HOW TO PREPARE A WINNING NOMINATION PACKAGE

HOW THE SELECTION PROCESS WORKS
The selection panel members are drawn from professionals and leaders in the science engineering and technology fields. Members represent a wide cross section of industry, academia and government sectors.

They meet over two days to review, discuss and rank the applications submitted. Groups of three to five members are assigned specific categories of applications to review. Each member in the group reviews one or more award categories. Individual panel members use the first day to review each of the application assigned to his or her group and assign a score from one to five to each application.

On the second day, this process continues until mid-day at which point, each group identifies the five strongest candidates in each category in preparation for a general session and working lunch where a representative from each group presents the group's finalists. The representative defends and explains the group's recommendations.

In this session, selection panel members are have the opportunity to review and comment on the finalists. The diverse panel members is given the opportunity to use his or her expertise to weigh in on or in many cases to offer clarity to the significance of information contained in the candidate's application. Selection panel member familiar with a candidate must recuse him or herself from ranking the candidate, but is allowed to offer information about the significance of accomplishments during the open discussion.

After all candidates are ranked, the selection panel's recommendations go on to an executive subcommittee, which makes the final decision. In the sub-committee, the top ranked applicants and the selection committee comments are reviewed. The objective of the subcommittee is to finalize a list that is representative of the African-American technical community.

WHAT WE LOOK FOR IN EACH NOMINEE
Quality of submissions is extremely important in the nomination process. The selection panel should feel the nominator has taken the process very seriously. A one or two-page application package does not make the first cut. Neither does a packet that includes reams of documents and nothing of substance about the candidate.

The selection panel is looking for role models, people who can excite both young people and professionals. They look for "first African-American" stories. If a nominee is unique, a first, or one of a few African-Americans in his or her field, then the panel takes a hard look at the reasons that nominee broke the barrier.

Another thing that they look for is the level of responsibility. Most panel members appreciate power attained. If the nominee manages several million dollars, a large staff, and reports directly to top management, then you will want to present that information.

Since panel members are not especially familiar with the nominee's company, they no way of knowing how the nominee fits within the organization. You should include an organization chart that shows how the nominee fit in the organization

Equally important to the selection panel is the prospect that an award will positively impact a nominee's career. If a nominee is a promising young professional and is on the fast track within that organization, you want to take that into consideration in preparing the nominee's package. In short, the selection panel looks at four important factors:
1. *The nominee is unique, and is a pioneer in his or her field.*
2. *The nominee has substantial financial and management responsibility.*
3. *The nominee is respected within the organization and is expected to make substantial contributions.*
4. *The nominee is an innovator in technology or management of technology or both.*

WHAT HELPS DETERMINE A WINNER

In all categories, letters of recommendation from managers and executives within the hierarchy of the nominee's place of employment weigh heavily in the committee's consideration of the impact of the nominee's achievements. Descriptions of the scope of the nominee's responsibilities, effect of the achievements on the company or facility, breadth of community outreach activities, and effect on other minorities seeking science and technology careers are very important. Letters describing responses by community leaders and other interested parties to the nominee's activities and achievements also will be considered.

Each nomination package should also include the following items in uniform order. Faxed or copies of nomination packages are not acceptable and will be returned to the nominator.
1. Reason for nomination (one or two page document)
2. Nomination form (type or print legibly)
3. Current biography or resume
4. Full job description or curriculum vitae
5. Organizational Chart
6. Papers and articles by and about the nominee
7. Letters of recommendation
8. Other significant supporting materials (i.e. patents, awards, etc.)
9. Recent color photograph - Acceptable format includes the following:
   - Hard copy photographs – maximum size 8"x10"; minimum size 5"x7"
   - Digital photographs – High-resolution only. Minimum 300 dpi resolution. EPS, JPEG, or TIFF format. Minimum size 5"x7".
   - Color 35mm slides
   - Please note that carbon copies of photos will not be accepted

REASON FOR NOMINATION
The first document of the nomination package should be a one or two page letter by the nominator, clearly stating why the candidate is being nominated. Please be aware that the higher the level of the nominator, the greater the impact. The letter should spell out why the candidate should be recognized in the selected award classification. It should discuss as well the impact of the candidate's contributions to the company and give some idea of the value to society of the candidate's performance, on and off the job.

CURRICULUM VITAE/RESUME
The panel looks for a career path, as well as important technical break throughs.

JOB DESCRIPTION
The panel knows nothing about the candidate's field. Look for a job description that explains his or her work experience. Why is it important? Is it groundbreaking? They look for a job description should distinguish the nominee.

ORGANIZATIONAL CHART
Who is the candidate? How important is he or she within the organization? An organizational chart should give the selection panel an idea of where the nominee fits within his or her department and organization.

LETTERS OF RECOMMENDATION
Again, this is an impact issue. Although the selection panel will not penalize candidates without letters of recommendation, letters from a well-placed person can mean a lot. Letters from others outside the organization, who know about outside activities or about the value of the person's contributions in the field, are also helpful.

PAPERS AND ARTICLES
The selection panel respects research. Because it is very unlikely that the selection panel will have time to read the material, we have asked nominators to enclose a brief summary highlighting the main points of each article.

OTHER SUPPORTING MATERIAL

Present personal history information explaining the candidate's background, struggles and achievements, awards or certificates received, patents received or pending.

Black Engineer of the Year Award Categories

#1 - Professional Achievement

A person who is a highly, experienced professional well past mid-point in his or her career, who has made significant achievements in a science, engineering or technology title in industry or government. Here, the specific degree earned is less relevant than the significance of the work and the nominee's achievements as a role model and leader for other minorities in the field. **Nominees will be considered separately for Professional Achievement in Government and Industry.**

- ? *Uniqueness of nominee's obtained goal*
- ? *Discipline required to achieve the nominee's level of performance*
- ? *The nominee's triumph over obstacles in the field*
- ? *The nominee's potential as a role model for youth*

#2 - Career Achievement

A person who may be at the midpoint or beyond of his or her career, but is not close to retirement age, who has made significant achievements in engineering titles in industry or government. Here again, the committee looks less at the degrees earned than at the body of work by the nominee, its broad, social and economic value and impact, and the nominee's performance as a role model and mentor for minorities in technology. **Nominees will be considered separately for Career Achievement in Government and Industry.**

- ? *Uniqueness of the nominee's obtained goal*
- ? *Discipline required to achieve the nominee's level of performance*
- ? *The nominee's triumph over obstacles in the field*
- ? *The nominee's potential as a role model for youth*

#3 - Outstanding Technical Contribution

A person working technological functions, who has designed, developed, managed, or assisted in the development of a product, service, system, or intellectual property that is a substantial achievement is the prime consideration, regardless of title or degrees earned. The committee is looking for broad impact, and high value to society as a whole. **Nominees will be considered separately for Outstanding Technical Contribution in Government and Industry.**

- ? *Uniqueness of the development*
- ? *Innovation of the development*
- ? *Design*
- ? *Social and/or economic value of the development*

#4 - Education

This category contains four sub-categories: 1) Promotion of Higher Education,
2) Corporate Promotion of Education, 3) College Level, 4) Secondary/Elementary Level Education. Here, the panel looks at the nominee's participation in promoting minority educational advancement by means that can serve as examples to others.

Promotion of Higher Education

This award is given annually to an educator who either sets new standards of excellence in teaching, or opens the way to better access to higher education for minorities. The selected may be a professor, and administrator or an organizer of initiative to promote better funding and industry support for African-American undergraduate and graduate students.

- ? *The success of the program(s) at the nominee's organization*
- ? *The impact of the program(s) on schools, colleges and universities with which the nominee's organization interacts*
- ? *The relevance of the program(s) to the needs of society*
- ? *The impact on undeserved minorities seeking careers in science and engineering, at the nominee's organization and elsewhere*
- ? *The nominee's effectiveness in generating interest about engineering among minorities*

Corporate Promotion of Education

A corporate manager of education programs or other staffer from private enterprise who demonstrates an exemplary commitment to enhancing the opportunities for minorities in technology careers through education.

- ? *The success of the programs at the nominee's company*
- ? *The impact of the programs on schools, colleges and universities with which the nominee's company interacts*
- ? *The timeliness of the programs to the needs of society and the corporate and public sectors*
- ? *The impact on under-served minorities seeking careers in science and engineering, at the nominee's company and elsewhere*
- ? *The nominee's effectiveness in generating interest about engineering among minorities*

#5 - Community Service
A person who has demonstrated leadership in the Black science engineering and technology community through volunteer work, contributions, and other activities that are not included in his or her job.

- ? *The nominee's potential as a role model*
- ? *The time and energy the nominee devotes to serving the community*
- ? *The nominee's efforts to promote engineering or to other professional development through community service*

#6 - Student Leadership
Here is an undergraduate student who has demonstrated leadership in engineering through personal accomplishments and developments, as well as promoted science, technology and Black self-reliance. Nominees will be considered separately for student leadership as undergraduates and as graduate students.

- *The nominee's extracurricular activities*
- *The nominee's academic achievements*
- *The nominee's potential to serve as a role model for minority youth*
- *The nominee's positive effect on opportunities for future students*
- *The uniqueness of the nominee's contribution.*

#7 - GEM Student Leadership/GEM Outstanding Young Alumnus (Gem Graduate)
- *Letters of recommendation from faculty, administrators and/or managers and executives within the hierarchy of the nominee's organization*
- *The impact of the nominee's responsibilities*
- *Effect of the nominee's achievements on the company or facility*
- *Breadth of community outreach activities*
- *Effect on other minorities seeking science and technology careers*

#8 - Most Promising Engineer or Scientist
A person must be an engineer or scientist in the early years of his or her career, who demonstrates tremendous potential for future technical contributions.

- ? *The uniqueness of the nominee's contributions to the organization*
- ? *The nominee's leadership abilities and initiative*
- ? *The nominee's professional and technical achievements*

? *The nominee's potential for advancement*

#9 - Technical Sales and Marketing
This award goes to a person who is combining technical expertise with marketing skills in a high-level position. The selected not only sells the products of cutting-edge technology, but also participates in development of product lines and of marketing plans on a national and international scale.

- ? *Deep understanding of technology, regardless of degrees earned*
- ? *Strong background in marketing the technology*
- ? *Major role in product decisions, market strategy, and pricing decisions*
- ? *Major impact on the company's profitability*

The Black Engineer of the Year Award (Nominators may not recommend a nominee for this award)

The Black Engineer of the Year is selected from the top candidates submitted in all categories. Recommendations are made by the selection panel from the list of finalists submitted during the open discussion. This award is for overall leadership as well as for technological achievement. The selected will be a leader working in any area of science, engineering and technology, whether that person is primarily involved in research, technology development or technology management. Engineering has changed greatly over the last several decades, so that today's engineer must be prepared to integrate scientific knowledge and engineering techniques from multiple disciplines to succeed. Computers and the economy have so reshaped the engineer's work that today's technology leaders frequently find themselves managing multi-skilled teams and wrestling with complex business, financial and legal problems to accomplish their goals. What the Selection Panel is looking for here is a person who not only exemplifies technical excellence, but also a person whose activity, responsibilities and visibility allow him or her to demonstrate leadership on a broad front.