which are focused on furthering the HR profession.



Although the process is intended to be confidential, do you have reason to believe the candidate knows that s/her is being nominated? \_\_\_\_\_

Date of submission:	
By:	
•	Signature)

By: \_\_\_\_\_\_(Print)

Please remember that bio, resume/CV, letters of reference and CEO letter of support are required and should be submitted with the completed nomination form directly to the NAHR office by fax or email by April 23, 2018.

## NATIONAL ACADEMY OF HUMAN RESOURCES



Submit completed form, organization's history, and letters of reference and support via mail, email or fax to: Jill B. Smart National Academy of Human Resources 5420 Challen Place Downers Grove, IL 60515 Email: jbsmart@nationalacademyhr.org Phone: (630) 215-5053

## HONORED ORGANIZATION NOMINATION FORM

This form must be completed in its entirety and submitted along with the organization's purpose statement and overall organization description and brief history by *April 23, 2018*.

PLEASE DO NOT CONTACT THE ORGANIZATION ABOUT BEING NOMINATED

Name of Organization:	
Organization's Contact:	
Contact's Position/Title:	
Address:	
Telephone/Fax/Email:	
Nomination Submitted By:	
Nominator:	
Telephone:	

Note: Representative(s) of the organization must be present at the New Fellow Installation Ceremony and Academy Annual Dinner held in New York City on *November 8, 2018* to be installed.



#### **References:**

Please provide the names of three or more references who will support this nomination in <u>writing</u>. The nominator **must include the letters/notes** supporting this nomination and the reasons for the support with the completed nomination form. References may be Academy Fellows or others familiar with the organization and its qualifications. References may be contacted by Candidate Reviewers.

#### EMPHASIZE WITH THE REFERENCE TO NOT INFORM OR CONTACT ANYONE AT THE ORGANIZATION ABOUT THE NOMINATION.

1.	
Name of Reference:	
Current Organization:	
Current Position/Title:	
Address:	
Telephone/Email:	
Nature of Relationship to Candidate:	

2.

Name of Reference:	
Current Organization:	
Current Position/Title:	
Address:	
Telephone/Email:	
Nature of Relationship to Candidate:	

3.	
Name of Reference:	
Current Organization:	
Current Position/Title:	
Address:	
Telephone/Email:	
Nature of Relationship to Organization:	



Recognizing the overall purpose of the NAHR and consistent with the Statement of Requirements for Fellowship in the NAHR, the nominator must address in detail each of the following requirements for Fellowship, including examples. The nominator's responses to these requirements are not limited in length.

• *Overall Impact*: Measurable impact for unique and lasting outcomes and contributions that the organization provides in the HR field and society at large, and notable strides in moving the HR profession forward. Members of this organization should be respected role models, leaders, coaches, and teachers.



• *Scope:* Significant role, influence, and recognition within and potentially outside home country that this organization provides in support of furthering the HR profession.



• *Competencies*: The organization displays, promotes and enhances generalist practitioner or specialist HR and business competencies comparable to or exceeding those of current Fellows and Distinguished Organizations, with an emphasis on innovation and creativity.



• *External Influence and Impact*: Evidence of leadership role in the human resources profession through influence with human resources professions and/or through human resources-related groups and/or associations, social service, educational and/or civic organizations, and/or influence on the development of public policy, both historically, currently, and in the future.



• *Knowledge Development / Scholarship*: Demonstrated dedication to continuing personal education and credentialing and leadership of human resources professionals by educating them to increase the base of their knowledge in the HR field through teaching, research, writing, public speaking and/or 'leading by example'.



• *Characteristics*: Demonstration of the organization's commitment to strong character, impeccable integrity, and respect for the individual, within and outside of profession.



#### **Personal Statement of Support**

The nominator should include in his/her personal statement the nature and length of his/her relationship with the organization and a recitation of those instances in which she/he has personal, professional knowledge of the organization's special contributions to the HR profession.

#### **Evidence of Continuing Involvement**

The National Academy of Human Resources depends primarily on the support of its Fellows and Honored Organizations to provide the organization with the resources needed to operate and run the programs sponsored by the NAHR Foundation. The nominator should describe why she/he believes the organization would actively partnership with and support NAHR activities which are focused on furthering the HR profession.



Although the process is confidential, do you have any reason to believe that anyone at the organization knows that you are nominating it? \_\_\_\_\_

Date of submission:	

By: \_\_\_\_\_\_(Signature)

By: \_\_\_\_\_\_(Print)

Please include the purpose statement, organization description and history (from internet sources will suffice), letters of reference, and completed nomination form directly to the NAHR office by email or fax by April 23, 2018.

#### NAHR NEW FELLOW NOMINATION PACKET CHECKLIST:

Please ensure the following documents are included in your final nomination packet.

- 1. Completed Nomination Form with all information completed
- 2. Candidate Bio with photo
- 3. Three reference letters
- 4. Signed letter from CEO of Candidate's current organization



#### **Candidate Reviewer Guidelines**

#### DO NOT CONTACT THE CANDIDATE ABOUT BEING NOMINATED

#### REINFORCE WITH ANYONE YOU DISCUSS THE CANDIDACY WITH THAT THIS IS A CONFIDENTIAL PROCESS AND THE CANDIDATE SHOULD NOT BE CONTACTED REGARDING THIS NOMINATION

#### **REVIEWER REPORTS ARE DUE MAY 23, 2018**

#### NAHR Fellow Nominations

- 1. Two Fellows will be selected by the President to review and evaluate each candidate. Where possible, one of the reviewers will be from the same general area of professional work as the candidate (e.g. same industry, academia).
- 2. Candidate Reviewers may not be an NAHR Board member, nor someone who has nominated a Candidate in the same year.
- 3. The NAHR President will send Candidate Reviewers the Statement of Requirements for Fellowship in NAHR, the candidate's nomination packet which will include the nomination form, bio, resume/CV, reference letters, CEO Letter of Support, and a Candidate Reviewer Dashboard to complete.
- 4. The Candidate Reviewers will review and evaluate the candidate. In the course of conducting their reviews, Candidate Reviewers can supplement the material provided by the nominator as follows:

a. Contact any of the following as necessary, but be sure to make it clear that not all candidates are admitted the first year they are nominated, but that it is a true honor to even be nominated and in no way a negative statement if they are not voted in. Also, reinforce that they **should not contact the candidate about the nomination.** Candidate reviewers should use discretion and contact only whomever they believe is necessary to help further inform them in the review process.

- i The nominator
- ii Those who provided letters of reference / recommendation / support
- iii Other Fellows
- iv Other professionals in the field who are aware of the candidate's accomplishments, may have worked with them in the past, etc.

b. Conduct any other research or due diligence you feel is necessary, or request the nominator to do so if appropriate. For example, Candidate Reviewers may also wish to review the nominee's published research, speeches, articles, and other published documentation that will help evaluate the candidate's impact.

NOTE: Care should be taken to avoid over publicizing the candidacy of a particular individual.

- 5. Candidate Reviewers must be sure to address all aspects of the Candidate guidelines, including their leadership style and reputation within their organization and their HR team, making sure they are respected upward, laterally, and downward.
- Candidate Reviewers will also consider the completeness and accuracy of the information submitted with the nomination (did it make the case?), the nominator's and seconders' personal knowledge of the candidate and familiarity with his/her qualifications.
- 7. If a candidate's sustained overall performance and contribution to their organization, the profession and society at large otherwise merit consideration as a Fellow, it is not necessary that they meet each element of each requirement. For example, a highly qualified Chief HR Officer from a regional and/or smaller organization might have a smaller scope in terms of size of organization, but may still meet requirements in terms of impact, influence on the profession, etc. Candidate Reviewers have the flexibility and latitude to incorporate this guidance in their review.
- 8. It is intended that the report to the Board be confidential (no direct attribution to sources) and reflect due diligence on the part of the Candidate Reviewers.
- 9. If the two Candidate Reviewers do not agree, before submitting their reports they should discuss their different perspectives to see if they can be reconciled.



#### **Candidate Reviewer Reporting**

#### NAHR Fellow Nominations

- 1. Candidate Reviewers are to use the NAHR Candidate Reviewer Dashboard to report their findings and recommendations. It is at the discretion of the Reviews if they wish to have any supplemental documentation.
- 2. The conclusion of the Candidate Reviewers' report should describe, with examples, how the candidate meets the Requirements for Fellowship. Questions such as those below will be critical to address in the report:
  - Has the candidate been successful in roles of significant and influential scope?
  - Has the candidate had the appropriate impact within the organizations she/he has been a part of?
  - Does the candidate have generalist practitioner and/or specialist competencies comparable to or exceeding those of current Fellows?
  - Has the candidate had an emphasis on and impact from innovation and creativity?
  - Is this candidate recognized by his/her peers for sustained achievements in and contributions to their organizations and the HR profession?
  - Does this candidate have a meritorious national and/or global reputation as a leader in shaping human resource thinking and/or policy and impacting the HR profession?
  - Has the candidate demonstrated dedication to developing the base of knowledge in the field through teaching, research, writing and/or public speaking?
  - Has the candidate contributed to developing the knowledge and skills of those in the HR profession?
  - Has this candidate demonstrated an unfailing commitment to success?
  - Does the candidate display positive leadership skills with his/her team?
  - Does the candidate have strong character, impeccable integrity, and respect for the individual, within and outside of the profession?
- 3. The Candidate Reviewers should ensure that a deep due diligence has been done, and they do a thorough and detailed review of the candidate.
- 4. Responses should be developed not only from the information provided on the nomination form, but also from the information about the candidate that is developed in completing the review process. Each requirement in the "Statement of Requirements for Fellowship in the NAHR (*Overall Leadership and Impact, Scope, Competencies, External Influence and Impact, Knowledge Development / Scholarship, and Characteristics*) must be probed and specifically addressed on the Dashboard report.
- 5. By making an affirmative recommendation the Reviewer agrees that she/he considers the candidate as a personal peer and a peer of all the Fellows of the NAHR.
- 6. The final Candidate Reviewers' report should be clear regarding the position of each Candidate Reviewer. If the two Candidate Reviews do not agree with one another, and their positions cannot be reconciled, they should submit their individual positions as part of the overall report.
- 7. Reports are to be submitted to the NAHR office by e-mail or fax and addressed to the President of the NAHR by Friday, April 20. The reports will be consolidated and presented to the NAHR Board.

#### NAHR FELLOW CANDIDATE REVIEWER DASHBOARD

#### NAHR Candidate Reviewer Dashboard 2018

#### CANDIDATE NAME:

#### **REVIEWER NAME(S):**

**RATINGS SCALE:** 

Candidate meets or exceeds requirements

Candidate partially meets requirements

Candidate does not meet requirements at this time

Criteria	Rating	Supporting Comments / Examples
<b>Overall Leadership and Impact</b> - Measurable impact for unique and lasting outcomes and contributions at work, in the HR field and society at large, and notable leadership in moving the HR profession forward. Respected role model, leader, coach and teacher to those they lead and influence.		
<b>Scope</b> - Significant role, influence, and recognition within and potentially outside home country.		
<b>Competencies</b> - Generalist practitioner or specialist competencies comparable to or exceeding those of current Fellows, with an emphasis on innovation and creativity.		
<b>External Influence and Impact</b> - Evidence of leadership role in human resources-related groups and/or associations, social service, educational and/or civic organizations, and/or influence on the development of public policy, both historically, currently, and in the future.		
<b>Knowledge Development / Scholarship</b> - Demonstrated dedication to continuing personal education and credentialing and leadership in increasing the base of knowledge in the HR field through teaching, research, writing, public speaking and/or 'leading by example'.		
<b>Characteristics</b> - Strong character, impeccable integrity, and respect for the individual, within and outside of profession.		
Quality of References		
Overall Recommendation		