

Society of Women Engineers

FY23 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, Equity, & 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 the core values of the Society: 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 (UTC-6).**
 - 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.
- Applications must be submitted electronically through the awards application platform, SmarterSelect. No email submissions will be accepted.
- An individual may be nominated for more than one WE Local award but is allowed to receive only one WE Local award per year.
- A group may be nominated for more than one WE Local award and is allowed to receive more than one WE Local award per year.
- Past recipients of Individual awards are not eligible to receive their equivalent WE Local awards; however, past recipients of WE Local awards are eligible to receive their equivalent Individual awards. Equivalent awards are listed in the Qualification section of each award and in the General Information section.
- 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 does not 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 Qualifications requirements for the award selected.
 - Complete the [WE Local Awards Nomination Checklist](#).
 - 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 (UTC-6).**
 - Retain documentation for package including authentication for letters of recommendation should SWE request 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>.
 - 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 starting mid-November. If notification is not received by the middle of December, nominators are asked to contact SWE Staff at awards@swe.org.

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.

Timeline:

- 8/1/2022 – 9/30/2022: Submission period
- October: Judging period
- November: Notification period

SWE Partner Organizations:

Consider including contributions to SWE's partner organizations:

- American Indian Science and Engineering Society (AISES)
- Out to Innovate
- 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)

Equivalent Individual Awards

WE Local Awards	Individual Awards
WE Local Legacy	Distinguished Service, Suzanne Jenniches Upward Mobility, Achievement
WE Local ELiTE	Emerging Leader
WE Local New ELiTE	SWE Distinguished New Engineer
WE Local Integrator	Work/Life Integration
Engaged Advocate	Advocating Women in Engineering
WE Local Guiding Star	Outstanding Collegiate Member
WE Local Rising Star	Outstanding Collegiate Member

Disqualification Criteria:

Nominations for the awards in this packet will be disqualified for the following:

1. Nominee does not meet requirements listed in the Qualifications section of the intended award.
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. Resume exceeds the stated page limits.

WE Local Awards Nomination Checklist

Professional/Collegiate Award Table of Contents:

- DETERMINE THE ELIGIBILITY: SWE MEMBERSHIP
- DETERMINE THE ELIGIBILITY: SWE YEARS OF PROFESSIONAL MEMBERSHIP
- DETERMINE THE ELIGIBILITY: SWE YEARS OF COLLEGIATE INVOLVEMENT
- DETERMINE THE ELIGIBILITY: YEARS OF EXPERIENCE
- DETERMINE THE ELIGIBILITY: OTHER REQUIREMENTS
- WRITE AND UPLOAD THE BIOGRAPHY
- ~~UPLOAD THE PROFESSIONAL PHOTO~~ (Not Required in FY23)
- ENSURE DEMOGRAPHIC SURVEY BE COMPLETED BY NOMINEE
- WRITE AND UPLOAD THE FORMAL STATEMENT
- ENSURE SUPPORTING LETTERS ARE COMPLETED BY RECOMMENDER
- UPLOAD THE RESUME OR CV
- UPLOAD THE SWE RESUME (AS APPLICABLE)
- SUBMIT THE APPLICATION

Group Award Table of Contents:

- DETERMINE THE ELIGIBILITY: QUALIFICATIONS
- UPLOAD THE PROFESSIONAL PHOTO
- ENSURE DEMOGRAPHIC SURVEY BE COMPLETED BY SWE GROUP LEADER
- WRITE AND UPLOAD THE FORMAL STATEMENT
- SUBMIT THE APPLICATION

DETERMINE THE ELIGIBILITY: SWE MEMBERSHIP

SWE membership is only required for the *WE Local Legacy*, *WE Local ELiTE*, *WE Local New ELiTE*, *Guiding Star*, *Rising Star*, and Group Awards (nominator must be a SWE member). SWE membership information can be obtained by logging into the SWE portal or emailing membership@swe.org.

If SWE membership is required for the intended award:

- Obtain the nominee's SWE ID.
- Verify the nominee's SWE membership will be valid by **September 30th of the application year**.

DETERMINE THE ELIGIBILITY: SWE YEARS OF SERVICE (PROFESSIONAL MEMBERSHIP)

SWE Years of Service is only required for the *WE Local Legacy Award*. If SWE Years of Service are required for the intended award:

- Indicate the nominee's SWE Years of Service in the SWE resume (described below).
- Verify the nominee meets the required SWE Years of Service by **September 30th of the application year**.

☐ DETERMINE THE ELIGIBILITY: SWE YEARS OF COLLEGIATE INVOLVEMENT

SWE Years of Collegiate Involvement is only required for the *Guiding Star* and *Rising Star Awards*. If SWE Years of Collegiate Involvement is required for the intended award:

- ☐ Indicate the nominee’s SWE Years of Collegiate Involvement in the SWE resume (described below).
- ☐ Verify that the nominee will have participated in SWE collegiate sections/ affiliates/ MAL for at least 2 years by **September 30th of the application year.**

☐ DETERMINE THE ELIGIBILITY: YEARS OF EXPERIENCE

Some Professional Awards require a specific number of years of experience. If the intended award has a years of experience requirement:

- ☐ Review the **Qualifications** section on the intended award page to determine the Years of Experience required.
- ☐ Indicate the nominee’s Years of Experience in the resume or CV.
- ☐ Verify that the nominee will satisfy the required years of experience by **September 30th of application year.**
- ☐ Include month and year of the start and end dates in the resume or CV.
- ☐ Apply the rounding rule when considering the total Years of Experience: 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.
- ☐ Follow the calculation rules below. See [Appendix – Years of Experience Calculation](#) for an example.

What counts as one year of experience?	What does not count as towards years 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 <u>not</u> 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 if obtained while not working full-time or part-time:
 - Master’s Degrees in science, technology, engineering, mathematics, engineering education or similar field of study (count as 1 year)
 - Dual Bachelor’s / Master’s Degrees in science, technology, engineering, mathematics, engineering education or similar field of study (count as 1 year)
 - Doctorate degrees in science, technology, engineering, mathematics, engineering education or similar field of study (**count as 2 years – Updated in FY22**)
- (**) 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
 - Any degrees obtained while working full time or part time in an engineering or technology profession
- Please contact awards@swe.org if you have any questions about calculating years of experience.

DETERMINE THE ELIGIBILITY: OTHER REQUIREMENTS

- Review the **Qualifications** section on the intended award page to determine if other requirements, besides those mentioned above, must be met.

WRITE AND UPLOAD THE BIOGRAPHY

A biography is required for Professional and Collegiate awards only and is to be used as a basis for SWE publications. The submitted biography may be edited by SWE 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 will not be available to judges.

If the nominee changes companies or institutions after the nomination package is submitted, the company or institution the nominee was affiliated with at the time of the nomination will be designated in SWE publications.

- Maximum 300 words.
- Include only information that is appropriate for publication (e.g., no company proprietary information).
- Paste the biography into the award submission form.
- Include the following in the biography:
 - Nominee's current position (e.g., department manager; vice president of quality assurance; senior mechanical engineering student) and a summary of their duties.
 - Relevant prior experience.
 - Accomplishments, contributions, SWE involvement, etc. that demonstrate the nominee meets the criteria for the intended award.
 - Education: degrees, certifications, etc. and institutions from which the nominee received them.
 - Other SWE awards the nominee has received.
 - Relevant awards received from other organizations.
 - A sentence or two of personal information such as family, hobbies, or other interests.

~~UPLOAD THE PROFESSIONAL PHOTO~~ **Not Required for FY23**

~~— A headshot or group photo will be used for SWE publications, as applicable. It is not available to judges.~~

- ~~Meet the following requirements:~~
 - ~~Professional photos are preferred. Headshots should include head and partial shoulders.~~
 - ~~Images need to be 300 dpi and in color and at least 8.5 x 11 inches. To confirm, go to the photo's Properties, on the Details tab under Image the Horizontal and Vertical resolutions should be 300 dpi.~~

~~Upload the professional photo into the award submission form.~~

~~NOTE: If the nominee is selected for the award, a professional photo will be required.~~

ENSURE DEMOGRAPHIC SURVEY BE COMPLETED BY NOMINEE OR SWE GROUP LEADER

SWE is committed to diversity, equity, and inclusion and to ensuring that the SWE Awards and Recognition program is serving all individuals fairly and equitably. To support continuous improvement, all SWE award nominees will be asked to complete the SWE demographic survey. These will guide program improvement strategies and track progress towards the goal of increasing participation and success of underrepresented groups. An individual's answers will never be shared and will be protected in accordance with SWE's data governance procedures. SWE only shares personal demographic information in the aggregate. The demographic survey will not be used in the evaluation of the award. If you have any questions, contact awards@swe.org.

- Enter the email address of the nominee or the SWE group leader. They will receive a private link containing the demographic survey questions; they should respond with answers reflecting their own demographics. SWE encourages the use of a personal email address to avoid employer spam filters.
- Follow up with the nominee to ensure the survey is completed. The survey must be completed before the award nomination can be submitted.

WRITE AND UPLOAD THE FORMAL STATEMENT

Nominees will be primarily evaluated based on the materials provided in the formal statement. SWE understands that some work activity is protected for security reasons. Please provide as much detail as possible to give our judges the best ability to evaluate the nomination.

- Do not exceed the maximum word count specified in the Nomination Checklist of the award page. Please note that Smarter Select will cut off your formal statement at the maximum number of words.
 - Collegiate Awards (Guiding Star, Rising Star): Maximum 1500 words
 - Pieronek Memorial Public Policy Grant Award: Maximum 1000 words
 - All other awards: Maximum 2500 words
- Do address all the selection criteria.
- Do use the selection criteria as section headers. Section headers must be present and identifiable.
- Do write the formal statement in third person (SWE recommendation)
- Do not include the following in a formal statement:
 - hyperlinks to any additional information or a LinkedIn profile,
 - the nominee's headshot.
- Do paste the formal statement into the award submission form.

NEW IN FY23!! ENSURE THE SUPPORTING LETTERS HAVE BEEN SUBMITTED VIA SMARTERSELECT

Supporting letters are required for all professional and collegiate award nominees (not required for group nominees). Supporting letters will be used in the evaluation.

- NEW in FY23:** Letters will be submitted via SmarterSelect. Obtain the email addresses of recommenders and provide it in the application form. Recommenders will be contacted directly via an automated SmarterSelect email in order to provide their letter of support. There will be no signature requirements.
- 1-2 recommenders are required for **Collegiate Awards**.
- 2-3 recommenders are required for **Professional Awards**.
- The text of the letter will be pasted into a textbox in the application form. There will be no signature requirements.
- Follow up with the recommender to ensure the letter is completed. The recommendations must be completed before the award nomination is considered complete. The nominator can click "submit," however, until all pieces are submitted, it will be "pending." Nominator will be able to see which pieces are missing.
- 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
 - Recommender's relationship to the nominee
 - A discussion of how the nominee meets one or more of the selection criteria

UPLOAD THE RESUME OR CV

A resume or CV is required for professional and collegiate award nominees. The resume or CV will be used in the evaluation.

- Maximum 4 pages. **NOTE: Exceeding the stated page limit is one of the Disqualification Criteria.**
- Indicate the Years of Experience in the resume, if applicable.
- Specify any employment gap in the resume.
- Do not include the following in a resume:
 - hyperlinks to any additional information or a LinkedIn profile
 - the nominee's headshot
- Formatting requirements:
 - Font 10 point or larger
 - Margins no less than 0.7-inches on each side on ANSI Letter paper (8.5 x 11 inches)
- Resume must be saved as a pdf file.
- Recommended filename: *AwardName_NomineeFirstName_NomineeLastName_Resume.pdf*
- Resume must be uploaded into the award submission form.

UPLOAD THE SWE RESUME

A SWE Resume is only required for the WE Local Legacy, WE Local ELiTE, WE Local New ELiTE, Guiding Star, and Rising Star Awards. The SWE Resume will be used in the evaluation of these awards.

- Maximum 4 pages. **NOTE: Exceeding the stated page limit is one of the Disqualification Criteria.**
- Indicate the SWE Years of Service or SWE Years of Collegiate Involvement in the SWE resume.
- Do not include the following in a resume:
 - hyperlinks to any additional information or a LinkedIn profile
 - the nominee's headshot
- Formatting requirements:
 - Font 10 point or larger
 - Margins no less than 0.7-inches on each side on ANSI Letter paper (8.5 x 11 inches)
- Resume must be saved as a pdf file.
- Recommended filename: *AwardName_NomineeFirstName_NomineeLastName_SWEResume.pdf*
- Resume must be uploaded into the award submission form.

SUBMIT THE APPLICATION

- Apply using the correct application link. **NOTE: Applying using an incorrect application link (e.g., a link for a different award) is one of the Disqualification Criteria.**

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, or science related to engineering 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 science related to engineering 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 science related to engineering 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 with a background in engineering, engineering technology, or science related to engineering 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 with a background in engineering, engineering technology, or science related to engineering 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 SWE members with at least two (2) years of SWE involvement, 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. *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 (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. *Only SWE Collegiate Members are eligible for this award.*

GROUP AWARDS

Group Awards are for single events, not a series of events. The term “Group” as used in this award packet is defined as any group of Collegiate or Professional SWE members that supports the 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, Out to Innovate, 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 SWE 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 SWE 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 SWE Group and a collegiate SWE group which plan and carry out a high-quality event. A maximum of five (5) awards may be presented annually.

Diversity, Equity, & Inclusion (D&I) Partner Award

The Diversity, Equity, & Inclusion (D&I) Partner Award recognizes groups that promote diversity and inclusion and shows commitment to SWE’s 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.

Membership Growth Award

The Membership Growth Award recognizes SWE 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.

Membership Retention Award

The Membership Retention Award recognizes SWE 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.

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. This award is open to individuals or sections. A maximum of one (1) award may be presented annually.

WE Local Legacy Award

Only SWE Members are eligible for this award

Objective

- This award honors dedicated 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, or science related to engineering profession for at least fifteen (15) years, and have demonstrated outstanding leadership skills.
- *A maximum of five (5) awards may be presented annually.*

Qualifications

- The candidate must:
 - Be a SWE member in good standing by September 30th of the application year,
 - Have a minimum of fifteen (15) years of SWE membership by September 30th of the application year,
 - Have a minimum of fifteen (15) years of experience by September 30th of the application year in an engineering, engineering technology, or science related to engineering profession.
- *Past winners 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

- Completed application: <https://app.smarterselect.com/programs/82920-Society-Of-Women-Engineers>
- Complete the [WE Local Awards Nomination Checklist](#)
 - Formal Statement (Maximum 2500 words)
 - Include the following sections with section headers:
 - Introduction
 - Professional Leadership Achievements
 - SWE Service and Leadership
 - Community Involvement and Leadership Demonstrating SWE Mission
 - Conclusion
- Resume (or Curriculum Vitae) AND SWE Resume are required

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 experiences in an engineering, engineering technology, or science related to engineering 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.*

Qualifications

- The candidate must:
 - Be a SWE member in good standing by September 30th of the application year,
 - Have ten (10) to fifteen (15) years of experience by September 30th of the application year, in an engineering, engineering technology, or science related to engineering profession.
- *Past winners 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

- Completed application: <https://app.smarterselect.com/programs/82918-Society-Of-Women-Engineers>
- Complete the [WE Local Awards Nomination Checklist](#)
- Formal Statement (Maximum 2500 words)
 - Include the following sections with section headers:
 - Introduction
 - Professional Leadership Achievements
 - SWE Service and Leadership
 - Community Involvement and Leadership Demonstrating SWE Mission
 - Conclusion
- Resume (or Curriculum Vitae) AND SWE Resume are required

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 ten (10) years of experiences in an engineering, engineering technology, or science related to engineering 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.*

Qualifications

- The candidate must:
 - Be a SWE member in good standing by September 30th of the application year,
 - Have less than ten (10) years of experience by September 30th of the application year, in an engineering, engineering technology, or science related to engineering profession.
- *Past winners 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

- Completed application: <https://app.smarterselect.com/programs/82917-Society-Of-Women-Engineers>
- Complete the [WE Local Awards Nomination Checklist](#)
- Formal Statement (Maximum 2500 words)
 - Include the following sections with section headers:
 - Introduction
 - Professional Technical Achievements
 - SWE Service and Leadership
 - Community Involvement and Leadership Demonstrating SWE Mission
 - Conclusion
- Resume (or Curriculum Vitae) AND SWE Resume are required

WE Local Integrator

Objective

- This award honors individuals with a background in engineering, engineering technology, or science related to engineering 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.*

Qualifications

- Background in engineering, engineering technology, or science related to engineering
- *Past winners 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, and products and services. 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

- Completed application: <https://app.smarterselect.com/programs/82916-Society-Of-Women-Engineers>
- Complete the [WE Local Awards Nomination Checklist](#)
- Formal Statement (Maximum 2500 words)
 - 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

Engaged Advocate

Objective

- This award honors individuals with a background in engineering, engineering technology, or science related to engineering who contributed to the advancement or acceptance of women in engineering.
- *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

- Background in engineering, engineering technology, or science related to engineering
- *Past winners of the Advocating Women in Engineering Award are not eligible for this award.*

Selection Criteria

- **40% Advocacy to Empower Women:** Discuss the nominee's activities and significance in empowering women engineers in their organizations and/or in the community. Examples may include, but are not limited to:
 - Mentoring, coaching, or sponsoring women,
 - Activities and metrics supporting recruitment and retention of women,
 - Leading women's groups,
 - Championing policy changes, programs, initiatives, and/or events to empower women,
 - Influencing DEI policy makings, etc..
- **40% Advocacy to Demonstrate the Value of Diversity:** Discuss the nominee's activities and significance in demonstrating the value of diversity, equity, and inclusion (DEI) in their organizations and/or in the community. Examples may include, but are not limited to:
 - Leading DEI teams,
 - Championing DEI policy changes, programs, initiatives, and/or events,
 - Contributions to SWE's partner organizations, etc
- **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 their organizations, the engineering profession, and the public regarding women's contributions to the STEM fields. Examples may include, but are not limited to:
 - Sharing women engineers' contributions to the engineering field and the society,
 - K-12, collegiate, and community STEM outreach,
 - Public speaking and publications expanding the image of engineering, etc.
- **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.

Nomination Checklist

- Completed application: <https://app.smarterselect.com/programs/82915-Society-Of-Women-Engineers>
- Complete the [WE Local Awards Nomination Checklist](#)
- Formal Statement (Maximum 2500 words)
 - Include the following sections with section headers:
 - Introduction
 - Advocacy to Empower Women
 - Advocacy to Demonstrate the Value of Diversity
 - Advocacy to Expand the Image of Engineering
 - Professional Achievements
 - Conclusion

Guiding Star (Exceptional Collegiate Leader)

Only SWE Members are eligible for this award

Objective

- This award recognizes collegiate SWE members with at least two (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 candidate must:
 - Be a SWE member in good standing by September 30th of the application year,
 - Be a student currently studying engineering, engineering technology, or science related to engineering,
 - Have actively participated in their SWE sections or affiliates for at least 2 years.
- *Past winners 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, Out to Innovate, 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

- Completed application: <https://app.smarterselect.com/programs/82912-Society-Of-Women-Engineers>
- Complete the [WE Local Awards Nomination Checklist](#)
- Formal Statement (Maximum 1500 words)
 - Include the following sections with section headers:
 - Introduction
 - Academic and Technical Achievements
 - SWE Service and Leadership
 - Engineering Societies
 - Community and Campus Involvement
 - Conclusion
- Resume (or Curriculum Vitae) AND SWE Resume are required

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. This does not include any time spent as a SWENext member.

Rising Star (Future Collegiate Leader)

Only SWE Members are eligible for this award

Objective

- This award recognizes collegiate SWE members with less than two (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 candidate must:
 - Be a SWE member in good standing by September 30th of the application year,
 - Be a student currently studying engineering, engineering technology, or science related to engineering,
 - Have actively participated in their SWE sections or affiliates for less than 2 years.
- Past winners of the Outstanding Collegiate Member Award are not eligible to win 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, Out to Innovate, 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

- Completed application: <https://app.smarterselect.com/programs/82913-Society-Of-Women-Engineers>
- Complete the [WE Local Awards Nomination Checklist](#)
- Formal Statement (Maximum 1500 words)
 - Include the following sections with section headers:
 - Introduction
 - Academic and Technical Achievements
 - SWE Service and Leadership
 - Engineering Societies
 - Community and Campus Involvement
 - Conclusion
- Resume (or Curriculum Vitae) AND SWE Resume are required

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. This does not include any time spent as a SWENext member.

Outstanding Outreach Event

Objective

- This award recognizes SWE 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. A group cannot win more than one award in this category. Effort will be made to award*
 - *small, medium, large collegiate groups*
 - *small, medium, large professional groups**See the group size definition on page 10 of this Award Packet.*

Qualifications

- This award is open to any groups of SWE members.
- Events submitted for 2023 WE Local Awards must have occurred in the previous SWE fiscal year (July 1st, 2021 to June 30th, 2022.) The event date must be included in the formal statement and should not be a series of events.

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 women or 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

1. The Outreach Metric Tool (OMT) is a survey that reports STEM outreach events for K-12 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. [Link to more information and the Outreach Metric Tool](#).
2. The following Code of Conduct describes the minimum expectations that SWE holds for personnel who interact with youth in SWE-sponsored youth programs. All volunteers must review and act in accordance with this code of conduct. [Link to SWE Youth Protection: Code of Conduct and Standards for Interacting with Youth](#).

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

Nomination Checklist

- Completed application: <https://app.smarterselect.com/programs/82911-Society-Of-Women-Engineers>
- Complete the [WE Local Awards Nomination Checklist](#)
- Formal Statement (Maximum 2500 words)
 - Include the following sections with section headers:
 - Introduction
 - Purpose of the Event
 - Impact of the Event
 - Sustainability
 - Conclusion
 - Include the event date

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. A group cannot win more than one award in this category. Effort will be made to award*
 - *small, medium, large collegiate groups*
 - *small, medium, large professional groups*
- See the group size definition on page 10 of this Award Packet.*

Qualifications

- This award is open to any groups of SWE members.
- Events submitted for FY23 WE Local Awards must have occurred in the previous SWE fiscal year (July 1st, 2021 to June 30th, 2022.) The event date must be included in the formal statement and should not be a series of events.

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 women or 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

- Completed application: <https://app.smarterselect.com/programs/82910-Society-Of-Women-Engineers>
- Complete the [WE Local Awards Nomination Checklist](#)
- Formal Statement (Maximum 2500 words)
 - Include the following sections with section headers:
 - Introduction
 - Purpose of the Event
 - Impact of the Event
 - Sustainability
 - Conclusion
 - Include the event date

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 (see page 10 for examples) and a collegiate group.
- *A maximum of five (5) awards will be presented annually. A group cannot win more than one award in this category. Awards will be presented to both professional and collegiate groups.*

Qualifications

- This award is open to any groups of SWE members.
- Events submitted for 2023 WE Local Awards must have occurred in the previous SWE fiscal year (July 1st, 2021 to June 30th, 2022.) The event date must be included in the formal statement and should not be a series of events.

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 women or 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

- Completed application: <https://app.smarterselect.com/programs/82906-Society-Of-Women-Engineers>
- Complete the [WE Local Awards Nomination Checklist](#)
- Formal Statement (Maximum 2500 words)
 - Include the following sections with section headers:
 - Introduction
 - Purpose of the Event
 - Impact of the Event
 - Sustainability
 - Conclusion

Diversity, Equity, & Inclusion (DE&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, equity, and inclusion in engineering, engineering technology, and science related to the engineering profession.
 - Developed or contributed programs to promote, advance, and encourage women in engineering, engineering technology, and science related to engineering.
- *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, Out to Innovate 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

- Completed application: <https://app.smarterselect.com/programs/82905-Society-Of-Women-Engineers>
- Complete the [WE Local Awards Nomination Checklist](#)
- Formal Statement (Maximum 2500 words)
 - Include the following sections with section headers:
 - Introduction
 - Diversity of Membership/ Employees
 - Exposure to Students and Professionals
 - Advancement of Women
 - Conclusion

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

- Completed application: <https://app.smarterselect.com/programs/82904-Society-Of-Women-Engineers>
- Complete the [WE Local Awards Nomination Checklist](#)
- Formal Statement (Maximum 2500 words)
 - Include the following sections with section headers:
 - Introduction
 - Support
 - Impact to SWE
 - Conclusion

Membership Growth

Objective

- This award recognizes SWE 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 percentage.

Nomination Checklist

- No application or nomination required.

Additional Information

- Awards can be presented to more than one group.

Membership Retention

Objective

- This award recognizes SWE 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 percentage.

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 or Groups 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 or group 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.
- *Maximum of one (1) award will be presented.*

Qualifications

- The nominee must be a SWE member or group in good standing by September 30th of the application year.

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

- Completed application <https://app.smarterselect.com/programs/82902-Society-Of-Women-Engineers>
- Complete the [WE Local Awards Nomination Checklist](#)
- Formal Statement (maximum 1000 words)
 - Address the following questions:
 - How would you use the funds?
 - How much do you expect to spend on this event? What is the rough breakdown?
 - What cost-minimizing actions are you taking?
 - Additional info

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.

Engaging in public policy event involves informing members on policy issues that impact the advancement of women in engineering, STEM education, and equality in the workforce; reference: <https://swe.org/public-policy/>

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 **FY23 WE Local submission** are counted as of **September 30th, 2022**.

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)	Masters: one year of experience Doctorate: two years of experience			
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 FY23 WE Local.

- In May 2007, the nominee received their bachelor’s degree in Chemical Engineering. While going to school, they completed an internship from May 2006 to August 2006.
- After graduation, from June 2007 to December 2010, they worked full time.
- From January 2011 to December 2012, they worked part time while working on their master’s degree in engineering. They received their master’s degree in December 2012 and started a new full-time position in January 2013.
- Starting in June 2013 they were unemployed until January 2014 when they started a new job.
- They have been working for this same company ever since in various roles up until September 30th, 2022.

The total number would be 14 years 8 months.

According to the rounding rule in the Years of Experience section (page 5), 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 2006	August 2006	0
Full Time Experience	Each year of full-time work will count as <i>one year of experience.</i>	June 2007	December 2010	3 years 6 months
Part Time Experience	Each year of part time work will count as <i>one year of experience.</i>	January 2011	December 2012	2 years
Advanced Technical Degree obtained while working part time	Candidate obtained the master’s degree while going to work part-time. Do not count the master’s degree	January 2011	December 2012	0
Full Time Experience	Each year of full-time work will count as <i>one year of experience.</i>	January 2013	June 2013	6 months
Unemployment Period	Periods of unemployment are <u>not</u> counted toward years of experience.	June 2013	January 2014	0
Full Time Experience	Each year of full-time work will count as <i>one year of experience.</i>	January 2014	September 2022	8 years 8 months
Total				14 years 8 months