

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







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Linkage to the SWE Mission

EMPOWER WOMEN

to achieve full potential in

CAREERS AS ENGINEERS AND LEADERS, EXPAND THE IMAGE OF THE ENGINEERING AND TECHNOLOGY PROFESSIONS as a positive force in improving THE QUALITY OF LIFE, AND DEMONSTRATE THE VALUE OF diversity and inclusion. 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/





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.

SWE'S NEW AWARDS AND RECOGNITION PROGRAM

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 	"RECOGNITION" acknowledge additional achievements by SWE members or groups	
All APEX and ASCENT nominations an with submittal by 3/1	RECOGNITION <i>timing to be</i> <i>similar to Mission Awards</i> , with submittal by 6/15 and notification by 8/31	
SWE Awa	rds Program	SWE Recognition Program

New Program Structure by Track

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

Academia, Management, & Technical Leadership Track Awards



Advocacy Leadership Track Awards



SWE Leadership Track Awards



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)

ACCOMPLISHMENTS IN ACADEMIA, MANAGEMENT AND TECHNICAL





Award Progressions – Advocacy Leadership Track (By Years of Experience)



ACCOMPLISHMENTS IN ADVOCACY FOR WOMEN IN ENGINEERING







ACCOMPLISHMENTS AS MEN ALLIES FOR WOMEN IN ENGINEERING



ACCOMPLISHMENTS AS AN EMPLOYER





Award Progressions – SWE Leadership Track (By Years of Experience)



ACCOMPLISHMENTS IN SWE: COLLEGIATE MEMBERSHIP







ACCOMPLISHMENTS IN COLLEGIATE SUPPORT





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Choosing which SWE Award to apply for

Leadership Track

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?

New Program Structure by Track

APEX	ASCENT
ACADEMIA, MANAGEMENT, TECHNICAL • Achievement * • Distinguished Engineering Educator * • Entrepreneur * • Resnik Challenger Medal • Suzanne Jenniches Upward Mobility *	ACADEMIA, MANAGEMENT, TECHNICAL Prism *^ Distinguished Global Leader ^ Pathfinder +*^ Global Leader +*^ Engineering Educator Trailblazer +*^ Emerging Engineering Educator * Emerging Global Leader *^ Rising Technical Contributor *
 Advocating Women in Engineering * Spark Rodney D. Chipp (Individual) * 	ADVOCACY • Engaged Advocate +*^ • Ignite +*^ • Engaged Ally +*^ • Emerging Advocate +*^ • Catalyst +*^ • Emerging Ally +*^ • Employer Champion *^
SWE Distinguished Service \$ Fellow Grade *\$ + = New Award * = Criteria Changes ^ = Name Change \$ = SWE Membership Required	SWE Distinguished Engineer+*^\$ Distinguished New Engineer \$ Outstanding Graduate Student Member +*\$ Outstanding Collegiate Member *\$ Rising Collegiate Star +*^\$ Outstanding Counselor *\$ Outstanding Faculty Advisor *\$



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.

Achievement Award		# Apex		Most awards have experience eligibili	some kind of years of ity criteria for which we
The Achievement Award is an Apex level a Accomplishments in Academia, Managemen OBJECTIVE	ward in the Academia, Management and Technical ti nt and Technology sub-track.	ack and		help you confirm e	ligibility.
 This award is the highest award g This award honors an individual w contributions for at least twenty (2 technology, or science related to o engineering. 	Advocating Women in En	gineering Award	* Apex	Some awards have criteria; such as S	e additional eligibility WE membership for all
A maximum of one (1) award may QUALIFICATIONS	The Advocating Women in Engineering Awai Advocacy for Women in Engineering sub-trai	d is an Apex level award in the Ad *.	ivocacy track and Accomplishments in	the SWE Leadersh	ip Track awards.
The nominee must: • Have at least twenty (20) years of competency and achievement by SWE membership is not required.	OBJECTIVE This award honors an individual engineering, engineering manag engineering and has proven to b influence within their current org upperce in engineering and SWE	Distinguished Engineer Award		😤 Ascent	
	women in engineering and <u>SWE</u> A maximum of five (5) awards m QUALIFICATIONS The nominee must: Have at least twenty (20) years of engineering technology, or scienc SWE membership is not required. The Distinguished Engineer (Professional Members) sub OBJECTIVE This award honors a has demonstrated pr engineering technology. or scienc SWE membership is not required. A maximum of twent	Award is an Ascent level award in the SWE tra track. WE member with ten (10) to twenty (20) years fessional excellence in engineering, engineerin y, or science related to engineering, leadership the community. (20) awards may be presented annually.	Only SWE Members are eligible for this award, tock and Accomplishments in SWE is as a professional SWE member and who ing management, engineering education, p in SWE, as well as professional		
		QUALIFICATIONS The nominee must: Be a SWE member in Have ten (10) to twent SWE membershi experience do no If professional me professional secti the SWE resume.	good standing by March 1 (see Appendix VI). by (20) years of cumulative SWE professional m p at the collegiste level may be included in the st count towards the ten (10) to twenty (20) yea embership started as a graduate student, mem ion/professional affiliate/MAL/professional inter	nembership by March 1 (<u>see Appendix IV</u>). application; however, years of collegiate ars of professional membership requirement. aber needs to have been part of a mational member at that time and list this in	

Aspire / Advance / Achieve (20)



Example of Award Identification Helping a nominee or yourself determine awards to consider applying for

Determining Eligible Awards

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





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:





Determining Eligible Awards

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





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





Determining Eligible Awards

Linda Thomas, F.SWE

Retired

EXPERIENCE

Professional Experience = 40 yrs

- Masters Degree = ? yr
- Professional Work as Engineer = ? yrs

Global Experience = N/A

- SWE Professional Membership = ? yrs
 - \circ $\,$ Roles at Section, Region, and Society Levels $\,$

Past Awards: SWE Fellow, Distinguished Service





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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.







SWE Awards Program

The Society of Women Engineers strives to advance and honor the contribution well as recognize the successes of SWE members, individuals, allies, and exprofession through contributions to industry, education, and the communication of the successes of the succes

Applications Available: January 2 – March 1, 11:59 PM CST (UTC-6) Nominators will be notified of results by June 30 Information: FY24 SWE Awards Program Packet for preview.

Experience Calculator: Experience Calculator Questions: awards@swe.org **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.

<u>View the webinar on the NEW SWE Awards Program Structure</u>. <u>WE23 Slides: Learn About Changes to SWE's Awards & Recognition Program</u> <u>SWE Announces New Awards Programs – July 2023</u>



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

1	A		В	
1				
2	Please select the Award you are apply for		Achievement	Ī
3		Achieve	ement	
4	Years of Experience Sheet Required	Prism	e Jenniches Opward Mobility	
5		Pathfin	der	
6	Nominee's Years of Experience	Rising	Fechnical Contributor	
7	Award Lower Limit	Disting	uished Engineering Educator	\sim
8	Award Upper Limit	Lingine	100	
9				
10	Special Experience Requirements		No	
11	Award Requirement			
12	Nominee's Years for Special Requirement			
13				
14	Award Eligibility		Not Eligible	
15			_	
16	Recommended Award to consider, if not e	eligible	Prism	
17				
18				
19				
20				

Global Leader Male Ally

All Other Awards

Educator

Resnik

Step 2: Select the award you are wish to apply for from the dropdown menu

Step 1: Navigate to the worksheet "Starter Questions"

Starter Questions

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SWE Professiona

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.



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

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.

P	Position	Role Type	Counts Toward Experience	Start Date	End Date	Time in Months
1	nternship Company A	Internship, Co-op, or Graduate Assistant	No	5/1/2005	8/1/2005	0
F	ull Time Company A	Full Time Experience	Yes	6/1/2006	12/1/2009	42
P	Part Time Company A	Part Time Experience	Yes	1/1/2010	12/1/2011	23
G	Graduate School at University C & working	Master Degree while working full or part time	No	1/1/2010	12/1/2011	0
F	ull Time Company B	Full Time Experience	Yes	1/1/2012	6/1/2015	41
L	eave of Absence	Leave of Absence	No	6/1/2015	11/1/2015	0
F	ull Time Company B	Full Time Experience	Yes	11/1/2015	4/1/2018	29
L	eave of Absence	Leave of Absence	No	4/1/2018	9/1/2018	0
F	ull Time Company B	Full Time Experience	Yes	9/1/2018	3/1/2024	66
			N/A			0

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.

45				v
46	Total (Months)			201
47	Total (Years)			16.75
48	Rounded Years			17
49				
-				



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

1	А	В
1		
2	Please select the Award you are apply for	Achievement -
3		
4	Years of Experience Sheet Required	All other Awards Ij
5		
6	Nominee's Years of Experience	17
7	Award Lower Limit	20
8	Award Upper Limit	100
9		
10	Special Experience Requirements	No
11	Award Requirement	
12	Nominee's Years for Special Requirement	
13		
14	Award Eligibility	Not Eligible
15		
16	Recommended Award to consider, if not eligible	Prism
17		
18		
19		
20		
21		
22	Step 7: Navigate back to	the worksheet
23	"Starter Questions."	
24		
25		
26		
1	Starter Questions Global Leader Male Ally All C	Other Awards Educator Resnik SWE Professional

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.



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

1			
2	Please select the Award you are apply for	Distinguished Engineering Educator	
3			
4	Years of Experience Sheet Required	Educator	If required, go to this worksheet and complete the questions
5			
6	Nominee's Years of Experience	24	
7	Award Lower Limit	20	
8	Award Upper Limit	100	
9			
10	Special Experience Requirements	Yes	
11	Award Requirement	10 <	Note: Some awards have Special
12	Nominee's Years for Special Requirement	24	Experience Requirements which are
13			also calculated on the Experience
14	Award Eligibility	Eligible	Sheet.
15			
16	Recommended Award to consider, if not eligible		

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



Experience Calculator
Preparing to Apply for a SWE Award

5	Disqualification	Criteria
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Submitting your nominiation online

Training Outline

Overview of the SWE Awards Program

Choosing which SWE Award to apply for

- Award Notifications
- Summary

- Appendices
 - 9.1 Frequently Asked Questions (FAQs)
 - 9.2 SmarterSlect Navigation Guide





Roles Responsibilities

In the process of applying for a SWE Award

Nominator*	Nominee (Candidate)	Recommenders
 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 esume, if applying for a SWE Leadership rack 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 my self nominate in which case they have the responsibilities of **both** the Nominator and the Nominee.


SWE Award Nomination Checklist

In the SWE Award Program Packet is a checklist that begins on page 5.

- 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

For All No	minees
	Ensure demographic survey is completed by nominee
	Write and upload the formal statement
	Ensure supporting letters are completed by recommenders
	Submit the application
For Indivi	dual Nominees
	Determine the eligibility:
	Calculate and upload years of experience as defined
	Global Leader
	<u>Men Allles</u>
	SWE Professional Membership
	SWE Collegiate Membership
	Professional Experience all other awards
	Current SWE membership (SWE Track only)
	Other requirements
	Write and upload the biography
	Upload a professional headshot photo
	Upload the resume or curriculum vitae
	Upload the SWE resume (SWE Track only)
For Empl	over Champion Nominees
	Determine eligibility as specified in the award criteria
	Unload an Organization Logo
QUESTI	DNS: <u>AVARDSIME ORG</u> Publish Date: January 02, 2024 Page 5 of 75





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.





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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.

Smarter Select					
		Cign into your Account			
		Sign into your Account			
		Email Address			
	L.	Password	SHOW		
		Sign In			
	G	Sign in with Google			
		Forgot your Password?			

*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

Nomination Form Elements	Notes
Nominee information**	 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.
Nominator information**	 Make sure the contact information is correct.
Years of Experience	 Attach the completed Experience Calculator
Recommender Information**	 Make sure the contact information is correct. Select the relationship of the recommender to the nominee. Note that certain awards have required specific relationships.
Biography	 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.
Formal Statement	 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.
Professional Headshot	 Verify the image meets the specified requirements
Resume or CV, or SWE Resume (if required)	 pdf format; Verify the document meets all the requirements on the nomination checklist.

*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 awardsrelated emails, check you spam/ junk folder. If still no emails, contact <u>awards@swe.org</u>



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 conformation statement
- Confirm "I Agree"
- Click "Submit"
- Check your email for confirmation

commination
Check below if you agree with these points:
1. This package was developed for the Society of Women Engineer Achievement Award.
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.

Confirmation

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





Overview of the SWE Awards Program Choosing which SWE Award to apply for **Experience Calculator** Preparing to Apply for a SWE Award **Disqualification Criteria** Submitting your nominiation online Award Notifications Summary Appendices

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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





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Training Outline

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 <u>https://swe.org/awards/swe-awards-program/</u>





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 <u>awards@swe.org</u>



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 <u>https://swe.org/awards/swe-awards-program/</u>
 - Talk to previous applicants and nominators
 - Reach out to SWE groups such as Affinity Groups, Corporate Employee Resource Groups, Sections/ Affiliates/ MAL, etc.
 - Email <u>Awards@swe.org</u>





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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-W	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
-39	6	Submitting your nominiation online

7	Award	Notifications
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Summary 

#### Appendices

9.1	Frequently	Asked	Questions	(FAQs)
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#### 9.2 SmarterSlect Navigation Guide

**Training Outline** 







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6	Submitting your nominiation online
7	Award Notifications
8	Summary
9	Appendices
	9.1 Frequently Asked Questions (FAQs)
	9.2 SmarterSlect Navigation Guide



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4	Preparing	to	Apply	for	а	SWE	Award
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Overview of the SWE Awards Program

Choosing which SWE Award to apply for

**Training Outline** 

5	Disqualification	Criteria
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6	Submitting	your	nominiation	online



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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





Created with mapchaf.net

Awards Mapping from SWE Individual Awards

Awards Track	Previous SWE Individual Award	Current SWE Award		
	Achievement	Achievement		
	Suzanne Jenniches Upward Mobility	Suzanne Jenniches Upward Mobility		
	Entrepreneur	Entrepreneur		
	Resnik Challenger Medal	Resnik Challenger Medal		
Academia,	Prism	Prism		
Management &	Emerging Leader	Pathfinder		
Technical	Rising Technical Contributor	Rising Technical Contributor		
	Distinguished Engineering Educator	Distinguished Engineering Educator		
	Emerging Engineering Educator	Engineering Educator		
	Global Leader	Distinguished Global Leader		
	Emerging Global Leader	Emerging Global Leader		
	Advocating Women in Engineering	Advocating Women in Engineering		
Advocacy	Spark	Spark		
,	Rodney D. Chipp Memorial (Individual)	Rodney D. Chipp Memorial (Individual)		
	Rodney D. Chipp Memorial (Company)	Employer Champion		
	Distinguished Service	Distinguished Service		
	Distinguished New Engineer	Distinguished New Engineer		
	Outstanding Collegiate Member (as a	Outstanding Graduate Student Member		
C\\/E	Graduate Student)			
SVVE	Outstanding Collegiate Member (as an	Outstanding Collegiate Member		
	Undergraduate Student)			
	Outstanding Counselor	Outstanding Counselor		
	Outstanding Faculty Advisor	Outstanding Faculty Advisor		

## 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 Societylevel 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 Societylevel 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.

## 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**

INDIVIDUAL	WE LOCAL	MISSION/CULTURAL
<ul> <li>PROFESSIONAL</li> <li>Achievement</li> <li>Advocating Women in Engineering</li> <li>Distinguished Engineering Educator</li> <li>Distinguished New Engineer</li> <li>Distinguished Service</li> <li>Diversity, Equity, &amp; Inclusion Program</li> <li>Emerging Engineering Educator</li> <li>Emerging Global Leadership</li> <li>Emerging Leader</li> <li>Entrepreneur</li> <li>Fellow Grade</li> <li>Global Leadership</li> <li>Global Team Leadership</li> <li>Patent Recognition</li> <li>Prism</li> <li>Resnik Challenger Medal</li> <li>Rising Technical Contributor</li> <li>Rodney D. Chipp</li> <li>Spark</li> <li>Suzanne Jenniches Upward Mobility</li> <li>Work/Life Integration</li> <li>COLLEGIATE</li> <li>Outstanding Collegiate Member</li> <li>Outstanding Faculty Advisor</li> <li>Outstanding Counselor</li> </ul>	<ul> <li>PROFESSIONAL</li> <li>WE Local Legacy</li> <li>WE Local ELITE</li> <li>WE Local New ELITE</li> <li>WE Local Integrator</li> <li>Engaged Advocate</li> <li>COLLEGIATE</li> <li>Rising Star</li> <li>Guiding Star</li> <li>GROUP</li> <li>Outstanding Outreach Event</li> <li>Outstanding Professional Development Event</li> <li>Joint Professional/Collegiate Event</li> <li>Diversity, Equity, &amp; Inclusion Partner</li> <li>Sustaining Benefactor</li> <li>Group Growth</li> <li>Group Retention</li> <li>OPTIONAL AWARD</li> <li>WE Local Pieronek Memorial Public Policy Grant Award</li> </ul>	<ul> <li>Motorola Foundation Multicultural Awards (Professional)</li> <li>The Boeing Company Multicultural Awards (Collegiate)</li> <li>SWE Mission Awards</li> <li>Membership Growth</li> <li>Membership Retention</li> </ul>

3	Experience Calculator
4	Preparing to Apply for a SWE Award
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5	Disqualification Criteria
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**Training Outline** 

Overview of the SWE Awards Program

Choosing which SWE Award to apply for

## **1. Open the link for the selected award**

#### Achievement Award

Apex

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

#### OBJECTIVE

- · This award is the highest award given by the Society of Women Engineers.
- This award honors an individual who identifies as a woman, who has made significant and progressive technical
  contributions for at least twenty (20) years in the fields of engineering, engineering education, engineering
  technology, or science related to engineering. The nominee's academic training may be in either science or
  engineering.
- A maximum of one (1) award may be presented annually.

#### QUALIFICATIONS

The nominee must:

 Have at least twenty (20) years of increasingly important engineering experience indicating outstanding competency and achievement by March 1 (see <u>Appendix V</u>).

SWE membership is not required.

#### SELECTION CRITERIA

- <u>60% Technical Achievements</u>: Discuss the significance of the achievements cited on behalf of the nominee and on the sustained contributions of the nominee to the fields of engineering, engineering technology, or science related to engineering.
- <u>30% Education, Publications and Other Activities</u>: Discuss the educational background and pertinent
  experience that helped contribute to the technical achievements and/or professional success of the nominee.
  Discuss any relevant publications, speaking engagements, research, patents, and participation on any industry
  committees or activities that contributed to the successes of the nominee.
- <u>10% Leadership Activities and Community Involvement</u>: Discuss the nominee's leadership as a role model
  to inspire others to attain high levels of accomplishment and how they have created a nurturing environment for
  women in the workplace. Explicitly describe mentoring and/or sponsoring activities. Discuss the nominee's
  participation in business, professional, technical, community, and/or civic organizations. Include instances
  where the nominee was leading an activity or group.

#### NOMINATION CHECKLIST

#### Apply for Achievement Award

Complete the SWE Awarde Nomination Checklist

https://app.smarterselect.com/programs/89949-Society-Of-Women-Engineers

Demographic Survey

- Formal Statement (Maximum 3,500 words)
  - o Include the following sections with clearly identifiable section headers:
    - Introduction
    - Technical Achievements
    - Education, Publications, and Other Activities
    - Leadership Activities and Community Involvement
       Conclusion
- Supporting Letters (4 Letters) Completed by Due Date
- Resume or Curriculum Vitae

#### QUESTIONS: AWARDS@SWE.ORG

Page 20 of 75

Publish Date: January 02, 2024

#### Unique link for each award





# 2. Check if the correct award link is selected

## **Society of Women Engineers** FY24 Achievement

#### Award

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

#### Preview

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** 

#### **Award Name**



### 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

#### Society of Women Engineers FY24 Achievement Award

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

#### Preview

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

Create a new application

**Continue existing 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 Information




### 6. Complete the Nominator Information

Nominator Contact Information	
Nominator Name *	
Nominator Phone *	
	* North America 🔻
Nominator Email *	
Nominator Mailing Address Line 1 *	
Nominator Mailing Address Line 2	
Nominator Mailing Address City *	
Nominator Mailing Address State *	
Nominator Mailing Address Postal or Zip Code *	

Make sure the information is current and correct.

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





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





### 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).
  - Ctrt_V to paste it into the SmarterSelect text box.
- Copy plain text from a text document to SmarterSelect.
- Use SmarterSelect tool for formatting.



### 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 *

swe

**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. *

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& <u>A</u> - <u>A</u> - <u>7</u>	- ×					
				POWERED	BY TINYMCE "	
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.



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 Engineer 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.

Double check the name of the intended award



### Smarter Select

Society of Women Engineers FY24 Achievement Award

#### Dear Jamie Rhoads,

We have sent to the following contact the request for Nominee Information:

First Name: Jamie

Last Name: Rhoads

Email Address: jamie.rhoads@swe.org

We encourage you to notify the recipient that they should have received an email requesting their response. If our e-mail was not received in their Inbox, please ask them to check their Junk folder to see if our e-mail was mistakenly placed there.

You will receive an e-mail when the recipient successfully submits your recommendation or information.

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

Thank you, Society of Women Engineers

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

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

#### Smarter Select

#### Dear Jamie Rhoads,

You have completed your part of the application to Society of Women Engineers FY24 Achievement Award, but it is not yet completed application. Your application is currently in the Pending status and has the following required online information request(s)

Supporting Letter #4

James Rhoads at jamie.rhoads@swe.org

Supporting Letter #1

Jamie Rhoads at jlrhoads13@yahoo.com

#### **Recommender Email**

You will receive a confirmation email for each information request that is completed and received. Once every request has been received and appropriately attached to your application, you will receive a final confirmation email notifying you that your application has been successfully completed and submitted..



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

Smarter Select

application.

My Applications Jamie Rhoads There is a View Details button that will appear when you hover over the Incomplete a. Will show incomplete if the submit button has not been selected. Status

- b. Will show <u>submitted</u> if the submit button has been hit, but the nominee or required recommenders have <u>not</u> 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.







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

Nominee Information		
Request Status	Resend Request	
Pending		
Request Sent		
01 02 2024 12:51 PM	Supporting Letter #1	
Request Received	Doguoct Status	
Pending	Pending	Resend Request
Your application will not be considered complete until this Information	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	ved from the Contact.





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







# **15. Final Confirmation**

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.



# **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:

From Jamie Rhoads <automated email@smarterselect.com> Date: 1/2/24 12:50 PM (GMT-06:00) To: jthoads13@yahoo.com Subject: [Society of Women Englission from You

#### Smarter Select

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.smarterselect.com/recommender/ 68c482ce78e939ad54ab4e0c16da1d58

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. *

	đ	Submit Recommendation	×
	POWERE	Once you submit your information request, you cannot return to edit it. C Submit to submit this information request. The applicant will be notified that this request has been completed.	lick via e-mail
Submit or <u>Save &amp; finish later</u>		Submit Cancel	
swe		Aspire / Advance / Achieve	