

Finalizing the Nomination Process

Last Modified on 04/02/2024 10:23 am EDT

Once you've identified what you're looking for in an Ambassador, it's time to finalize the nomination process. Below are some items to consider, along with best practice suggestions from the HBA:

Who nominates or applies?

- Will you allow self-application, manager nomination, or both?
- **HBA best practice:** *Allowing self-nomination is encouraged as it often leads to finding hidden gems and increasing the diversity of the cohort*

How will people nominate?

- What vehicle will you use to collect nominations?
- In what format(s) will you accept nominations (written, video, etc)?
- What information do applicants need to submit?
- **HBA best practices:**
 - *Allowing a wide variety of format submissions gives applicants the ability to get very creative – and they do!*
 - *While applicants have to share some specific info (name, title, etc) necessary to be vetted, ask a few open-ended questions as well to allow candidates to impress you.*

Who decides?

- Who is responsible for vetting and deciding on the cohort members?
 - **HBA best practice:**
 - *This is often done by the program Champions, or by an internal selection committee.*
 - *Can't narrow it down enough? Consult your Executive Sponsor to help you narrow in on the final selected pool*
-