Society of Women Engineers
Guidelines for Submitting a Nomination Application

All candidates that are interested in a position on the Society Board of Directors, Board of Trustees, Senate Leadership, Senate, or Chair-Elects for the five standing committees are required to submit an application packet. This document is a suggested guideline for the structure and content of the 'Eligibility Support' & 'Reference' section of application.

The Nominating Committee now uses a Rubric (found on committee's webpage) for assessing each candidates based on the position they are applying for – candidates should clearly review this prior to submitting their package and ensure they are speaking to as many of the items being assessed as possible.

To learn more about the Nominating Committee's process and timeline, please visit the Committee's webpage and/or view the "Demystifying the Society Nominating Committee" webinar.

Section 1: SWE Leadership Competencies & Vision for the Position

In this section, the candidate creates a statement on their background, experiences, SWE Competencies, and vision of their role in the intended position. Each year the application differs, please refer to this year's application for specific statement question.

SWE strategic goals, as detailed here, are a great reference to understand the currents goals at the society level. It is also recommended to clearly review the Nomination Application for Society Elected Leadership Positions to understand the position's requirements. (500 word limit)

SWE Leadership Competency Model:
Leadership Abilities
Communication
Business Knowledge & Acumen
Self-Management & Development
Mentoring, Coaching, & Sponsorship:
Diversity & Inclusion

BOT Leadership Competency Model:
Communication
Self-Management & Development
Business Acumen
Mentoring, Coaching, & Sponsorship:
Leadership Abilities

SWE's Leadership Competency Model was created and launched in 2010 to serve as the backbone of SWE's leadership development programming for current and future SWE leaders. SWE's Leadership Competency Model identifies the critical knowledge, skills, and abilities (KSA) required of current and future SWE leaders.

Section 2: SWE/Service Resume

The candidate should provide a service resume that details their experience in SWE and/or in other service organizations. (please limit to 3 pages).

Example SWE/Service Resumes on Committee's webpage.

<u>Section 3: Professional Resume/CV</u>

The candidate should provide a standard professional resume/CV that details their work experience.

<u>Reference Feedback</u>

It is your responsibility to ensure your references fill out the feedback forms that will be sent to them. Preferred references are those that can speak to your leadership skills through a recent relationship, but references that are not as recent are also acceptable. Suggested references may include someone in a senior leadership role within a professional society you are active in; someone who can speak to your leadership in your professional or collegiate work; or someone from your community or other service organization you are affiliated with and in good standing.

Example Reference Backgrounds:
- Someone who has held a SWE leadership role at the section or society level. Example roles may include but are not limited to: Section President, Global Ambassador, Committee Chair, etc.
- A SWE member (different from the leaders referenced above) who can elaborate on the nominee's SWE leadership experiences.
- A current or past manager/supervisor at their employer organization. If the nominee is retired or self-employed, the reference can be provided by others in the community.
- A team member on a project that the nominee has recently led or is currently leading (within SWE or outside of SWE).
- Someone from a community organization or familiar with the nominee's community service leadership.
- Someone familiar with the nominee's leadership activities outside of work / day job.
- Someone familiar with the nominee's leadership in their school/university activities.

Candidates should use the reference opportunity as another data point in outlining their skills/competencies/experiences that aren't highlighted elsewhere in their application package. For example, if the Rubric mentions collaboration as a key skill that is being assessed for a Senator candidate and you have not mentioned this in your vision/goals then you should ask a reference to provide a specific example of that skill being showcased.

Feedback requested from references in previous years:
- SWE has defined leadership competency models (SWE Leadership Competency Model or the SWE BOT Leadership Competency Model). Based on that and your knowledge of the nominee, do you recommend the nominee for a SWE leadership role?
- Please share a strength of the nominee with a supporting example of how it's been demonstrated.
- Please share a growth opportunity/area of improvement of the nominee.
- Please describe one experience you've had with the nominee related to creating a welcoming/inclusive environment or making an effort to understand/adapt/support different cultures/perspectives?
- How would you rate/describe the nominee's emotional intelligence? Do they exhibit emotional intelligence when it comes to interacting with their peers/direct reports? Do they have the ability to understand how to get where they want to be with other people relationship-wise? Are they able to convey their ideas to co-workers & team members effectively?