
NOMINATIONS GUIDELINES/PROCESS

The determination of the winners of the awards begins with the nominations. To be eligible to be considered for any award, the entrant must be nominated. Members of the Zambia Institute of Human Resources Management originate the nominations and submit to Secretariat for further processing. To ensure that the nomination process is clear and credible, guidelines are provided to assist the nominator to do the right thing. The nomination process is a very important part of the awards. This is the reason the guidelines are to be adhered to so that only the deserving entrants are nominated for the awards.

1. Period of Nomination

Nominations will be from the month after the awards to the month before the next awards the following year.

2. Eligibility to Nominate

Only registered and paid up members of the Zambia Institute of Human Resources Management of all categories other than Students are eligible to nominate individual awards.

3. Qualification for Nomination

3.1 The qualification for nomination shall be determined by the Council and communicated to the general public from time to time.

3.2 Members of the Council, employees of the Institute and members of the Judges Committee are not eligible for nomination for any award.

4. Format of Nomination Submission

The nominations shall be made on a prescribed form indicating proof of membership and duly signed and dated by the nominator whose contact details shall be indicated clearly.

5. Entries

The nominator shall nominate a maximum of three entries per award category. If the member submits more than three nominees per award category, only the first three will be considered.

6. Deadlines

The nominations shall be submitted within the prescribed period of time as may be determined by Council. Any nominations submitted after the deadline shall not be accepted

7. Unclear Submissions

Where the Council is not very clear of a nomination or nominations, clarifications may be sought from the member who has submitted the nomination(s).

8. Submission Protection

The Council shall not in any way alter any submissions of nominations.

9. Nominations Screening and Compilation

9.1 The Council, upon receipt of all the nominations shall appoint a Committee to screen all the nominations to determine their suitability to meet the set standards.

9.2 After the screening of all the nominations by the Committee, a final list of nominations shall be compiled and circulated to all the members on the ZIHRM membership database.

10. Submission of Documents and Materials by Nominees

- 10.1 The Council shall inform all the nominees in writing and request them to submit documents and materials for purposes of judging.
- 10.2 Only the nominees who have been written to by the Council will be allowed to submit the documents and materials.
- 10.3 The submissions of the documents and materials must be made within the prescribed period of time. Any submissions made after the deadline will not be accepted.
- 10.4 All the documents and materials submitted for the purposes of judging become the property of the Zambia Institute of Human Resources Management.
- 10.5 Documents and materials submitted for individual awards must have endorsements from the supervising officer or Chief Executive Officer of the nominee.
- 10.6 All the accompanying documents such as copies of academic certificates and identity cards must be certified copies.
- 10.7 Where reference letters are required, these must carry the official stamp or seal of the originator.
- 10.8 All the nominees will be required to fill in the declaration form and pay the prescribed fee when submitting their documents and materials and will be bound by the rules and regulations therein.