

Society of Women Engineers

2022 CALL FOR NOMINATIONS

WE Local Awards

PROFESSIONAL

WE Local Legacy

WE Local ELiTE

WE Local New ELiTE

WE Local Integrator

Engaged Advocate

COLLEGIATE

Rising Star

Guiding Star

GROUP

Outstanding Outreach Event

Outstanding Professional Development Event

Joint Professional/Collegiate Event

Diversity & Inclusion Partner

Sustaining Benefactor

Group Growth

Group Retention

OPTIONAL AWARD

CHICAGO REGIONAL SECTION

SPONSORED GRANT

WE Local Pieronek Memorial Public Policy

Grant Award



General Information

The Society of Women Engineers strives to recognize the successes of SWE members and individuals who enhance the engineering profession and advocate for women in engineering through contributions to industry, education, and the community. The awards listed in this packet recognize individuals and groups who support SWE Mission and SWE Core Values.

SWE Mission: Empower women to achieve their full potential in careers as engineers and leaders; expand the image of the engineering and technology professions as a positive force in improving the quality of life and demonstrate the value of diversity and inclusion.

SWE Core Values: Integrity, Inclusive Environment, Mutual Support, Professional Excellence, and Trust.

Inside this packet you will find information on the awards recognized at the WE Local Conferences. Eligibility information is specific to each award and is included on the following pages. A 'Nomination Checklist' is included for each award that details the requirements needed to fully complete a nomination package.

Contact the Awards & Recognition Committee Chair at awards@swe.org with any questions.

Submission Guidance:

- **DEADLINE: September 30th at 11:59 PM, Central Daylight Time.**
 - An acknowledgement receipt will be sent to the nominator after submission.
 - No package completeness feedback will be provided.
 - No exception will be made for late packages.
- An application must be submitted electronically through the awards application platform called SmarterSelect. No email submissions will be accepted.
- An individual may be nominated for more than one WE Local individual awards but is allowed to receive only one WE Local individual award per year.
- A group may be nominated for more than one WE Local group awards and is allowed to receive more than one WE Local group awards per year.
- Recipients of Individual awards are not eligible to receive their equivalent WE Local awards. However, recipients of WE Local awards are eligible to receive their equivalent Individual awards. Equivalent awards are listed in the Qualification section of each award.
- All items in the Nomination Checklist must be included in the award submission.

Nominator Responsibilities:

- A candidate can self-nominate. It is highly recommended to be nominated by a nominator who can provide feedback on the formal statement and ensure that all the required documents will be submitted.
- A nominator can nominate more than one nominee.
- A nominator doesn't have to be a SWE member.
- Nominator's responsibilities include:
 - Use this Award Guide to select the award that best suits the candidate.
 - Verify that the candidate meets the Objective and Qualification requirements for the award selected.
 - Collect all items listed in the Nomination Checklist for the award selected.
 - Accurately complete the appropriate online application at the link provided for the award selected.
 - Confirm that the phone number and email address provided on the nomination form is current and correct for both the nominee and nominator.
 - Submit the application by September 30th, 11:59 PM, Central Daylight Time.
 - Retain documentation for package including authentication for letters of recommendation should SWE inquire verification.
 - Contact SWE Staff at awards@swe.org if the nominator's contact information changes after submission.
 - Inform the nominee of the result of their nomination.
 - Act as the Point of Contact between SWE and the nominee.

General Information

Award Notification and WE Local Conference Selection:

- Recipients will be honored at one of the WE Local conferences.
 - On the award application, nominees will be asked to indicate their choice of WE Local conference location they would like to attend if selected.
 - Conference location options can be found at <https://welocal.swe.org>.
 - Once selected, award recipients will be asked to confirm their choice via an email from a SWE Staff.
 - If award recipients fail to declare their conference location choice, they will be assigned to the conference location they originally selected in SmarterSelect.
- Notifications will be made to nominators in December. If notification is not received by the middle of December, nominators are asked to contact SWE Staff at awards@swe.org.
- SWE Staff will request a high-resolution headshot of the award recipient (individual or team/group.)

NOTE: It is important that nominators confirm that the phone number and email address provided on the nomination form is current and correct for both the nominee and nominator.

SWE Partner Organizations:

Consider including contributions to SWE's partner organizations:

- American Indian Science and Engineering Society (AISES)
- The National Organization of Gay and Lesbian Scientists and Technical Professionals, Inc. (NOGLSTP)
- National Society of Black Engineers (NSBE)
- Out in Science, Technology, Engineering, and Mathematics (oSTEM)
- Society of Asian Scientists and Engineers (SASE)
- Society of Hispanic Professional Engineers (SHPE)

Nomination Checklist General Information:

The awards in this packet may require the following:

- **SWE Membership:**
 - Review the Qualification section for the required SWE membership for the selected award.
 - SWE ID will be required if SWE membership is required for the selected award.
 - It can be obtained by logging into the SWE portal or emailing membership@swe.org.
 - SWE membership must be valid by the end of the awards submission period of the application year.
 - *For 2022 WE Local Awards, SWE membership must be valid by September 30th, 2021.*
- **SWE Years of Service (only applicable for the WE Local Legacy award):**
 - SWE Years of Service and a SWE resume are required only for the WE Local Legacy award.
 - SWE Years of Service is counted through the end of the awards submission period of the application year.
 - *For 2022 WE Local Awards, SWE Years of Service counts experience through September 30th, 2021.*
 - SWE Years of Service should be clearly indicated in the SWE resume.
- **Years of Experience:**
 - Review the Qualification section for the required years of experience for the selected award.
 - Years of Experience are counted through the end of the awards submission period of the application year.
 - *For 2022 WE Local Awards, Years of Experience counts experience through September 30th, 2021.*
 - Years of Experience should be clearly indicated in the resume or curriculum vitae.
 - Rounding rule: 1 to 5 months – round down; 6 to 11 months – round up
 - For example: 9 years, 4 months is considered 9 years
9 years, 8 months is considered 10 years

General Information

- Calculation: (See [Appendix I – Years of Experience Calculation](#))

What counts as one year of experience?	What does not count as one year of experience?
Each year of full-time work	Internships, co-ops, or graduate assistantship (research or teaching assistant) while in school
Each year of part-time work	Periods of unemployment
Each advanced technical degree (*) obtained while not working full time or part time	All other degrees (**)

Table 1: Years of Experience Calculation

- (*) The following are considered “Advanced Technical Degrees” and should be counted in the years of experience calculation:
 - Master’s Degrees in science, technology, engineering, mathematics, engineering education or similar field of study
 - Dual Bachelor’s / Master’s Degrees in science, technology, engineering, mathematics, engineering education or similar field of study (count as 1 degree)
 - Doctorate degrees in science, technology, engineering, mathematics, engineering education or similar field of study
- (**) The following are **not** considered “Advanced Technical Degrees” and should **not** be counted in the years of experience calculation:
 - Bachelor’s Degrees in science, technology, engineering, mathematics, or similar field of study
 - Master of Business Administration (MBA) or similar non-technical master’s degrees
 - Doctorate in Business or similar non-technical doctorate degrees

- **Biography:**

- A biography is to be used as a basis for SWE publications. The submitted biography may be edited for clarity/content and editorial style. Award recipients will be able to verify the biography before publication.
- A biography is not one of the evaluation criteria and is not available to judges.
- The maximum length are 300 words.
- Any company proprietary information should not be included in the biography.
- Biography must be pasted into the award submission form.

- **Formal Statement:**

- Review the Nomination Checklist for the required maximum word count for the selected award.
- A formal statement must address all the selection criteria.
- All selection criteria should be utilized as section headers in the formal statement. They must be present and identifiable.
- It is recommended that the formal statement be written in third person.
- Nominees will be evaluated based on the materials provided on the formal statement.
- **Do not include the following in a formal statement:**
 - hyperlinks to any additional information or a LinkedIn profile as they will not be evaluated,
 - the nominee’s headshot.
- Formal statement must be pasted into the award submission form

General Information

- **Supporting Letters:**

- Review the Nomination Checklist for the required number of supporting letters for the selected award.
 - Each letter should not exceed 2 pages.
 - Each letter must be written for the current award cycle.
 - Letters should be from people who are familiar enough with the candidate to be able to address one or more of the selection criteria.
 - All letters must include the following information:
 - Name of the nominee
 - Name of the recommender and their authentication (see below)
 - Recommender's relationship to the nominee. If specific recommenders are required, it will be listed in the Nomination Checklist for that award.
 - How the nominee meets one or more of the selection criteria
 - Letters require some form of authentication from the author. *This can be*
 - A hand-written signature,
 - An electronic signature with an email header
 - A certificate-based digital signature
- See [Appendix II – Example Authentication for Supporting Letters](#).
- Each letter must be saved as a **pdf file**. All letters must be uploaded individually into the award submission form.

- **Resume (or Curriculum Vitae):**

- Review the Nomination Checklist for the required maximum number of pages for the selected award.
- Years of Experience should be clearly indicated in the resume for awards that have this requirement.
- **Do not include the following in a resume:**
 - hyperlinks to any additional information or a LinkedIn profile as they will not be evaluated,
 - the nominee's headshot.
- It must have 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches).
- It is to be used to verify the Years of Experience (if required) and give judges an overall view of the nominee. It has no weight in the judging rubric.
- It must be saved as a **pdf file**. It must be uploaded into the award submission form.

- **SWE Resume:**

- Review the Nomination Checklist for the required maximum number of pages for the selected award.
- A SWE resume must be submitted for awards that have the required SWE Years of Service.
- Years of SWE Service should be clearly indicated in the resume for awards that have this requirement.
- **Do not include the following in a SWE resume:**
 - hyperlinks to any additional information or a LinkedIn profile as they will not be evaluated,
 - the nominee's headshot.
- It must have 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches).
- It is to be used to verify the SWE Years of Service (if required) and give judges an overall view of the nominee. It has no weight in the judging rubric.
- It must be saved as a **pdf file**. It must be uploaded into the award submission platform.

Disqualification Criteria:

Nominations for the awards in this packet will not be considered for the following:

1. Nominee does not meet requirements listed in the Qualification section.
2. Application does not include the required documentation in the Nomination Checklist.
3. Application is not submitted to the correct link specified for the intended award.
4. Supporting Letters do not include the proper authentication from the author.

Award Guide

Use this guide to select the award that is best suited for your nomination.

PROFESSIONAL AWARDS

[WE Local Legacy Award](#)

The WE Local Legacy Award honors SWE members with at least fifteen (15) years of SWE years of service, who have made significant contributions to the Society of Women Engineers (SWE), have worked in the engineering, engineering technology, and computer science profession for at least fifteen (15) years, and have demonstrated outstanding leadership skills. A maximum of five (5) awards may be presented annually. *Only SWE Members are eligible for this award.*

[WE Local ELiTE \(Emerging Leader in Technology & Engineering\) Award](#)

The WE Local ELiTE Award honors SWE members with ten (10) to fifteen (15) years of experiences in an engineering, engineering technology or computer science profession, have demonstrated outstanding leadership skills resulting in significant professional accomplishments, and proactively served SWE, SWE's partners and the community. A maximum of fifteen (15) awards may be presented annually. *Only SWE Members are eligible for this award.*

[WE Local New ELiTE \(Emerging Leader in Technology & Engineering\) Award](#)

The WE Local New ELiTE Award honors SWE members with less than ten (10) years of experiences in an engineering, engineering technology or computer science profession, who have demonstrated outstanding technical performance and proactively served SWE, SWE's partners and the community. A maximum of fifteen (15) awards may be presented annually. *Only SWE Members are eligible for this award.*

[WE Local Integrator Award](#)

The WE Local Integrator Award honors individuals who have been instrumental in establishing a program for their organization to improve the ability of women engineers and other employees to integrate or balance work and family responsibilities. In so doing, the nominee has demonstrated recognition of the need for employees to integrate work, family and personal interests. A maximum of five (5) awards may be presented annually.

[Engaged Advocate Award](#)

The Engaged Advocate Award honors individuals who contributed to the advancement or acceptance of women in engineering. Effort will be made to recognize K-12 Educator; Professional SWEnext advisor; Collegiate Educator; SWE Faculty Advisor/SWE Counselor; Entrepreneur, or STEM Professional. A maximum of twelve (12) awards may be presented annually.

COLLEGIATE AWARDS

[Guiding Star Award](#)

The Guiding Star Award recognizes exceptional collegiate leaders with at least two (2) years of SWE involvement who have made outstanding contributions to SWE, the engineering community, their campus, and the community. A maximum of fifteen (15) awards will be presented annually. *Only SWE Collegiate Members are eligible for this award.*

[Rising Star Award](#)

The Rising Star Award recognizes SWE collegiate members with less than two (2) years of SWE involvement who have made outstanding contributions to SWE, the engineering community, their campus, and the community. A maximum of fifteen (15) awards will be presented annually. *Only SWE Collegiate Members are eligible for this award.*

OPTIONAL AWARDS:

Chicago Regional Section Sponsored Grant

[WE Local Pieronek Memorial Public Policy Grant Award](#)

This award commemorates a long-time Chicago Regional Section member and includes a grant to be utilized for public policy programs, including but not limited to congressional visit days, training workshops, or visits to local legislators.

GROUP AWARDS

The term “Group” as used in this award packet is defined as any group of Collegiate or Professional SWE members that supports SWE mission. Groups can include:

- Collegiate groups such as
 - SWE collegiate sections,
 - SWE affiliates (including community college affiliate groups and sections),
- Professional groups such as
 - SWE professional sections, Members At Large, SWE Affinity Groups,
 - Employee Resource Groups,
- SWE Partner Organizations (AISES, NOGLSTP, NSBE, oSTEM, SASE, SHPE, or similar),
- Small companies (Companies with less than 500 employees),
- Any other groups of SWE members.

General guideline for group size.

- Small Group: ≤ 30 current SWE members
- Medium Group: ≤ 100 current SWE members
- Large Group: >100 current SWE members

Outstanding Outreach Event Award

The Outstanding Outreach Event Award recognizes groups which plan and carry out a high-quality outreach event to inspire future engineers. A maximum of twelve (12) awards will be presented annually. Effort will be made to award groups of all sizes.

Outstanding Professional Development Event Award

The Outstanding Professional Development Event Award recognizes groups which plan and carry out a high-quality professional development event. A maximum of twelve (12) awards will be presented annually. Effort will be made to award groups of all sizes.

Joint Professional/Collegiate Event Award

The Joint Professional/Collegiate Event Award recognizes both a professional group and a collegiate group which plan and carry out a high-quality event. A maximum of five (5) awards may be presented annually.

Diversity & Inclusion (D&I) Partner Award

The Diversity & Inclusion (D&I) Partner Award recognizes groups that promote diversity and inclusion and shows commitment to SWE Mission. Nominees must fit one of the following categories: SWE partner organizations (such as SHPE, NSBE, AISES, SASE, oSTEM, NOGLSTP or similar), Employee Resource Groups, and Small Companies. A maximum of twelve (12) awards may be presented annually.

Sustaining Benefactor Award

The Sustaining Benefactor Award recognizes organizations or companies that have provided significant support to SWE through either financial methods and/or through volunteerism. A maximum of ten (10) awards may be presented annually.

Group Growth Award

The Group Growth Award recognizes groups that have demonstrated exceptional membership growth over the past year. No application process is necessary, as this award is determined based on SWE membership data. This award only recognizes SWE Sections, Affiliates, and MAL groups.

Group Retention Award

The Group Retention Award recognizes groups that have demonstrated exceptional membership retention over the past year. No application process is necessary, as this award is determined based on SWE membership data. This award only recognizes SWE Sections, Affiliates, and MAL groups.

WE Local Legacy Award

Only SWE Members are eligible for this award

Objective

- This award honors dedicated SWE members with a minimum of fifteen (15) years of service to SWE who achieved increasingly important roles in an engineering, engineering technology or computer science profession and demonstrated outstanding professional and leadership achievements.
- *A maximum of five (5) awards may be presented annually.*

Qualifications

- The nominee must:
 - Be a SWE member in good standing by September 30th, 2021,
 - Have a minimum of fifteen (15) years of SWE membership by September 30th, 2021,
 - Have a minimum of fifteen (15) years of experience by September 30th, 2021, in an engineering, engineering technology, or computer science profession.
- *Past recipients of the Distinguished Service Award, Suzanne Jenniches Upward Mobility Award, or Achievement Award are not eligible for this award.*

Selection Criteria

- 40% Professional Leadership Achievements: Discuss the nominee's professional leadership achievements in engineering, engineering technology, or computer science. Include details clarifying their leadership roles, what responsibilities they had in these roles, and their contributions to the business and/or technical outcomes. Explain the significance of the nominee's contributions and achievements, which can be in industry, government and/or academia.
- 40% SWE Service and Leadership: Discuss the nominee's positions, activities, and outcomes that demonstrate their contributions to SWE. Emphasis should be given to activities in which the nominee was leading an activity or group. (Leadership experience will contribute to 20% of the overall weighting (half of the weighting for this criterion.)
- 20% Community Involvement and Leadership Demonstrating SWE Mission: Discuss the nominee's positions, activities, and outcomes that demonstrate their contributions to SWE Partner Organizations (SHPE, NSBE, AISES, SASE, oSTEM, NOGLSTP or similar), Industry Organizations, Employee Work Groups, or Community. Emphasis should be given to activities in which the nominee was leading an activity or group. (Leadership experience will contribute to 10% of the overall weighting (half of the weighting for this criterion.)

Nomination Checklist

Review the "Nomination Checklist General Information" section on page 3 – 5 for detailed information.

- **Completed application:** <https://app.smarterselect.com/programs/75135-Society-Of-Women-Engineers>
- **Formal Statement (Maximum 2500 words)**
 - Address each of the selection criteria.
 - Include the following sections with section headers:
 - Introduction
 - Professional Leadership Achievements
 - SWE Service and Leadership
 - Community Involvement and Leadership Demonstrating SWE Mission
 - Conclusion
 - Formal statement must be pasted in the award submission form.
- **Biography (Maximum 300 words)**
 - Biography must be pasted in the award submission form.
- **Supporting Letters (2 – 3 Letters)**
 - Each letter should not exceed 2 pages. Each letter must be written for the current award cycle.
 - Recommenders should be familiar enough with the candidate to be able to address one or more selection criteria.
 - Letters must clearly state who the recommender is and their relationship to the nominee. Letters must include some form of authentication from the author.
 - Each letter must be saved as a pdf file. All letters will be uploaded individually into the award submission form.
- **Resume (or Curriculum Vitae):**
 - Maximum 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches).
 - Resume must be saved as a **pdf** file and uploaded into the award submission form.
- **SWE Resume:**
 - Maximum 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches).
 - SWE Resume must be saved as a **pdf** file and uploaded into the award submission form.

WE Local ELiTE (Emerging Leader in Technology & Engineering)

Only SWE Members are eligible for this award

Objective

- This award honors SWE members with ten (10) to fifteen (15) years of experience, who have demonstrated outstanding leadership in an engineering, engineer technology, or computer science profession and proactively served SWE, SWE's partners and the community.
- *A maximum of fifteen (15) awards may be presented annually.*

Qualifications

- The nominee must:
 - Be a SWE member in good standing by September 30th, 2021,
 - Have ten (10) to fifteen (15) years of experience by September 30th, 2021, in an engineering, engineering technology, or computer science profession.
- *Past recipients of the Emerging Leader Award are not eligible for this award.*

Selection Criteria

- **60% Professional Leadership Achievements:** Discuss the nominee's professional leadership achievements in engineering, engineering technology, or computer science. Include details clarifying their leadership roles, what responsibilities they had in these roles, and their contributions to the business and/or technical outcomes. Explain the significance of the nominee's contributions and achievements, which can be in industry, government and/or academia.
- **20% SWE Service and Leadership:** Discuss the nominee's positions, activities, and outcomes that demonstrate their contributions SWE. Emphasis should be given to activities in which the nominee was leading an activity or group. (Leadership experience will contribute to 10% of the overall weighting (half of the weighting for this criterion.)
- **20% Community Involvement and Leadership Demonstrating SWE Mission:** Discuss the nominee's positions, activities, and outcomes that demonstrate their contributions to SWE Partner Organizations (SHPE, NSBE, AISES, SASE, oSTEM, NOGLSTP or similar), Industry Organizations, Employee Work Groups, or Community. Emphasis should be given to activities in which the nominee was leading an activity or group. (Leadership experience will contribute to 10% of the overall weighting (half of the weighting for this criterion.)

Nomination Checklist

Review the "Nomination Checklist General Information" section on page 3 – 5 for detailed information.

- **Completed application:** <https://app.smarterselect.com/programs/75150-Society-Of-Women-Engineers>
- **Formal Statement (Maximum 2500 words)**
 - Address each of the selection criteria.
 - Include the following sections with section headers:
 - Introduction
 - Professional Leadership Achievements
 - SWE Service and Leadership
 - Community Involvement and Leadership Demonstrating SWE Mission
 - Conclusion
 - Formal statement must be pasted in the award submission form.
- **Biography (Maximum 300 words)**
 - Biography must be pasted in the award submission form.
- **Supporting Letters (2 – 3 Letters)**
 - Each letter should not exceed 2 pages. Each letter must be written for the current award cycle.
 - Recommenders should be familiar enough with the candidate to be able to address one or more selection criteria.
 - Letters must clearly state who the recommender is and their relationship to the nominee. Letters must include some form of authentication from the author.
 - Each letter must be saved as a **pdf** file. All letters will be uploaded individually into the award submission form.
- **Resume (or Curriculum Vitae):**
 - Maximum 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches).
 - Resume must be saved as a **pdf** file and uploaded into the award submission form.

WE Local New ELiTE (Emerging Leader in Technology & Engineering)

Only SWE Members are eligible for this award

Objective

- This award honors SWE members with less than 10 years of professional experience who have demonstrated outstanding technical achievements in an engineering, engineering technology, or computer science profession and proactively served SWE, SWE's partners, professional organizations, and the community.
- *A maximum of fifteen (15) awards may be presented annually.*

Qualifications

- The nominee must:
 - Be a SWE member in good standing by September 30th, 2021,
 - Have less than ten (10) years of experience by September 30th, 2021, in an engineering, engineering technology or computer science profession.
- *Past recipients of the SWE Distinguished New Engineer Award are not eligible for this award.*

Selection Criteria

- € 60% Professional Technical Achievements: Discuss the nominee's professional technical achievements in engineering, engineering technology, or computer science. Include details clarifying their professional affiliations, their roles, what responsibilities they had in these roles, and their contributions to the technical achievements and outcomes. Explain the significance of the nominee's contributions and achievements, which can be in industry, government and/or academia.
- € 20% SWE Service and Leadership: Discuss the nominee's positions, activities, and outcomes that demonstrate their contributions to SWE. Indicate instances where the nominee was leading an activity or group. (Leadership experience will contribute to 10% of the overall weighting (half of the weighting for this criterion.)
- € 20% Community Involvement and Leadership Demonstrating SWE Mission: Discuss the nominee's positions, activities, and outcomes that demonstrate their contributions to SWE Partner Organizations (SHPE, NSBE, AISES, SASE, oSTEM, NOGLSTP or similar), Industry Organizations, Employee Work Groups, or Community. Indicate instances where the nominee was leading an activity or group. (Leadership experience will contribute to 10% of the overall weighting (half of the weighting for this criterion.)

Nomination Checklist

Review the "Nomination Checklist General Information" section on page 3 – 5 for detailed information.

- **Completed application:** <https://app.smarterselect.com/programs/75148-Society-Of-Women-Engineers>
- **Formal Statement (Maximum 2500 words)**
 - Address each of the selection criteria.
 - Include the following sections with section headers:
 - Introduction
 - Professional Technical Achievements
 - SWE Service and Leadership
 - Community Involvement and Leadership Demonstrating SWE Mission
 - Conclusion
 - Formal statement must be pasted in the award submission form.
- **Biography (Maximum 300 words)**
 - Biography must be pasted in the award submission form.
- **Supporting Letters (2 – 3 Letters)**
 - Each letter should not exceed 2 pages. Each letter must be written for the current award cycle.
 - Recommenders should be familiar enough with the candidate to be able to address one or more selection criteria.
 - Letters must clearly state who the recommender is and their relationship to the nominee. Letters must include some form of authentication from the author.
 - Each letter must be saved as a **pdf** file. All letters will be uploaded individually into the award submission form.
- **Resume (or Curriculum Vitae):**
 - Maximum 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches).
 - Resume must be saved as a **pdf** file and uploaded into the award submission form.

WE Local Integrator

Objective

- This award honors individuals who have established a program for their organizations to improve the ability of engineers and other employees to integrate or balance work and family responsibilities.
- *A maximum of five (5) awards may be presented annually.*

Qualifications

- *Past recipients of the Work/Life Integration Award are not eligible for this award.*

Selection Criteria

- **35% Purpose of the Program:** Discuss the program details, including all considerations for implementation, assessment of management support at all levels, and obstacles to establishment and implementation. Include a description of the organization including number of employees, products and services, and annual sales figures. Also include the perceived and actual benefits. The nominee's leadership and initiative in introducing a new work life balance policy with emphasis on the individual's contributions to implementation and success should also be included in this section.
- **35% Impact of the Program:** Provide the percentage of employees eligible for the specified benefit and include evidence of organizational support of advancing employees who have taken advantage of work-life options. Include an assessment of the impact on women engineers and managers in particular, and all employees in general. Also discuss the programs'/benefits' potential to increase the retention and promotion of women in technical and technical management positions in the organization.
- **20% Successes and Challenges:** Discuss areas that were most successful, and any challenges the nominee had to overcome in establishing, implementing and maintaining the program. Provide any personal anecdotes and information pertinent to the establishment of the program.
- **10% Community Involvement and Leadership Demonstrating SWE Mission:** Discuss the nominee's positions, activities, and outcomes that demonstrate their contributions to SWE Partner Organizations (SHPE, NSBE, AISES, SASE, oSTEM, NOGLSTP or similar), Industry Organizations, Employee Work Groups, or Community. Indicate instances where the nominee was leading an activity or group. (Leadership experience will contribute to 5% of the overall weighting (half of the weighting for this criterion.)

Nomination Checklist

Review the "Nomination Checklist General Information" section on page 3 – 5 for detailed information.

- **Completed application:** <https://app.smarterselect.com/programs/75147-Society-Of-Women-Engineers>
- **Formal Statement (Maximum 1500 words)**
 - Address each of the selection criteria.
 - Include the following sections with section headers:
 - Introduction
 - Purpose of the Program
 - Impact of the Program
 - Successes and Challenges
 - Community Involvement and Leadership Demonstrating SWE Mission
 - Conclusion
 - Formal statement must be pasted in the award submission form.
- **Biography (Maximum 300 words)**
 - Biography must be pasted in the award submission form.
- **Supporting Letters (1 – 3 Letters)**
 - Each letter should not exceed 2 pages. Each letter must be written for the current award cycle.
 - Recommenders should be familiar enough with the candidate to be able to address one or more selection criteria.
 - Letters must clearly state who the recommender is and their relationship to the nominee. Letters must include some form of authentication from the author.
 - Each letter must be saved as a **pdf** file. All letters will be uploaded individually into the award submission form.
- **Resume (or Curriculum Vitae):**
 - Maximum 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches).
 - Resume must be saved as a **pdf** file and uploaded into the award submission form.

Engaged Advocate

Objective

- This award honors individuals who have contributed significantly to the advancement or acceptance of women in engineering; and have developed or contributed to programs to promote, advance, and encourage women in STEM related fields
- *A maximum of twelve (12) awards may be presented annually. An effort will be made to recognize individuals in all categories: K-12 Educator; Professional SWEnext advisor; Collegiate Educator; SWE Faculty Advisor or SWE Counselor; Entrepreneur; STEM Professional.*

Qualifications

- *Past recipients of the Advocating Women in Engineering Award are not eligible for this award.*

Selection Criteria

- 10% Professional Achievements: Discuss the nominee's professional achievements. Include details clarifying their roles, what responsibilities they had in these roles, and their contributions to the business and/or technical outcomes. Explain the significance of the nominee's contributions and achievements, which can be in industry, government and/or academia.
- 40% Advocacy to Empower Women: Discuss the nominee's activities and significance in empowering women in their organization, educational institute, and/or community. Examples may include mentoring, changing policy, creating recognition programs, leading women networks, etc.
- 40% Advocacy to Demonstrate the Value of Diversity: Discuss the nominee's activities and significance in demonstrating the value of diversity and inclusion. Provide evidence of their accomplishments serving as a role model in their organization, educational institute, and/or community and where the individual's efforts have made a difference and left a positive impression of women and engineering as a profession of choice.
- 10% Advocacy to Expand the Image of Engineering: Discuss the nominee's activities and significance in expanding the image of engineering. Include how the nominee has informed the engineering profession of women's contributions to the fields of STEM, engineering, engineering management, or engineering education.

Nomination Checklist

Review the "Nomination Checklist General Information" section on page 3 – 5 for detailed information.

- **Completed application:** <https://app.smarterselect.com/programs/75140-Society-Of-Women-Engineers>
- **Formal Statement (Maximum 2500 words)**
 - Address each of the selection criteria.
 - Include the following sections with section headers:
 - Introduction
 - Professional Achievements
 - Advocacy to Empower Women
 - Advocacy to Demonstrate the Value of Diversity
 - Advocacy to Expand the Image of Engineering
 - Conclusion
 - Formal statement must be pasted in the award submission form.
- **Biography (Maximum 300 words)**
 - Biography must be pasted in the award submission form.
- **Supporting Letters (1 – 3 Letters)**
 - Each letter should not exceed 2 pages. Each letter must be written for the current award cycle.
 - Recommenders should be familiar enough with the candidate to be able to address one or more selection criteria.
 - Letters must clearly state who the recommender is and their relationship to the nominee. Letters must include some form of authentication from the author.
 - Each letter must be saved as a **pdf** file. All letters will be uploaded individually into the award submission form.
- **Resume (or Curriculum Vitae):**
 - Maximum 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - Resume must be saved as a **pdf** file and uploaded into the award submission form.

Guiding Star (Exceptional Collegiate Leader)

Only SWE Members are eligible for this award

Objective

- This award recognizes collegiate SWE members with at least 2 years of SWE involvement (see note below), who have made an outstanding contribution to SWE, SWE's partner organizations (AISES, NOGLSTP, NSBE, oSTEM, SASE, SHPE), the engineering community, and their campus.
- *A maximum of fifteen (15) awards will be presented annually.*

Qualifications

- The nominee must:
 - Be a SWE member in good standing by September 30th, 2021,
 - Be a student currently studying engineering, engineering technology, or computer science,
 - Have actively participated in their SWE sections or affiliates for at least 2 years.
- *Past recipients of the Outstanding Collegiate Member Award are not eligible for this award.*

Selection Criteria

- € **20% Academic and Technical Achievements:** Discuss the nominee's academic and technical achievements in engineering, engineering technology, or computer science. Include any previous degrees, if applicable (particularly for graduate student nominee). Include any recognition, honors, and awards that support the nomination.
- € **30% SWE Service and Leadership:** Discuss the nominee's positions, activities, and outcomes that demonstrate their contributions to SWE. Indicate instances where the nominee was leading an activity or group. (Leadership experience will contribute to 15% of the overall weighting (half of the weighting for this criterion.)
- € **30% Engineering Societies:** Include details about the nominee's leadership and participation in other engineering societies including SWE partner organizations (AISES, NOGLSTP, NSBE, oSTEM, SASE, SHPE or similar). (Leadership experience will contribute to 15% of the overall weighting (half of the weighting for this criterion.)
- € **20% Community and Campus Involvement:** Include details about the nominee's leadership and participation in other organizations in the community and on campus. (Leadership experience will contribute to 10% of the overall weighting (half of the weighting for this criterion.)

Nomination Checklist

Review the "Nomination Checklist General Information" section on page 3 – 5 for detailed information.

- **Completed application:** <https://app.smarterselect.com/programs/75149-Society-Of-Women-Engineers>
- **Formal Statement (Maximum 1500 words)**
 - Address each of the selection criteria.
 - Include the following sections with section headers:
 - Introduction
 - Academic and Technical Achievements
 - SWE Service and Leadership
 - Engineering Societies
 - Community and Campus Involvement
 - Conclusion
 - Formal statement must be pasted in the award submission form.
- **Biography (Maximum 300 words)**
 - Biography must be pasted in the award submission form.
- **Supporting Letters (1 – 3 Letters)**
 - Each letter should not exceed 2 pages. Each letter must be written for the current award cycle.
 - Recommenders should be familiar enough with the candidate to be able to address one or more selection criteria.
 - Letters must clearly state who the recommender is and their relationship to the nominee. Letters must include some form of authentication from the author.
 - Each letter must be saved as a **pdf** file. All letters will be uploaded individually into the award submission form.
- **Resume (or Curriculum Vitae):**
 - Maximum 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches)
 - Resume must be saved as a **pdf** file and uploaded into the award submission form.

Additional Information

- WE Local Guiding Star award nominees are required to be a SWE member by the end of the submission period and have actively participated in their SWE sections or affiliates for at least 2 years.

Rising Star (Future Collegiate Leader)

Only SWE Members are eligible for this award

Objective

- This award recognizes collegiate SWE members with less than 2 years of SWE involvement (see note below), who have made an outstanding contribution to SWE, SWE's partner organizations (AISES, NOGLSTP, NSBE, oSTEM, SASE, SHPE or similar), the engineering community, and their campus.
- *A maximum of fifteen (15) awards will be presented annually.*

Qualifications

- The nominee must:
 - Be a SWE member in good standing by September 30th, 2021,
 - Be a student currently studying engineering, engineering technology, or computer science,
 - Have actively participated in their SWE sections or affiliates for less than 2 years.
- *Past recipients of the Outstanding Collegiate Member Award are not eligible for this award.*

Selection Criteria`

- € 20% Academic and Technical Achievements: Discuss the nominee's academic and technical achievements in engineering, engineering technology, or computer science. Include any previous degrees, if applicable (particularly for graduate student nominee). Include any recognition, honors, and awards that support the nomination.
- € 30% SWE Service and Leadership: Discuss the nominee's positions, activities, and outcomes that demonstrate their contributions to SWE. Indicate instances where the nominee was leading an activity or group.
- € 30% Engineering Societies: Include details about the nominee's leadership and participation in other engineering societies including SWE partner organizations (AISES, NOGLSTP, NSBE, oSTEM, SASE, SHPE or similar).
- € 20% Community and Campus Involvement: Include details about the nominee's leadership and participation in other organizations in the community and on campus.

Nomination Checklist

Review the "Nomination Checklist General Information" section on page 3 – 5 for detailed information.

- **Completed application:** <https://app.smarterselect.com/programs/75151-Society-Of-Women-Engineers>
- **Formal Statement (Maximum 1500 words)**
 - Address each of the selection criteria.
 - Include the following sections with section headers:
 - Introduction
 - Academic and Technical Achievements
 - SWE Service and Leadership
 - Engineering Societies
 - Community and Campus Involvement
 - Conclusion
 - Formal statement must be pasted in the award submission form.
- **Biography (Maximum 300 words)**
 - Biography must be pasted in the award submission form.
- **Supporting Letters (1 – 3 Letters)**
 - Each letter should not exceed 2 pages. Each letter must be written for the current award cycle.
 - Recommenders should be familiar enough with the candidate to be able to address one or more selection criteria.
 - Letters must clearly state who the recommender is and their relationship to the nominee. Letters must include some form of authentication from the author.
 - Each letter must be saved as a **pdf** file. All letters will be uploaded individually into the award submission form.
- **Resume (or Curriculum Vitae):**
 - Maximum 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches).
 - Resume must be saved as a **pdf** file and uploaded into the award submission form.

Additional Information

- WE Local Rising Star award nominees are required to be a SWE member by the end of the submission period and have actively participated in their SWE sections or affiliates for less than 2 years.

Outstanding Outreach Event

Objective

- This award recognizes groups that plan and execute a high-quality outreach event.
 - *A maximum of twelve (12) awards will be presented annually. Effort will be made to award*
 - *small, medium, large collegiate groups*
 - *small, medium, large professional groups*
- See the group size definition on page 8 of this Award Packet.*

Qualifications

- This award is open to any groups of SWE members.
- Events submitted for 2022 WE Local Awards must have occurred in the previous SWE fiscal year (July 1st, 2020 to June 30th, 2021.)

Selection Criteria

- **25% Purpose of the Event:** Discuss the event, including the history of the event, how it relates to the core values or goals of SWE, and whether it was new or legacy. Discuss the preparation and planning required to execute the event. Include details about originality.
- **50% Impact of the Event:** Discuss the total number of K-12 students and/or parents & educators impacted. Include the percentage of individuals who identify as women overall and other relevant statistics to demonstrate the impact of the event.
- **25% Sustainability:** Discuss the ability for the group to continue this event in future years, its repeatability, and its standardization as a model. Discuss the ability for participants to connect to it on a regular basis.

Additional Information

The Outreach Metric Tool (OMT) is a survey that reports STEM outreach events for K-21 students, or their adult advocates (parents/ educators/ scout leaders/etc.). The STEM events that should be logged in this report directly impact K-12 students, parents, and educators to help them explore and understand engineering disciplines and careers.

<https://www.surveymonkey.com/r/Y7Y5K3S>

Survey completion is encouraged, but not required for this award.

Nomination Checklist

Review the “Nomination Checklist General Information” section on page 3 – 5 for detailed information.

- **Completed application:** <https://app.smarterselect.com/programs/75125-Society-Of-Women-Engineers>
- **Formal Statement (Maximum 2000 words)**
 - Address each of the selection criteria
 - Include the following sections with section headers:
 - Introduction
 - Purpose of the Event
 - Impact of the Event
 - Sustainability
 - Conclusion
 - Formal statement must be pasted in the award submission form.
- **Supporting documentation (optional, maximum 5 pages)**
 - The supporting documentation might contain photos and/ or any materials that support the application.
 - It must be saved as a **pdf** file and uploaded into the award submission form.

Outstanding Professional Development Event

Objective

- This award recognizes a SWE group that plans and carries out a high-quality professional development event.
 - *A maximum of twelve (12) awards will be presented annually. Effort will be made to award*
 - *small, medium, large collegiate groups*
 - *small, medium, large professional groups*
- See the group size definition on page 8 of this Award Packet.*

Qualifications

- This award is open to any groups of SWE members.
- Events submitted for 2022 WE Local Awards must have occurred in the previous SWE fiscal year (July 1st, 2020 to June 30th, 2021.)

Selection Criteria

- **25% Purpose of the Event:** Discuss the event, including the history of the event, how it relates to the core values or goals of SWE, and whether it was new or legacy. Discuss the preparation and planning required to execute the event. Include details about originality.
- **50% Impact of the Event:** Discuss the total number of people impacted, including the percentage of individuals who identify as women overall and other relevant statistics to demonstrate the impact of the event.
- **25% Sustainability:** Discuss the ability for the group to continue this event in future years, its repeatability, and its standardization as a model. Discuss the ability for participants to connect to it on a regular basis.

Nomination Checklist

Review the “Nomination Checklist General Information” section on page 3 – 5 for detailed information.

- **Completed application:** <https://app.smarterselect.com/programs/75126-Society-Of-Women-Engineers>
- **Formal Statement (Maximum 2000 words)**
 - Address each of the selection criteria
 - Include the following sections with section headers:
 - Introduction
 - Purpose of the Event
 - Impact of the Event
 - Sustainability
 - Conclusion
 - Formal statement must be pasted in the award submission form.
- **Supporting documentation (optional, maximum 5 pages)**
 - The supporting documentation might contain photos and/ or any materials that support the application.
 - It must be saved as a **pdf** file and uploaded into the award submission form.

Joint Professional/Collegiate Event

Objective

- This award recognizes an outreach, a professional development, or another type of event that is planned and executed by both a professional group and a collegiate group.
- *A maximum of five (5) awards will be presented annually. Awards will be presented to both professional and collegiate groups.*

Qualifications

- This award is open to any groups of SWE members.
- Events submitted for 2022 WE Local Awards must have occurred in the previous SWE fiscal year (July 1st, 2020 to June 30th, 2021.)

Selection Criteria

- **25% Purpose of the Event:** Discuss the event, including the history of the event, how it relates to the core values or goals of SWE, and whether it was new or legacy. Discuss the preparation and planning required to execute the event. Include details about originality.
- **50% Impact of the Event:** Discuss the total number of people impacted, including the percentage of individuals who identify as women overall and other relevant statistics to demonstrate the impact of the event.
- **25% Sustainability:** Discuss the ability for the group to continue this event in future years, its repeatability, and its standardization as a model. Discuss the ability for participants to connect to it on a regular basis.

Nomination Checklist

Review the “Nomination Checklist General Information” section on page 3 – 5 for detailed information.

- **Completed application:** <https://app.smarterselect.com/programs/75127-Society-Of-Women-Engineers>
- **Formal Statement (Maximum 2000 words)**
 - Address each of the selection criteria
 - Include the following sections with section headers:
 - Introduction
 - Purpose of the Event
 - Impact of the Event
 - Sustainability
 - Conclusion
 - Formal statement must be pasted in the award submission form.
- **Supporting documentation (optional, maximum 5 pages)**
 - The supporting documentation might contain photos and/ or any materials that support the application.
 - It must be saved as a **pdf** file and uploaded into the award submission form.

Diversity & Inclusion (D&I) Partner

Objective

- This award recognizes groups that promote diversity, equity, and inclusion and show commitment to SWE and its mission and goals. Groups must have
 - Made significant impacts in the acceptance and advancement of women and individuals who identify as women and in the promotion of diversity and inclusion in engineering, engineering technology, and computer science profession.
 - Developed or contributed programs to promote, advance, and encourage women in STEM-related field.
- *A maximum of ten (10) awards will be presented annually. Effort will be made to recognize groups in each category listed in the Qualifications section.*

Qualifications

- Only the following groups are eligible for this award:
 - Employee Resource Groups
 - Small companies (Companies with 500 or fewer employees)
 - SWE partner organizations such as SHPE, NSBE, AISES, SASE, oSTEM, NOGLSTP or similar

Selection Criteria

- 15% Diversity of Membership/Employees: Discuss the methods used to retain a diverse membership or workforce. Include the approximate percentage of the group who are SWE members.
- 40% Exposure to Students and Professionals: Discuss the exposure of group members or employees to student groups (K-12 and collegiate) and/or professionals and the influence they have on those groups, particularly with SWE- or STEM-related events and events geared towards promoting a diverse workforce.
- 45% Advancement of Women: Discuss the nominee's contributions toward advancing women in engineering. In particular, initiatives and contributions to change in the corporate culture and how it has impacted the acceptance and/or advancement of women in the engineering field. Include supporting metrics where available and relevant.

Nomination Checklist

Review the “Nomination Checklist General Information” section on page 3 – 5 for detailed information.

- **Completed application:** <https://app.smarterselect.com/programs/75128-Society-Of-Women-Engineers>
- **Formal Statement (Maximum 2000 words)**
 - Address each of the selection criteria
 - Include the following sections with section headers:
 - Introduction
 - Diversity of Membership/ Employees
 - Exposure to Students and Professionals
 - Advancement of Women
 - Conclusion
 - Formal statement must be pasted in the award submission form.
- **Supporting documentation (optional, maximum 5 pages)**
 - The supporting documentation might contain photos and/ or any materials that support the application.
 - It must be saved as a **pdf** file and uploaded into the award submission form.

Sustaining Benefactor

Objective

- This award recognizes an organization or a company that has provided significant support to SWE either through financial methods or volunteerism.
- *A maximum of ten (10) awards will be presented annually.*

Qualifications

None

Selection Criteria

- **50% Support:** Describe the type of support that the organization has provided to SWE, including but not limited to financial donation, in-kind donation, volunteerism, or any other type of support.
- **50% Impact to SWE:** Describe the impact that the support has had on SWE, including but not limited to SWE members, SWE sections or affiliates, SWE groups, or SWEnext clubs.

Nomination Checklist

Review the “Nomination Checklist General Information” section on page 3 – 5 for detailed information.

- **Completed application:** <https://app.smarterselect.com/programs/75131-Society-Of-Women-Engineers>
- **Formal Statement (Maximum 2000 words)**
 - Address each of the selection criteria
 - Include the following sections with section headers:
 - Introduction
 - Support
 - Impact to SWE
 - Conclusion
 - Formal statement must be pasted in the award submission form.
- **Supporting documentation (optional, maximum 5 pages)**
 - The supporting documentation might contain photos and/ or any materials that support the application.
 - It must be saved as a **pdf** file and uploaded into the award submission form.

Group Growth

Objective

- This award recognizes groups that demonstrate exceptional growth.

Qualifications

- Only the following groups are considered for this award:
 - SWE collegiate and professional sections
 - SWE affiliates
 - MAL
- Groups must be in good standing.

Selection Criteria

- Based on membership numbers pulled by SWE HQ.
- Group growth for the previous fiscal year must be in the top 1% for all groups.

Nomination Checklist

- No application or nomination required.

Additional Information

- Awards can be presented to more than one group.

Group Retention

Objective

- This award recognizes groups that demonstrate exceptional membership retention.

Qualifications

- Only the following groups are considered for this award:
 - SWE professional and collegiate sections
 - SWE affiliates
 - MAL
- Groups must be in good standing.

Selection Criteria

- Based on membership numbers pulled by SWE HQ.
- Group retention for the previous fiscal year must be in the top 1% for all SWE groups.

Nomination Checklist

- No application or nomination required.

Additional Information

- Awards can be presented to more than one group.

WE Local Pieronek Memorial Public Policy Grant Award

Only SWE Members are eligible for this award

Objective

- This award issues a grant that will be used for a public policy event. The grant will be awarded to a SWE member who has identified a means of promoting diversity, equity, and inclusion via public policy programs, including but not limited to congressional visit days, training workshops, or visits to local legislators, with the intent that the funds will be used toward the program or travel.
- *Up to \$500 a year can be granted.*

Qualifications

- The candidate must be a SWE member in good standing by September 30th, 2021.
- The candidate must
 - Be in the process of planning for an event in the current SWE fiscal year (July 1st, 2021 till now), or
 - Have planned for an event in the previous SWE fiscal year (July 1st, 2020 to June 30th, 2021).

Selection Criteria

- **50% Use of Funds:** The impact these funds will have on public policy for the promotion of diversity. Discuss this in the “How would you use the funds?” question in the application.
- **50% Need:** The need for these funds to implement the event, program, or visit. Discuss this in the “How much do you expect to spend on this event” question in the application.

Nomination Checklist

Review the “Nomination Checklist General Information” section on page 3 – 5 for detailed information.

- **Completed application:** <https://app.smarterselect.com/programs/75154-Society-Of-Women-Engineers>
- **Formal Statement (maximum 1000 words)**
 - Address the following questions:
 - How would you use the funds? (250 words)
 - How much do you expect to spend on this event? What is the rough breakdown? (250 words)
 - What cost-minimizing actions are you taking? (250 words)
 - Additional info (250 words)
 - Formal statement must be pasted in the award submission form.
- **Biography (Maximum 300 words)**
 - Biography must be pasted in the award submission form.
- **Supporting Letters**
 - Supporting letters are not required.
- **Resume (or Curriculum Vitae):**
 - Maximum 3 pages with 12-point font and 1-inch margins on ANSI Letter paper (8.5 x 11 inches).
 - Resume must be saved as a **pdf** file and uploaded into the award submission form.

Additional Information

Cathy Pieronek was a SWE Fellow and Chicago Regional Section member who was passionate about public policy and a nationally- recognized expert in Title IX issues. An endowment was established in her memory after her sudden passing in 2015. Up to \$500 a year can be granted to support the outlined activities noted in this award description. The recipient of the grant will be recognized at a WE Local of his or her choosing. Upon receiving the award, further instruction will be provided by the Awards and Recognition Committee to receive the grant funds.

Appendix I – Years of Experience Calculation

1) Template for Years of Experience Calculation

- This template is provided to help with the years of experience calculation and not required to be submitted with the nomination packet.
- Years of experience for **2022 WE Local submission** are counted as of **September 30th, 2021**.

Experience Type	Guideline	Start Date	End Date	Years of Experience
Full Time Experience	Each year of full-time work will count as <i>one year of experience</i> .			
Part Time Experience	Each year of part time work will count as <i>one year of experience</i> .			
Advanced Technical degree (obtained while <u>not</u> working full or part time)	Each advanced technical degree (masters or doctorate) obtained while not working full or part time counts as <i>one year of experience</i>			
Internship or Co-Op	Internship or co-ops do <u>not</u> count.			0
Unemployment Period	Periods of unemployment do not count.			0
Total				

Appendix I – Years of Experience Calculation

2) Example of Years of Experience Calculation

This is an example of the years of experience calculation for an award nomination submitted for 2022 WE Local.

- In May 2006, the nominee received their bachelor’s degree in Chemical Engineering. While going to school, they completed an internship from May 2005 to August 2005.
- After graduation, from June 2006 to December 2009, they worked full time.
- From January 2010 to December 2011, they worked part time while working on their master’s degree in engineering. They received their master’s degree in December 2011. They started a new full-time position in January 2012.
- Starting in June 2012 they were unemployed until January 2013 when they started a new job.
- They have been working for this same company ever since in various roles up until September 30th, 2021.

The total number would be 14 years 8 months. According to the rounding rule in the Years of Experience section (page 3 – 4), the total Years of Experience would be 15 years.

Experience Type	Guideline	Start Date	End Date	Years of Experience
Internship or Co-Op	Internship or co-ops do <u>not</u> count as part time experience.	May 2005	August 2005	0
Full Time Experience	Each year of full-time work will count as <i>one year of experience.</i>	June 2006	December 2009	3 years 6 months
Part Time Experience	Each year of part time work will count as <i>one year of experience.</i>	January 2010	December 2011	2 years
Advanced Technical Degree (obtained while <u>not</u> working full or part time)	Each advanced technical degree (masters or PhD) obtained while not working full or part time counts as <i>one year of experience.</i>	January 2010	December 2011	0
Full Time Experience	Each year of full-time work will count as <i>one year of experience.</i>	January 2012	June 2012	6 months
Unemployment Period	Periods of unemployment are <u>not</u> counted toward years of experience.	June 2012	January 2013	0
Full Time Experience	Each year of full-time work will count as <i>one year of experience.</i>	January 2013	September 2021	8 years 8 months
Total				14 years 8 months

Appendix II – Example Authentication for Supporting Letters

Example Authentication for Supporting Letters

The following are examples of acceptable and not acceptable supporting letter authentications. Acceptable and unacceptable authentications are not limited to the examples provided.

Not Acceptable Authentication Example	Corresponding Acceptable Authentication Example
Not Acceptable – Not Applicable	Acceptable – Scanned Handwritten Signature
<p style="text-align: center;"><i>Not Applicable</i></p>	<p style="text-align: center;">Sincerely,  Linda Letter</p>
Not Acceptable - Electronic Signature with No Certificate	Acceptable - Certificate-Based Digital Signature
<p style="text-align: center;">Sincerely,  Mr. Example</p>	<p style="text-align: center;">  Digitally signed by your common name here DN: your distinguished name here Reason: your signing reason here Location: your signing location here Date: 2010.03.17 17:42:22 -07'00'</p>
Not Acceptable - Electronic Signature with No Certificate	Acceptable - Certificate-Based Digital Signature
<p style="text-align: center;">Sincerely,  Mr. Example</p>	<p style="text-align: center;"> DocuSigned by:  3328D88F9C20405...</p>
Not Acceptable - Electronic Text Signature with No Email Authentication	Acceptable - Electronic Text Signature with Email Header as Authentication
<p style="text-align: center;">Sincerely, Sincerely, Mr. Example</p>	<p>Sincerely, Mr. Example</p> <p>Supporting Letter for Ms. Nominee</p> <p></p>
Not Acceptable – Electronic Cursive Text Signature with No Authentication	Acceptable - Electronic Cursive Text Signature with Email Header as Authentication
<p style="text-align: center;">Sincerely,  Mr. Example</p>	<p>Sincerely,  Mr. Example</p> <p>Supporting Letter for Ms. Nominee</p> <p></p>