FY24 SWE Awards Program
Nominator and Nominee Training

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About this Training

FY24 SWE Awards Program Nominator and Nominee Training

This training is intended to help nominators and nominees apply to the SWE Awards Program by orienting them to the new Program structure and three Leadership Tracks so they can determine their eligibility, choose the award they or their nominee are best suited for, and submit their nomination.
Learning Objectives

After completing this training, you should be able to:

• Locate the SWE Awards Program Packet on the SWE website
• Describe the difference between the APEX and ASCENT Awards
• Name the three Leadership Tracks that make up the SWE Awards Program
• Guide a conversation with your nominee to determine which award they are best suited for
• Calculate your nominee’s experience to confirm award eligibility
• Submit a nomination online and track it to completion before the deadline
• Ask for help if you need support
## Training Outline

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Linkage to the SWE Mission

The Society of Women Engineers strives to recognize the successes of SWE members and individuals who enhance the engineering profession and advocate for individuals who identify as women in engineering through contributions to industry, education, and the community.

The Awards and Recognition Committee strives to celebrate the lifelong contributions engineers and technologist individuals who identify as women make to our society and our world.

The committee’s purpose aligns with this goal by establishing and executing individual and group awards for the Society.
SWE Award Program Packet contains full instructions for how to apply

Available from https://swe.org/awards/swe-awards-program/

New this year: Experience Calculator intended to reduce the number of DQs due to experience not matching the criteria

Window for Nominations: January 2 – March 1

SWE Award Program Packet

Resources where users can learn more

View the webinar on the NEW SWE Awards Program Structure.
WE23 Slides: Learn About Changes to SWE’s Awards & Recognition Program
SWE Announces New Awards Programs – July 2023
SWE has updated its awards program to better reflect its strategic focus areas, recognize women and allies at all career stages, and simplify the award categories and application timelines.
Awards & Recognition Program Structure

There are no changes to Collegiate Competitions and SWENext Awards under the new awards structure.

These competitions and awards will still take place at Annual and WE Local conferences.
New Program Structure

**“APEX” are SWE’s highest level of awards**
- **Experience:** Professional
- **Years:** Mostly ≥20

**“ASCENT” encompasses all other significant achievements**
- **Experience:** Student to Mid-Career
- **Years:** 0-20

**“RECOGNITION”**
acknowledge additional achievements by SWE members or groups

All APEX and ASCENT nominations and announcements to be done concurrently, with **submittal by 3/1** and **notifications by 6/30**

**RECOGNITION** timing to be similar to Mission Awards, with **submittal by 6/15** and **notification by 8/31**
## SWE’s New Awards and Recognition Program

### New Program Structure by Track

<table>
<thead>
<tr>
<th>Leadership Track</th>
<th>APEX</th>
<th>ASCENT</th>
<th>RECOGNITION</th>
</tr>
</thead>
</table>
| **ACADEMIA, MANAGEMENT, TECHNICAL** | • Achievement *  
• Distinguished Engineering Educator *  
• Entrepreneur *  
• Resnik Challenger Medal  
• Suzanne Jenniches Upward Mobility * | • Prism ^^  
• Distinguished Global Leader ^  
• Pathfinder +*^  
• Global Leader +*^  
• Engineering Educator  
• Trailblazer +*^  
• Emerging Engineering Educator *  
• Emerging Global Leader *^  
• Rising Technical Contributor * | • Patent Recognition $ |
| **ADVOCACY** | • Advocating Women in Engineering *  
• Spark  
• Rodney D. Chipp (Individual) * | • Engaged Advocate +*^  
• Ignite +*^  
• Engaged Ally +*^  
• Emerging Advocate +*^  
• Catalyst +*^  
• Emerging Ally +*^  
• Employer Champion *^ | • Diversity, Equity, Inclusion, & Belonging Program (Company) *^  
• Diversity, Equity, Inclusion & Belonging Program (Individual) *^ |
| **SWE** | • Distinguished Service $  
• Fellow Grade *$$ | • Distinguished Engineer+*$$  
• Distinguished New Engineer $  
• Outstanding Graduate Student Member +*$$  
• Outstanding Collegiate Member *$$  
• Rising Collegiate Star +*$$  
• Outstanding Counselor *$$  
• Outstanding Faculty Advisor *$$ | • Motorola Foundation Multicultural Awards (Professional)  
• The Boeing Company Multicultural Awards (Collegiate)  
• Mission Citations ^  
• Membership Growth  
• Membership Retention |

+ = New Award  
* = Criteria Changes  
^ = Name Change  
$ = SWE Membership Required
Academia, Management, & Technical Leadership Track Awards

SWE AWARDS PROGRAM

1. Suzanne Jenniches Upward Mobility (≥20 yrs)
2. Achievement (≥20 yrs)
3. Distinguished Engineering Educator (≥20 yrs)
4. Resnik Challenger Medal (≥10 yrs Aero)
5. Entrepreneur Award

- APEX
  - ASCENT MID CAREER
    - 10 Prism (≥15 yrs)
    - 5 Distinguished Global Leader (≥15 yrs Global Leadership)
    - 5 Engineering Educator (10-20 yrs)
    - 15 Pathfinder (10-15 yrs Global Leadership)
    - 5 Global Leader (10-15 yrs Global Leadership)
  - ASCENT EARLY CAREER
    - 15 Trailblazer (5-10 yrs Global Leadership)
    - 5 Emerging Global Leader (5-10 yrs Global Leadership)
    - 10 Emerging Engineering Educator (5-10 yrs)
    - 20 Rising Technical Contributor (≤5 yrs)
Advocacy Leadership Track Awards

5 Advocating Women in Engineering (≥20 yrs)
5 Spark (≥20 yrs)
3 Rodney D. Chipp (Individual Only) (≥20 yrs)

3 Employer Champion

5 Engaged Advocate (10-20 yrs)
5 Ignite (10-20 yrs)
3 Engaged Ally (10-20 yrs)

5 Emerging Advocate (≤10 yrs)
5 Catalyst (≤10 yrs)
3 Emerging Ally (≤10 yrs)
SWE Leadership Track Awards

SWE AWARDS PROGRAM

- **Distinguished Fellow Grade**
  - 5% of Membership
  - SWE Prof Member (≤20 yrs)
  - SWE Fellow (≥20 yrs)

- **Distinguished New Engineer**
  - 20
  - SWE Prof Member (≤10 yrs)

- **Outstanding Counselor**
  - 1 Per Region

- **Outstanding Faculty Advisor**
  - 1 Per Region

- **Outstanding Graduate Student Member**
  - 10
  - Graduate Student (≥2 yrs)

- **Outstanding Collegiate Member**
  - 20
  - Undergraduate (≤2 yrs)

- **Rising Collegiate Star**
  - 10
  - Undergraduate (≤2 yrs)
Award Progressions by Track and Sub-Track

Progressions are based on similar criteria and are intended to aid in the nomination process. They do not imply one level will necessarily lead to the next.
Award Progressions – Academia, Management, & Technical Leadership Track (By Years of Experience)
Award Progressions – Advocacy Leadership Track (By Years of Experience)
Award Progressions – SWE Leadership Track
(By Years of Experience)
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Choosing which SWE Award to apply for

Considerations

1. Where am I in my career?
   - 20 Years with substantial accomplishments? APEX
   - Early or Mid-Career Career? ASCENT

2. What is my personal story and which of the three Leadership Tracks does it best align to?
   - Academic, Management, Technical Leadership?
   - Advocacy Leadership?
   - SWE Leadership? Where am I on my SWE professional member journey?

3. Which sub-track is my personal story best align to?
Choosing which SWE Award to apply for

Once you start to hone-in on a potential award to apply for, check the “Objective” and “Qualifications” in the SWE Award Program Packet to confirm your eligibility.

Most awards have some kind of years of experience eligibility criteria for which we have developed an experience calculator to help you confirm eligibility.

Some awards have additional eligibility criteria; such as SWE membership for all the SWE Leadership Track awards.
Example of Award Identification
Helping a nominee or yourself determine awards to consider applying for
Pamela Morison P.E
Distinguished Technologist, HP Inc

**EXPERIENCE**
Professional Experience = 19.5 yrs
  - Masters Degree = 1 yr
  - Professional Work as Engineer = 18.5 yrs
Global Experience = 15 yrs
SWE Professional Membership = 18.5 yrs
  - Roles at Section, Company, Region, and Society Levels

Past Awards: Distinguished New Engineer

**AWARDS TO CONSIDER**
Determining Eligible Awards

Louvere Walker-Hannon
Application Engineering Senior Team Lead

EXPERIENCE
Professional Experience = 23 yrs
  ○ Masters Degree = 0 yr (earned while working)
  ○ Professional Work as Engineer = 23 yrs
Global Experience = 6 yrs
SWE Professional Membership = 20 yrs
  ○ Roles at Section, and Society Levels

Past Awards:

AWARDS TO CONSIDER

PRISM
≥15

EMERGING GLOBAL LEADER
5-10

ADVOCATING WOMEN IN ENGINEERING
≥20

SPARK
≥20

DISTINGUISHED ENGINEER
10-20

✔ ✔ ✔ ✔
Sarah Koenig
Associate Director Manufacturing Cost Modeling

EXPERIENCE
Professional Experience = 17 yrs
  ○ Masters Degree = 0? yr
  ○ Professional Work as Engineer = 17 yrs
Global Experience = 9 yrs
SWE Professional Membership = 17 yrs
  ○ Roles at Section, Region, and Society Levels
Past Awards: Emerging Leader

AWARDS TO CONSIDER

- PRISM
  - ≥15
- Emerging Global Leader
  - 5-10
- Engaged Advocate
  - 10-20
- Ignite
  - 10-20
- Distinguished Engineer
  - 10-20

Sarah Koenig is eligible for the Emerging Global Leader Award.

Determining Eligible Awards
Determining Eligible Awards

Jiyoung (Rachel) Lee
Project Lead

EXPERIENCE
Professional Experience = 11.5 yrs
  - Masters Degree = ? yr
  - Professional Work as Engineer = 11.5 yrs
Global Experience = 0 yrs
SWE Professional Membership = 2 yrs
  - Roles at Affiliate, Company, and Society Levels
Past Awards: None

AWARDS TO CONSIDER

- PATHFINDER
  - 10-15
- ENGAGED ADVOCATE
  - 10-20
- IGNITE
  - 10-20
- DISTINGUISHED NEW ENGINEER
  - ≤10

- ✔
- ?
- ?
- ?
Linda Thomas, F.S. W

Retired

**EXPERIENCE**
Professional Experience = 40 yrs
  - Masters Degree = ? yr
  - Professional Work as Engineer = ? yrs

Global Experience = N/A
SWE Professional Membership = ? yrs
  - Roles at Section, Region, and Society Levels

Past Awards: SWE Fellow, Distinguished Service

**AWARDS TO CONSIDER**

- [✓] Advocating Women in Engineering
  - ≥20
- [✓] SPARK
  - ≥20
# Training Outline

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2. Choosing which SWE Award to apply for  
3. Experience Calculator  
4. Preparing to Apply for a SWE Award  
5. Disqualification Criteria  
6. Submitting your nomination online  
7. Award Notifications  
8. Summary  
9. Appendices  
   9.1 Frequently Asked Questions (FAQs)  
   9.2 SmarterSlect Navigation Guide
Calculating Years of Experience

• Most SWE Awards have some requirement for experience captured under the Award Objective and Qualifications.

• The SWE Awards Program has a unique way of measuring experience, and it may not be the same as other methods you have used.

• Appendices II-V of the SWE Awards Program Packet describe how to calculate experience for various awards.

• New this year is an Experience Calculator to make it easier to calculate the nominee’s years of experience and confirm eligibility.

• Experience is counted through March 1, 2024.
New this year: Experience Calculator to confirm eligibility

Available from https://swe.org/awards/swe-awards-program/

Experience Calculator is intended to reduce the number of disqualifications due to the experience not matching the criteria. The completed Experience Calculator is submitted as part of your nomination package.

View the webinar on the NEW SWE Awards Program Structure.

WE23 Slides: Learn About Changes to SWE’s Awards & Recognition Program

SWE Announces New Awards Programs – July 2023
How to use the Experience Calculator to confirm eligibility

Available for download from https://swe.org/awards/swe-awards-program/

Step 1: Navigate to the worksheet “Starter Questions”

Step 2: Select the award you are wish to apply for from the dropdown menu
How to use the Experience Calculator to confirm eligibility (Continued)

Available for download from https://swe.org/awards/swe-awards-program/

Step 3: Note that the calculator will tell you which experience worksheet to go to within the workbook to calculate the nominee’s years of experience based on the chosen award.

Step 4: Navigate to that required years of experience worksheet
Step 5: List your experiences, select the role type, and start and end dates (Month-Date-Year) in the yellow shaded cells. **Note:** new this year is that leaves of absence are not counted as part of experience.

<table>
<thead>
<tr>
<th>Position</th>
<th>Role Type</th>
<th>Counts Toward Experience</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time in Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship Company A</td>
<td>Internship, Co-op, or Graduate Assistant</td>
<td>No</td>
<td>5/1/2005</td>
<td>8/1/2005</td>
<td>0</td>
</tr>
<tr>
<td>Graduate School at University C &amp; working</td>
<td>Master Degree while working full or part time</td>
<td>No</td>
<td>1/1/2010</td>
<td>12/1/2011</td>
<td>0</td>
</tr>
<tr>
<td>Full Time Company B</td>
<td>Full Time Experience</td>
<td>Yes</td>
<td>1/1/2012</td>
<td>6/1/2015</td>
<td>41</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>Leave of Absence</td>
<td>No</td>
<td>6/1/2015</td>
<td>11/1/2015</td>
<td>0</td>
</tr>
<tr>
<td>Full Time Company B</td>
<td>Full Time Experience</td>
<td>Yes</td>
<td>11/1/2015</td>
<td>4/1/2018</td>
<td>29</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>Leave of Absence</td>
<td>No</td>
<td>4/1/2018</td>
<td>9/1/2018</td>
<td>0</td>
</tr>
<tr>
<td>Full Time Company B</td>
<td>Full Time Experience</td>
<td>Yes</td>
<td>9/1/2018</td>
<td>3/1/2024</td>
<td>66</td>
</tr>
</tbody>
</table>

**Step 6:** Note that your total experience in months, years and then rounded to a whole number of years is listed at the bottom of the worksheet. **Note:** the SWE Awards Program has a unique way of measuring experience, and it may not be the same as other methods you have used.

<table>
<thead>
<tr>
<th>Total (Months)</th>
<th>Total (Years)</th>
<th>Rounded Years</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td>201</td>
<td>16.75</td>
<td>17</td>
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</tbody>
</table>
How to use the Experience Calculator to confirm eligibility (Continued)

Available for download from https://swe.org/awards/swe-awards-program/

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<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td><strong>B</strong></td>
</tr>
<tr>
<td>1</td>
<td>B</td>
</tr>
<tr>
<td>2</td>
<td>Please select the Award you are apply for</td>
</tr>
<tr>
<td>3</td>
<td>Years of Experience Sheet Required</td>
</tr>
<tr>
<td>4</td>
<td>Nominee's Years of Experience</td>
</tr>
<tr>
<td>5</td>
<td>Award Lower Limit</td>
</tr>
<tr>
<td>6</td>
<td>Award Upper Limit</td>
</tr>
<tr>
<td>7</td>
<td>Award Lower Limit</td>
</tr>
<tr>
<td>8</td>
<td>Nominee's Years for Special Requirement</td>
</tr>
<tr>
<td>9</td>
<td>Award Eligibility</td>
</tr>
</tbody>
</table>

**Step 7:** Navigate back to the worksheet “Starter Questions.”

**Step 8:** Note your rounded years of experience from the previous Experience Worksheet has been copied here and compared to the required years of experience for the selected award.

In this example, the candidate does not have the required 20 years of experience and is therefore not eligible. The worksheet suggests a different award the nominee might consider within the same leadership track.
How to use the Experience Calculator to confirm eligibility  (Continued)

Available for download from https://swe.org/awards/swe-awards-program/

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</tr>
<tr>
<td>2</td>
<td>Please select the Award you are apply for</td>
<td>Distinguished Engineering Educator</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Years of Experience Sheet Required</td>
<td>Educator</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Nominee’s Years of Experience</td>
<td>24</td>
</tr>
<tr>
<td>7</td>
<td>Award Lower Limit</td>
<td>20</td>
</tr>
<tr>
<td>8</td>
<td>Award Upper Limit</td>
<td>100</td>
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<tr>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Special Experience Requirements</td>
<td>Yes</td>
</tr>
<tr>
<td>11</td>
<td>Award Requirement</td>
<td>10</td>
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<td>Nominee’s Years for Special Requirement</td>
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<td>13</td>
<td>Award Eligibility</td>
<td>Eligible</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Recommended Award to consider, if not eligible</td>
<td></td>
</tr>
</tbody>
</table>

Note: Some awards have Special Experience Requirements which are also calculated on the Experience Sheet.

Step 9: Once you have confirmed your award eligibility, save the file as you will need it as part of your nomination package.
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# Roles Responsibilities

## In the process of applying for a SWE Award

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<th>Nominator*</th>
<th>Nominee (Candidate)</th>
<th>Recommenders</th>
</tr>
</thead>
</table>
| • Select the award that best suits the candidate.  
  • Verify that the candidate meets the Objective and Qualification requirements for the award selected.  
  • Verify all required items in the SWE Awards Nomination Checklist are completed.  
  • 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. (Contact SWE at awards@swe.org if the nominator’s contact information changes after submission.)  
  • Submit the application by March 1, 2024.  
  • Inform the nominee of the result of their nomination.  
  • Serve as the Point of Contact between SWE and the nominee. | • Calculate their years of experience for the award they are applying for.  
  • Complete the Demographic Survey.  
  • Prepare their Formal Statement.  
  • Identify recommenders to address one or more of the selection criteria. Collectively, the letters should address all the selection criteria.  
  • Prepare their resume. (plus a SWE resume, if applying for a SWE Leadership track award)  
  • Prepare their biography.  
  • Obtain a professional headshot photo.  
  • Ensure supporting letters are completed by recommenders by March 1, 2024. | • Prepare letters of recommendation for the nominee and submit those through SmarterSelect by March 1, 2024. |

*Nominees may self-nominate in which case they have the responsibilities of both the Nominator and the Nominee.
The checklist provides supporting details for the responsibilities on the previous slide.

Use the checklist to put together your strongest nomination package and prevent disqualification.
SWE Award Nomination Checklist

Major items listed on the Checklist

- Ensure the demographic survey is completed by the nominee or a leader of the nominated organization
- Write and upload the formal statement
- Ensure the supporting letters have been submitted via SmarterSelect
- Determine the eligibility: years of experience and other requirements based on the award applying for
- Write and upload the biography (individual nominees)
- Write and upload the organization history of employer (employer nominees)
- Upload a professional headshot photo (individual nominees)
- Upload an organization logo (employer nominees)
- Upload the resume or curriculum vitae (CV) (individual nominees)
- Upload the SWE resume (SWE track only)
- Submit the application
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Disqualification Criteria

Nominations for SWE Awards will be disqualified for the following:

- **Nominee applications are incomplete** at the submission deadline, namely missing a required component specified in the award criteria, such as the demographics survey, letter(s) of recommendation, resume, biography, and/or formal statement.
- **Nominee has previously won this award or equivalent** previous Individual Award (see Appendix I), unless allowed under awards qualifications.
- **Nominee does not meet award qualifications**, such as years of experience.
- **Resume(s) exceeds the stated page limits or contains photos, graphics or hyperlinks**, such as LinkedIn and headshots.
- **Letter of recommendation not submitted from a required author**, as specified in award criteria.
- **Formal statement or resume(s) contains photos, graphics or hyperlinks**, such as LinkedIn and headshots.
- **Application not submitted to correct link**, as specified in the award criteria.

**Key Take-a-Way:** Verify eligibility before you start applying and triple check your final nomination package for the above.
## Training Outline

1. Overview of the SWE Awards Program  
2. Choosing which SWE Award to apply for  
3. Experience Calculator  
4. Preparing to Apply for a SWE Award  
5. Disqualification Criteria  
6. Submitting your nomination online  
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8. Summary  
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   9.2 SmarterSlect Navigation Guide
Submitting your nomination online

There is a unique link in the SWE Awards Program Packet to Apply for each award type online. You can find the link* for the award you are applying for on the page with the full award description. Click on “Apply for…” and you will be taken to the online SmarterSelect application.

*Note that each award type has its own unique link so be sure you are using the link for the intended award.
Submitting your nomination online*

Once you click on the “Apply for…” link in the SWE Awards Program Packet, verify that the intended award is listed on the SmarterSelect webpage.

For details on how to navigate SmarterSelect, see the last module of this training.
Logging into SmarterSelect*

- First time users will need to create a user id and password
- Existing users should use their previous login credentials
- Each application will be given a unique Application ID.

*For details on how to navigate SmarterSelect, see the last module of this training.
Submitting your nomination online in SmarterSelect*

Nominators should complete all the required fields; You can save as you go and submit when ready.

<table>
<thead>
<tr>
<th>Nomination Form Elements</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominee information**</td>
<td>▪ Make sure the contact information is correct. Once you save the nominee information the first time, it will generate an email request to the nominee to complete a demographic survey.</td>
</tr>
<tr>
<td>Nominator information**</td>
<td>▪ Make sure the contact information is correct.</td>
</tr>
<tr>
<td>Years of Experience</td>
<td>▪ Attach the completed Experience Calculator</td>
</tr>
<tr>
<td>Recommender Information**</td>
<td>▪ Make sure the contact information is correct.</td>
</tr>
<tr>
<td></td>
<td>▪ Select the relationship of the recommender to the nominee. Note that certain awards have required specific relationships.</td>
</tr>
<tr>
<td>Biography</td>
<td>▪ Paste into the text box. Note that SmarterSelect does not count words that same as other programs (such as Microsoft Word). Verify maximum not exceeded.</td>
</tr>
<tr>
<td>Formal Statement</td>
<td>▪ Paste into the text box. Note that SmarterSelect does not count words that same as other programs (such as Microsoft Word). Verify maximum not exceeded.</td>
</tr>
<tr>
<td>Professional Headshot</td>
<td>▪ Verify the image meets the specified requirements</td>
</tr>
<tr>
<td>Resume or CV, or SWE Resume (if required)</td>
<td>▪ pdf format; Verify the document meets all the requirements on the nomination checklist.</td>
</tr>
</tbody>
</table>

*For details on how to navigate SmarterSelect, see the last module of this training.
**Recommend using personal, rather than company email addresses to prevent emails from SmarterSelect from being blocked. If you are not receiving awards-related emails, check you spam/junk folder. If still no emails, contact awards@swe.org
Checking your nomination status*

Nominators should track the status of the nomination to ensure the required elements come together before the March 1, 2024 deadline.

Check the following in SmarterSelect:

- That the nominee has completed their demographic survey
- That the recommenders have submitted their letters.
- Overall nomination status

Nominators should check their emails as well for status communications.

*For details on how to navigate SmarterSelect, see the last module of this training.
Submitting the Application*

Final steps

• Confirm one last time, that applied for the intended award
• Read the nominator confirmation statement
• Confirm “I Agree”
• Click “Submit”

• Check your email for confirmation

*For details on how to navigate SmarterSelect, see the last module of this training.
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<tr>
<td>5 Disqualification Criteria</td>
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<td>6 Submitting your nomination online</td>
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<tr>
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</table>
SWE Award Notifications*

- Nominators will be notified concerning the outcomes of the award selection process by June 30, 2024**
- Individuals are allowed to receive only ONE award per year.
- Recipients will be honored at the SWE Annual Conference, Virtual Awards Hall, and in a SWE publication.

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

**If notification is not received by June 30, nominators are asked to contact SWE Staff at awards@swe.org
Summary

FY24 SWE Awards Program Nominator and Nominee Training

• In FY24 SWE has updated its awards program to better reflect its strategic focus areas, recognize women and allies at all career stages, and simplify the award categories and application timelines.

• The SWE Awards Program is comprised of APEX (SWE’s highest level of awards) and ASCENT (collegiate to mid-career) awards.

• The awards are divided into three Tracks: (1) Academic, Management & Technical Leadership; (2) Advocacy Leadership; and (3) SWE Leadership.

• The full instructions for applying to the SWE Awards Program can be found on https://swe.org/awards/swe-awards-program/
Summary (Continued)

FY24 SWE Awards Program Nominator and Nominee Training

• To choose the best award to apply for consider these questions:
  • Where am I in my career?
  • What is my personal story and which of the three Leadership Track does it best align to?
    ‒ If SWE Leadership Track, where am I on my SWE journey?
    ‒ Which sub-track is my story best align to?

• New in FY24 is an Experience Calculator to make it easier to determine eligibility.
• Use the SWE Award Program Packet as a guide to bringing your nomination package together.
• Apply online using the unique link in the SWE Awards Program Packet for the award you are applying for
• The window to apply is January 2 – March 1, 2024 (11:59 PM U.S. CST or UTC-6)
• For questions, reach out to awards@swe.org
Tips for Applying

• Familiarize Yourself with the SWE Awards Program Packet
  ▪ Read the awards packet in full as there are many changes from past years
  ▪ Listen to the training presentation
  ▪ Preview the application to see how the application should be filled out

• Plan Ahead
  ▪ Give yourself sufficient time to write the formal statement and prepare all required documents
  ▪ Reach out to recommenders as soon as possible

• Ask Questions
  ▪ Read about past SWE awards recipients on https://swe.org/awards/swe-awards-program/
  ▪ Talk to previous applicants and nominators
  ▪ Reach out to SWE groups such as Affinity Groups, Corporate Employee Resource Groups, Sections/ Affiliates/ MAL, etc.
  ▪ Email Awards@swe.org
Tips for Applying

- What to consider when writing a formal statement?
  - Judges ONLY score the materials presented
  - Judges come from a variety of backgrounds. Don’t assume judges are familiar with your field of expertise.
  - Address ALL selection criteria
  - Be concise
  - Be specific
  - Include tangible results
  - SWE understands that some work is protected for security reasons
    - The article “Crafting an Award Package for a Nominee Doing Classified Work” by Sandra L. Hyland, Ph.D., F.SWE in the SWE Magazine Fall 2021 Issue is a great resource. https://swe.org/about-swe/swe-magazine/
Thank you!
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What You Need To Know:

The WE Local Awards and Individual Awards are being combined into a single SWE Awards Program.

**There will be no WE Local Awards for FY24.** WE Local conferences will still include SWENext awards and Collegiate Competitions.

The new structure deliberately creates inclusivity by recognizing SWE’s strategic focus areas of:
- **Academic, Management, and Technical Leadership**
- **Advocacy Leadership**
- **SWE Leadership**

Each focus area includes awards that recognize leadership from collegiates to experienced professionals.
What are SWE’s Global Regions
## Awards Mapping from SWE Individual Awards

<table>
<thead>
<tr>
<th>Awards Track</th>
<th>Previous SWE Individual Award</th>
<th>Current SWE Award</th>
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<tbody>
<tr>
<td><strong>Academia, Management &amp; Technical</strong></td>
<td>Achievement</td>
<td>Achievement</td>
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<tr>
<td></td>
<td>Suzanne Jenniches Upward Mobility</td>
<td>Suzanne Jenniches Upward Mobility</td>
</tr>
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<td></td>
<td>Entrepreneur</td>
<td>Entrepreneur</td>
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<td></td>
<td>Resnik Challenger Medal</td>
<td>Resnik Challenger Medal</td>
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<td></td>
<td>Prism</td>
<td>Prism</td>
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<tr>
<td></td>
<td>Emerging Leader</td>
<td>Pathfinder</td>
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<tr>
<td></td>
<td>Rising Technical Contributor</td>
<td>Rising Technical Contributor</td>
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<tr>
<td></td>
<td>Distinguished Engineering Educator</td>
<td>Distinguished Engineering Educator</td>
</tr>
<tr>
<td></td>
<td>Emerging Engineering Educator</td>
<td>Engineering Educator</td>
</tr>
<tr>
<td></td>
<td>Global Leader</td>
<td>Distinguished Global Leader</td>
</tr>
<tr>
<td></td>
<td>Emerging Global Leader</td>
<td>Emerging Global Leader</td>
</tr>
<tr>
<td><strong>Advocacy</strong></td>
<td>Advocating Women in Engineering</td>
<td>Advocating Women in Engineering</td>
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<tr>
<td></td>
<td>Spark</td>
<td>Spark</td>
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<tr>
<td></td>
<td>Rodney D. Chipp Memorial (Individual)</td>
<td>Rodney D. Chipp Memorial (Individual)</td>
</tr>
<tr>
<td></td>
<td>Rodney D. Chipp Memorial (Company)</td>
<td>Employer Champion</td>
</tr>
<tr>
<td><strong>SWE</strong></td>
<td>Distinguished Service</td>
<td>Distinguished Service</td>
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<td></td>
<td>Distinguished New Engineer</td>
<td>Distinguished New Engineer</td>
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<tr>
<td></td>
<td>Outstanding Collegiate Member (as a Graduate Student)</td>
<td>Outstanding Graduate Student Member</td>
</tr>
<tr>
<td></td>
<td>Outstanding Collegiate Member (as an Undergraduate Student)</td>
<td>Outstanding Collegiate Member</td>
</tr>
<tr>
<td></td>
<td>Outstanding Counselor</td>
<td>Outstanding Counselor</td>
</tr>
<tr>
<td></td>
<td>Outstanding Faculty Advisor</td>
<td>Outstanding Faculty Advisor</td>
</tr>
</tbody>
</table>
Which awards will require SWE membership?

All **SWE Track awards**, except for Outstanding Faculty Advisor, will require SWE membership.

**Patent Recognition**, in the Recognition awards, will require SWE membership.

No other awards will require SWE membership.
Why are WE Local awards being sunsetted?

WE Local awards were often considered as a feeder for Society-level individual awards, although this was not the intent.

This perception created confusion on who should apply for which award.

SWE eliminated this perceived hierarchy by combining Society-level and WE Local awards into a single program.

All WE Local Awards are being incorporated into Society-level awards, and the overall number of SWE awards has increased.
SWE'S NEW AWARDS AND RECOGNITION PROGRAM

Why are other awards being sunsetted?

A small number of awards are being sunset because:

- They no longer meet the needs they were created to fill,
- OR
- There has been a lack of interest and applicants.

Global Team Leadership was narrowly-focused with a lack of recognition for all regions as originally intended.

Sustaining Benefactor (WE Local) had a lack of engagement.

Work-Life Integration and WE Local Integrator had an outdated focus with few applicants.
## Previous Program Structure & Hierarchy

<table>
<thead>
<tr>
<th>INDIVIDUAL</th>
<th>WE LOCAL</th>
<th>MISSION/CULTURAL</th>
</tr>
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<tbody>
<tr>
<td><strong>PROFESSIONAL</strong></td>
<td><strong>PROFESSIONAL</strong></td>
<td>• Motorola Foundation Multicultural Awards (Professional)</td>
</tr>
<tr>
<td>• Achievement</td>
<td>• WE Local Legacy</td>
<td>• The Boeing Company Multicultural Awards (Collegiate)</td>
</tr>
<tr>
<td>• Advocating Women in Engineering</td>
<td>• WE Local ELiTE</td>
<td>• SWE Mission Awards</td>
</tr>
<tr>
<td>• Distinguished Engineering Educator</td>
<td>• WE Local New ELiTE</td>
<td>• Membership Growth</td>
</tr>
<tr>
<td>• Distinguished New Engineer</td>
<td>• WE Local Integrator</td>
<td>• Membership Retention</td>
</tr>
<tr>
<td>• Distinguished Service</td>
<td>• Engaged Advocate</td>
<td></td>
</tr>
<tr>
<td>• Diversity, Equity, &amp; Inclusion Program</td>
<td>• COLLEGIATE</td>
<td></td>
</tr>
<tr>
<td>• Emerging Engineering Educator</td>
<td>• Rising Star</td>
<td></td>
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<tr>
<td>• Emerging Global Leadership</td>
<td>• Guiding Star</td>
<td></td>
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<tr>
<td>• Emerging Leader</td>
<td>• GROUP</td>
<td></td>
</tr>
<tr>
<td>• Entrepreneur</td>
<td>• Outstanding Outreach Event</td>
<td></td>
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<tr>
<td>• Fellow Grade</td>
<td>• Outstanding Professional Development Event</td>
<td></td>
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<tr>
<td>• Global Leadership</td>
<td>• Joint Professional/Collegiate Event</td>
<td></td>
</tr>
<tr>
<td>• Global Team Leadership</td>
<td>• Diversity, Equity, &amp; Inclusion Partner</td>
<td></td>
</tr>
<tr>
<td>• Patent Recognition</td>
<td>• Sustaining Benefactor</td>
<td></td>
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<td>• Prism</td>
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</tr>
<tr>
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<td></td>
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<tr>
<td>• Work/Life Integration</td>
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</tr>
<tr>
<td><strong>COLLEGIATE</strong></td>
<td><strong>OPTIONAL AWARD</strong></td>
<td></td>
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<tr>
<td>• Outstanding Collegiate Member</td>
<td>• WE Local Pieronek Memorial</td>
<td></td>
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<td>• Outstanding Faculty Advisor</td>
<td>Public Policy Grant Award</td>
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</table>
1. Open the link for the selected award

Unique link for each award
2. Check if the correct award link is selected

Award Name: FY24 Achievement Award

Program Deadline: March 01, 2024 at 11:59 PM CST (Midnight)

You have already created one or more applications for this program. Would you like to create a new (additional) application for this program, or go to your current application(s)?

- Create a new application
- Continue existing application
3. Preview an application

Society of Women Engineers FY24 Achievement Award

PROGRAM DEADLINE: March 01, 2024 at 11:59 PM CST (Midnight)

You have already created one or more applications for this program. Would you like to create a new (additional) application for this program, or go to your current application(s)?

Create a new application

Continue existing application
4. Start a new application

- Create a username & password in SmarterSelect.
  - If you created one before, use it again.
- Each application has a unique Application ID.
- **For nominators**: Use the correct Application ID if you nominate for multiple application submissions.
- Note: Please ensure that there is only one application per nominee.
5. Complete the Nominee Information

Nominee Information

By providing the contact information below, your nominee will receive a link to complete their publication, contact, and demographic information.

It is recommended to use a personal email address to avoid firewall issues. Please follow up with your nominee once this request is sent as the application cannot be considered complete without it.

Thank you for your participation in the SWE Award and Recognition program and your support of our continuous improvement goals! If you have any questions, contact awards@swe.org.

Nominee First Name *

Nominee Last Name *

Nominee Email *

Nominee’s Full Name *
5. Complete the Nominee Information (cont.)

- Enters the nominee’s email address.
- Click “Save” at the end of the application. Request to send an email to the nominee shows up.
- Click “OK” to confirm the request.
- Go back to the application form to complete the rest of the application.
5. Complete the Nominee Information (cont.)

Nominee has NOT completed their information.

Nominee has completed their information.

- Once the information is completed by the nominee, the nominators will see the status change in the application form.
6. Complete the Nominator Information

Make sure the information is current and correct.

If there is no second line in the mailing address, enter N/A.
7. Complete the Nominee Qualifications

Complete this information **if required** for the selected award:

- **SWE Membership**
  - If unknown, log into SWE portal or email membership@swe.org

- **SWE Years of Service**
  - Required for *Fellow Grade* and *Distinguished Service* Award

- **SWE Years of Collegiate Involvement**
  - Required for *Outstanding Collegiate Member* Award
7. Complete the Nominee Qualifications (cont.)

- Years of Experience
  - See Award Packet for calculation

Nominee Qualification

Is the nominee a SWE member?

- [ ] Yes
- [ ] No

Note: SWE Membership IS NOT required for this award.

Years of Professional Experience - Upload File

Required filename:
AwardName_NomineeFirstName_NomineeLastName_ExperienceCalculation.xls

[Select File]  

Maximum File Size: 10MB, Accepted file types: .xls, .xlsx

No file attached

Some SWE Awards require SWE Membership; others do not

Upload the completed Experience Calculator
8. Complete the Biography and Formal Statement

• Biography and formal statement must be pasted into text boxes.
• Paste text into a text box by:
  ▪ Ctrl_C to copy a text from a text document (Word, etc).
  ▪ Ctrl_V to paste it into the SmarterSelect text box.
• Copy plain text from a text document to SmarterSelect.
• Use SmarterSelect tool for formatting.

The Achievement Award is an Apex level award in the Academia, Management and Technical track and Accomplishments in Academia, Management and Technology sub-track

139 chars 23 words |
Min words required: 2 | Max Number of Words: 475

Actual Word Count | Maximum Word Count
8. Complete the Biography and Formal Statement

- Word count is slightly different between Word and SmarterSelect.
- Scroll down to the end of the text box to check if any words get cut off.
9. Ensure Letters of Recommendation are Submitted

Supporting Letter #1

Saving the application will trigger the emails to be sent to the recommender. Note the email addresses of recommenders may be added as soon as the application is opened. **PLEASE DO NOT WAIT UNTIL THE APPLICATION IS READY TO SUBMIT OR UNTIL CLOSE TO THE DEADLINE TO ENTER THE RECOMMENDER(S) INFORMATION**

Please provide contact information for your nominee’s recommender. They will be able to complete their letter of recommendation.

Due to potential firewall issues, please use a personal email address.

Follow up with your recommender once this request is sent. The RECOMMENDATION must be submitted PRIOR TO THE DEADLINE in order for this application to be considered complete.

Recommender’s First Name *

Recommender’s Last Name *

Recommender’s Email *

Nominee’s Full Name *

Please note: If a recommendation is marked as REQUIRED, you MUST receive a recommendation for that specific Supporting Letter #X.

For example, if you receive Supporting Letter #4 (not required) and do not receive Supporting Letter #3 (required), Smarter Select will not recognize the application as complete, even if you have 3 recommendations.
9. Ensure Letters of Recommendation are Submitted

As the recommender, please enter your first name: *

As the recommender, please enter your last name: *

As the recommender, please enter your title and company(organization): *

Please copy and paste your letter of recommendation into the textbox below. *

Submit or Save & finish later
10. Upload nominee’s Professional Headshot

Upload a Professional Headshot Photo
A headshot photo will be used for SWE publications. It is not available to judges.

☐ Meet the following requirements:

• Professional headshot photos are preferred. Headshot photos should include head and partial shoulders.
• Images need to be a minimum 300 dpi and in color. To confirm, go to the photo’s Properties, on the Details tab under Image the Horizontal and Vertical resolutions should be a minimum 300 dpi. (JPG only and a minimum of 1MB in size.)
• Required filename: AwardName_NomineeFirstName_NomineeLastName_Headshot.jpg

☐ Upload the professional headshot photo into the award submission form.

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

Maximum File Size: 10MB, Accepted file types: .jpg

No file attached

For team/company nominees, a photo of the team should be submitted.
11. Upload Other Required Documents

- Resume or CV, if required
- SWE Resume, if required

Resume

Upload Resume

- Maximum 4 pages with 10-point or larger font, margins no less than 0.7” on each side of ANSI Letter paper (8.5 x 11 inches).
- Do not include hyperlinks to LinkedIn or additional information. Do not include a headshot.

Select File

Maximum File Size: 10MB

No file attached
12. Make Edits (if needed)

• Click the application you’d like to edit
• Choose “Update Application” option
13. Submit the Application

- Read the Nominator Confirmation Statement
- Confirm “I Agree”
- Submit

**Confirmation**

Check below if you agree with these points:

1. This package was developed for the Society of Women Engineers Achievement Award.
2. This package is complete and accurate to the best of my knowledge.
3. Supporting letters were written by the authors whose names and contact information were provided.
4. No proprietary information was included in the package.
5. I will retain documentation for the application should SWE inquire or require verification.

I Agree

The submission of the package is your signature.

You will receive a notification that the application has been submitted via email. If you have not received confirmation by the deadline or within five (5) minutes of the deadline (if submitted at the deadline), email awards@swe.org immediately.
14. Double Check

For every application, the nominator will receive emails for:
- Application created
- Information request sent to the nominee (seen at left)
- Information received from the nominee
- Request sent to recommendation letter author (1-4x)
- Request received by recommendation letter author (1-4x)
- Application successfully submitted
- Application successfully completed
14. Double Check

Nominators can view the status of their applications under My Applications.

There is a View Details button that will appear when you hover over the application.

a. Will show incomplete if the submit button has not been selected.

b. Will show **submitted** if the submit button has been hit, but the nominee or required recommenders have **not** completed their portion. Nominator will need to go into the application to see which ones are submitted or check their emails.

c. Will show as submitted if the submit button has been hit and all required recommenders and nominee have completed their portions.
14. Double Check

Will show submitted if the submit button has been hit, but the nominee or required recommenders have *not* completed their portion.

Nominee Information

- Request Status: Pending
- Request Sent: 01 02 2024 12:51 PM
- Request Received: Pending

Supporting Letter #1

- Request Status: Pending
- Request Sent: 01 02 2024 12:50 PM
- Request Received: Pending

⚠️ Your application will not be considered complete until this information or recommendation request is received from the contact.
14. Double Check

Confirmation that the request was received will also come via email to the nominator.

**Supporting Letter #1**

- **Request Status**
  - Received

- **Request Sent**
  - 01 02 2024 03:42 PM

- **Request Received**
  - 01 02 2024 03:44 PM
Final email from SmarterSelect will confirm that all items have been received prior to the deadline:

Dear Jamie Rhoads,

Thank you.

You have successfully submitted your application for the following:

**Society of Women Engineers FY24 Achievement Award**

Your confirmation code is 04390277.

Thank you,
Society of Women Engineers

This is an automated e-mail message - Please do not reply.

For assistance, please contact Society of Women Engineers at [HQ@swe.org](mailto:HQ@swe.org).
Recommender’s Guide to Navigating SmarterSelect
Recommender Automated Email

Every recommender will receive an automated email from Smarter Select once application is saved or submitted:

Dear Jamie Rhoads,

Jamie Rhoads has asked that you provide a(n) Supporting Letter #1 as part of their application to Society of Women Engineers FY24 Achievement Award.

THE DEADLINE FOR RECEIVING YOUR RESPONSE IS March 01, 2024
11:59 PM CST.

Submit Your Recommendation or Information

Or, copy the link below into your browser to submit:

https://app.smartersselect.com/recommender/8b4d82e78d939ad54ab6e0c166a1455

Thank you,
Society of Women Engineers
Recommender Information Request

As the recommender, please enter your first name: *

As the recommender, please enter your last name: *

As the recommender, please enter your title and company(organization): *

Please copy and paste your letter of recommendation into the textbox below. *

Submit Recommendation

Once you submit your information request, you cannot return to edit it. Click Submit to submit this information request. The applicant will be notified via e-mail that this request has been completed.

Submit  Cancel