

# 2019 - Engineer of the Year Award Nomination Form Checklist

Updated October 30, 2018

1. Submit your application and nomination package electronically no later than Friday, January 18, 2019 **in pdf format only** to [skelley@sanbornhead.com](mailto:skelley@sanbornhead.com). Electronic transmissions received after the January 18, 2019 deadline will not be reviewed by the Selection Committee.
2. Provide a brief biographical sketch of employment and experience since formal education.
3. Each nominee shall submit detailed information that addresses the EOY selection criteria stated herein and in the Nominee Ranking Form. The nominee should present her/his application responses in the order and format that follows and conforms to the outline and the Nominee Ranking Form.
  - A. Education and Collegiate Achievements:  
Include undergraduate and advanced degrees (date, major, institution), honorary societies (society, office held) scholastic awards, organizations (name, office held), and other activities.
  - B. Professional and Technical Society Activities (national, state and chapter levels):  
Include list of offices held and committee assignments, and awards at each level.
  - C. Continuing Competence:  
List graduate studies (courses, dates) short courses and seminars, and papers published (article, journal, and date).
  - D. Engineering Achievements:  
Include current position (title, company or institution), responsibilities (number of subordinates, annual budget), accountability (position, function, nature of challenge) patents applied for and awarded.
  - E. Professional Experience and Engineering Contributions:  
Provide dates of employment, employer/location, and description of duties. Describe specific engineering contributions and/or advancements made by the nominee over the recent past. Lifetime achievements may be substituted for recent achievements.
  - F. Civic and Humanitarian Activities:  
Include a listing of participation in civic and humanitarian activities, offices held and committee assignments.
  - G. Public Stature:  
Describe how the nominee has achieved public stature in the eyes of those outside the engineering profession for professional and civic achievements.
4. To help the EOY/YEOY Selection Committee do the best possible job, we recommend that the nomination packages contain specific and detailed information in the areas of "Engineering and Professional Achievement" and "Professional Experience and Contributions." The types of information, which should be described in narrative form, include:

EOY:

  - Strategic responsibilities and impact to the business or enterprise
  - Supervisory responsibilities or technical leadership responsibilities
  - Financial responsibilities and impact to the business or enterprise
  - Substantive, unique, or novel engineering contributions
  - Advancement of the business or enterprise
  - Benefit to clients

It is important to list not just projects on which the nominee has worked but the significance of the project and his/her contributions to the project. Several well-chosen items, more fully described, are more helpful to the Selection Committee than a longer list with little or no description.

- 5. Nominee must be a licensed Professional Engineer in the State of Vermont.**

# Engineer of the Year Award Nomination Form

Please Print or Type

Nominee: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Licensure: \_\_\_\_\_  
State Classification License No.

Nominee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Society Sponsor: \_\_\_\_\_

Sponsor Representative: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

*Please refer to nomination checklist for additional information that should accompany this nomination form.*