2020 - Engineer of the Year Award
Nomination Form Checklist

Updated October 20, 2019

1. Submit your application and nomination package electronically no later than Friday, January 17, 2020 in pdf format only to jbenson@dubois-king.com. Electronic transmissions received after the January 17, 2020 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.**
Please Print or Type

Nominee: ___________________________________ Date of Application: ____________

Home Address: ______________________________________________________________
____________________________________________________________
____________________________________________________________

Daytime Phone: _______________ E-mail: __________________________________________

Licensure: _________________________________________________________________
State Classification License No.

Nominee’s Signature: __________________________________________________________ Date: __________

Sponsoring Society: __________________________________________________________

Sponsor Representative: _______________________________________________________

Representative’s Signature: ____________________________________________________

Address:
____________________________________________________________
____________________________________________________________
____________________________________________________________

Daytime Phone: _______________ Email: ________________________________________

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