[](https://www.google.ca/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwjEmqDmmafUAhUI72MKHYAvD7IQjRwIBw&url=https://twitter.com/cphrbc&psig=AFQjCNHTgB1zO8KS_yPbo-nTYN3eg9ZyNA&ust=1496769162477186)

**FCPHR Nomination Submission Guidelines**

The Fellow CPHR award is a prestigious award that recognizes members of the provincial HR associations who have made truly exemplary contributions to the profession.

To nominate an exceptional CPHR for this award, you must complete the following documents: (Please note: this document is a Word Form – you can simply fill out all appropriate fields, save, and send your documents electronically to CPHR BC & Yukon. To fill out a field, simply click on a shaded area and begin typing.)

**GUIDELINES FOR PREPARING YOUR NOMINATION DOCUMENTS**

Remember – the FCPHR recognizes **leadership, outstanding achievement** and **exceptional contributions** to the profession.

Here are a few tips to help you put together a strong nomination package:

1. Details: provide as much information as possible, including relevant dates, specific achievements and results.
2. When appropriate, highlight leadership roles.
3. Avoid using descriptors like “participated,” “was involved in” or “sat on”. Offer concrete details on a nominee’s contributions.
4. Be concise: provide all the necessary details, but be careful not to bury any goldmines in too much text!

**Step 1: Nomination form**

**Step 2: Nominee’s biography**

Please ensure the following information is included:

* Academic and professional degrees
* Work and volunteer history
* Clear examples of exemplary HR leadership and community involvement

**Step 3: Examples of exemplary contributions in two of the six key areas:**

Please provide clear, detailed examples of the nominee’s experience in at least two of the six following areas (double-click on those areas for which you are submitting information):

### Service to CPHR Canada or Provincial Associations for a period of at least five years.

Service to a trade, industry or other professional organization related to the member’s career or business activities. (Specify date/year.)

Service to community, political or not-for-profit organizations. (Specify date/year.)

Contributions to the profession through research, teaching, writing or speaking on professional issues. (Specify date/year.)

Prominence in business, political, academic or international endeavours.

Activities/Board involvement for a period of at least (5) years.

[](https://www.google.ca/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwjEmqDmmafUAhUI72MKHYAvD7IQjRwIBw&url=https://twitter.com/cphrbc&psig=AFQjCNHTgB1zO8KS_yPbo-nTYN3eg9ZyNA&ust=1496769162477186)

**FCPHR Nomination Form**

**Section A: Information on the nominee**

|  |  |  |  |
| --- | --- | --- | --- |
| **Nominee name:** |  | | |
| **Position:** |  | | |
| **Organization:** |  | | |
| **Address:** |  | | |
| **City:** |  | | |
| **Province:** |  | **Postal Code:** |  |
| **E-mail:** |  | | |

**Section B: Information on the nominator**

|  |  |  |  |
| --- | --- | --- | --- |
| **Nominator:** |  | | |
| **Position:** |  | | |
| **Organization:** |  | | |
| **Telephone:** |  | **E-mail:** |  |
| **CHRP (yes/no)** |  | **Relationship to nominee:** |  |

[](https://www.google.ca/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwjEmqDmmafUAhUI72MKHYAvD7IQjRwIBw&url=https://twitter.com/cphrbc&psig=AFQjCNHTgB1zO8KS_yPbo-nTYN3eg9ZyNA&ust=1496769162477186)

**FCPHR Nomination – Nominee’s Biography**

**Academic and professional certifications:**

|  |  |
| --- | --- |
| **Degrees** | **Institution (if applicable)** |
|  |  |
|  |  |
|  |  |
|  |  |

**Work history:**

|  |  |  |
| --- | --- | --- |
| **Employer** | **Position** | **Dates** |
|  |  |  |
|  |  |  |
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|  |  |  |

**Volunteer history**:

|  |  |  |
| --- | --- | --- |
| **Organization** | **Position** | **Dates** |
|  |  |  |
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**Examples of exemplary HR leadership and meeting the selection criteria.**

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