

ADDITIONAL GUIDANCE FOR COMPLETING THE FCMC NOMINATION FORM

The intent of the FCMC Evaluation Process is to be fair and without bias for all candidates. To that end, nominators, nominees and referees should be aware of the following:

- Information/data used by the evaluators in the evaluation process will be limited to what is provided in:
 - CMC-Ontario Fellow Nomination Form: Section 2 FCMC Nomination Form – completed by the Nominator
 - CMC-Ontario Fellow Nomination Form: Sections 1, 3-5 – completed by the Nominee
 - Letters/Emails of Recommendation: Section 6 – completed by the Referees

Evaluators will not be speaking to nor following up with Nominators, Nominees and/or Referees on information provided in the documents submitted to the FCMC Committee.

The FCMC Committee recommends that, prior to submitting the documents:

- Nominators review the nomination form for completeness and to ensure all questions are answered.
- Nominees review the application form to ensure all questions are answered, and information is comprehensive and complete.
- Do not assume evaluators will extrapolate a brief phrase and/or acronym to represent more detailed information; usage of acronyms is not universal.
- While colleagues, co-workers and clients know the Nominee and their experience, expertise and accomplishments, the evaluators do not; evaluators cannot be expected to infer nor second-guess details incomplete or missing from the FCMC documents.
- Referees focus on their professional relationship with the Nominee and how they see that the candidate has contributed to the business and/or volunteer community. It is acknowledged there may be a personal interaction/relationship that has developed between a Nominee and Referee; this can also be included in the reference.

Examples:

- When asked for information about how a Nominee contributed to the CMC community, a brief overview of the role of the Nominee and the challenges and outcomes of their involvement is required.
- When asked for information about their involvement in the volunteer community, the Nominee needs to elaborate on what was the specific nature of the involvement by providing names of organizations the Nominee worked with, how they contributed and the challenges and outcomes of their involvement.