



HUMAN FACTORS  
and ERGONOMICS SOCIETY

## ***2026 Guide for Fellow Recommendations***

- Steps for Recommenders
- Instructions for Preparing the Fellow Recommendation Form

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## Steps for Recommenders

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Full Members of HFES may submit an application for Fellow status for themselves or for others. The person who submits the package is identified as the **nominator**, and the person on whose behalf the application is submitted is the **nominee**. Persons who apply on their own behalf are both nominator and nominee. A person applying on behalf of someone else is the nominator, and the person on whose behalf the application is made is the nominee.

Your role in the process is that of recommender, and you fulfill this role by completing the information requested on the Fellow Recommendation Form. Below are the steps to complete the process.

**Step 1.** Ensure that you are currently a Full HFES Member or Fellow in good standing and not a current member of the Fellows Selection Committee. Otherwise, you are not eligible to recommend a nominee for Fellow. If you are not sure about your membership status in HFES, please send an email to [info@hfes.org](mailto:info@hfes.org) or telephone (202) 367-1114.

**Step 2.** Verify that the nominator has sent you the following items. If any are missing, contact the nominator immediately and obtain them:

- A completed application form, including evidentiary items and statement of adherence to the HFES Code of Ethics
- The nominee's résumé or curriculum vitae
- Fellow Recommendation Form (available online at HFES)
- Fellow Application Guide (available online at HFES)

**Step 3.** Review the Eligibility Criteria for Fellow Status contained in the Fellow Application Guide and satisfy yourself that the nominee is, indeed, eligible. In making this determination, be aware that the eligibility criteria are the minimal requirements. Fellows are expected to be outstanding individuals. Furthermore, the evaluation rules do not allow exceptional achievement on one criterion to compensate for inadequacy on another. The nominee must be deemed acceptable on all four criteria.

**Step 4.** As a recommender, you should have extensive knowledge of the nominee's professional contributions and/or HFES service. To be persuasive, a recommendation form must amplify and extend the information in the application form by providing specific facts, based preferably on first-hand experience or observation. Therefore, you should decide whether you are well equipped to provide a persuasive recommendation form. If not, contact the nominator immediately so another recommender can be chosen promptly.

**Step 5.** Prepare the Fellow Recommendation Form per the instructions that appear below. The form should be emailed to the nominator. Please use Microsoft Word. You may transmit your form via email either as a Word document or an Adobe Acrobat PDF.

**Step 6.** Email the completed recommendation form to the nominator by the date you have agreed to as a deadline. Do not send the form to HFES.

# Instructions for Completing Recommendation Form

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**Nominee:** Provide the nominee's name.

## **HFES Service and Professional Contributions statements:**

Each statement regarding service and professional contributions **should be no less than 200 and no more than 300 words**

A nominee for Fellow must have made substantive, significant contributions to the Society over a period totaling five years or more. Nominees for Fellow must have made substantial professional contributions that elevate them from the remaining body of HF/E professionals. In this section provide evidence of the nominee's exceptional achievements within the field of HF/E be seen as disqualifying or negative considerations against the nominee.

Study the *Eligibility Criteria* (included below) and *Guide for Preparing the Professional Contributions Statement (included in the Application Guide)* carefully and ensure that each of your statements show that the nominee's contributions satisfy the respective criteria (HFES Service, and Professional).

Do not rely on the nominee's application form, résumé, or evidentiary items to make your case. You may reference evidentiary items that have been listed on the application form, in which case you should explain their relevance and significance, but they are supplemental and your statement must stand on its own. Think of the "Distinguishing Contributions" and "Evidence" portions of the Guide for Preparing the Professional Contributions Statement as checklists, and explicitly address as many items as possible, bearing in mind that objective facts are far more persuasive than personal opinion.

*Making a well-written statement that documents multiple contributions will make the best case for the nominee.*

A well-written statement that documents multiple exceptional contributions is easy to evaluate. Conversely, statements that fall short of this ideal—perhaps relying on the author's reputation and adopting a "take my word for it" approach, or assuming the nominee's accomplishments are widely known, or assuming the importance of the evidentiary items is self-evident—depend on the selection committee members to make your case for you.

Your statement should include a description of your professional relationship with the nominee, so the basis for your knowledge of the nominee's professional contributions is clear. Keep this description brief, focusing on the nominee.

Sponsors are selected so that collectively they can attest to both the nominee's professional contributions and HFES service. In some cases, a given sponsor may be more familiar with a nominee's HFES service contribution than professional contributions or vice versa: if this is the case, please indicate in the appropriate statement.

**Recommender Personal Data:** Add your information; sign and date the form.