



Sample Leadership Awards Nomination

Category: Rising Star

Purpose: To honor a woman in the beginning stages of her career who has demonstrated exemplary leadership traits.

Eligibility: A woman with 10 years or less experience in a technology-related field, who works for any public-sector, private-sector or non-profit organization, including a teaching or administrative position in an educational institution. *She does not need to be a WIT member.*

Ideal Candidate: A woman who is a rising star with high potential for future advancement. She has distinguished herself from her peers, consistently exceeding performance expectations for her level. She contributes to the community and satisfies all selection criteria.

Overall Eligibility Requirements

- ◇ Nominees must be women who work in or support the technology industry.
- ◇ Nominees **must live and work** in Northern Virginia, Maryland or Washington, D.C.
- ◇ If selected as finalists, we ask that all nominees attend the Awards Banquet.
- ◇ Nominees must be amenable to press coverage.

The finalists will be announced in Q1 of the awards year, and every nominee will be informed if she has been selected as a finalist. One award will be made in each category.

Nomination Process

In the automated nomination process you will be asked to provide basic identifying information about the nominee and yourself as her nominator (organization, title, etc.).

You will then be prompted to provide evidence for each of the criterion listed below. You are given up to 2,000 characters to describe how your nominee meets or exceeds each criterion. You improve your nominee's chances of selection for the award if you provide specific examples of the ways in which your nominee has met this criterion rather than making generalized statements.

Remember this is an award with a particular focus on how women of achievement have led and mentored others to be successful in their careers. Both aspects must be addressed. You should include evidence to support each of the criterion in the appropriate category. You will also have an opportunity to attach the nominee's resume or bio if available to you.

Selection Criteria

Nominees will be judged based on the specific evidence provided within the nomination form that demonstrates their embodiment of WIT values. You will be asked to provide discrete, specific examples of what your nominee has achieved and how your nominee has demonstrated that she is an example of these values:

Leadership (35% of total score)

Leading and/or Empowering Others to be Architects of Change in the Technology Industry

Achievement (30% of total score)

Achieving Success in a Technology Field or an Organization in the Technology Industry

Mentorship & Community Engagement (30% of total score)

Advancing Women in Technology "from the Classroom to the Boardroom"

Leadership

Please describe the nominee's role, vision and the work for which they are being nominated. The accomplishment must have happened during the past calendar year. Please describe complexity and scale of achievement, as well as leadership style.

[Nominee Name] has been a rising star in our department since she came aboard. Since starting as an entry level [position title], she has taken every opportunity (and even created some opportunities) to contribute to the growth and progression of her own career and to support the same in others. She has set a great example for many of her colleagues (and now direct reports) with her drive and positivity in the workplace and the steps she has taken to shape and advance her career here at [Company Name]. She regularly interviews various leaders she is working directly and indirectly with within our group and in our various offices to get good perspective on the traits that she can adopt from them and utilize in her own day to day life and she has used every opportunity to share those thoughts and nuggets of advice with others within the group. I have seen some of her own staff and those who work alongside her follow in her footsteps and step out of their own comfort zones to solicit the same type of guidance from various leaders within the company, including herself. She has been working with our department's leadership to help create more opportunities for our staff to explore the various opportunities for career growth and progression, by coordinating with our training and HR department to hold training sessions and workshops to help share technology and other professional development focused topics to the staff. She is a solid leader and a good example for the new folks we have been bringing into our department in how to properly take ownership of your career and how to utilize your resources best to help achieve your goals.

Achievement

Please detail the nominee's impact with evidence-based support. Include financial performance, technology transformation KPIs and other quantifiable indicators of success.

As [Nominee Name]'s former manager, I can say from first-hand experience that she demonstrates a high level of dedication and competency in her work and career development. She had surprised me a few times by scheduling meetings with me to solicit feedback regarding her work, something that many entry level folks would never consider doing. At one point after our department had announced that I would be transitioning into a new role and that the opportunity to take on some of the responsibilities I would be relinquishing was now available, she came to me asking what it would take for her to pursue a position that would allow her to assume some of those responsibilities; as they were things she was interested in exploring, and what steps she could take to prepare herself for a position like that in the future if she wasn't ready for it now. I believe that was a fairly bold step for her to take, but I was very happy she did as it showed me she truly wanted to better herself and test out her own strengths and weaknesses. Shortly after, she interviewed for that position and was selected to be a personnel manager. In this new capacity, she has taken many opportunities to speak up/out in our management in meetings about things she feels could be improved or modified to better serve the needs of the department, our staff, our clients, and the projects we work on. Many times in meetings with the senior leadership of our department, [Nominee Name] has brought up ideas and offered solutions to some of the challenges we face; in a very positive and constructive way, which our whole management team appreciates. She is a clear example of someone who wants to be a part of the change she wants to see and as a result she is being recognized as one of the rising stars/leaders in our group and being given the authority to help make some of the changes she proposes. As an example, she will be leading a committee of folks from our department to help increase communication and transparency between the staff and management and help foster a more collaborative environment within our group.

Mentorship & Community Engagement

Please detail how the nominee is an exemplary role model/advocate. How has she used her leadership skills to act as a mentor, sponsor or advocate, helping women envision or advance in their careers? Please also include any community/civic involvement.

[Nominee Name] has mentored students and a number of her peers and direct reports with her experience and knowledge. She is involved with [County Name] Public Schools through a former teacher she had and works to collaborate with the department head to provide opportunities for students to learn more about the [Name of Industry] industry, as well as general professional development lessons and tips/tricks she has learned throughout her school and work experience, which has been very well received. [Nominee Name] regularly works with other women in our department to provide information to all the women in our department regarding opportunities to get involved in Women in STEM and Women in GIS events and activities. She has hosted discussions with some of the women in our group to discuss these types of topics and how to best utilize those organizations and resources and has even gone as far as to offer her time to the staff in our group to attend those meetings and activities with them if they would prefer not to go by themselves. She spends part of her time during the week meeting individually with staff members and discussing what their career interests and ambitions are and offers them concrete advice on how to achieve them. She also works to connect her staff with managers in (and outside) the department that might be better aligned with that particular staff member and can support their needs, so she helps open doors for them and connect them with the best available resources. [Nominee Name] is not only an advocate for the women in our group but all of our staff and works hard to shine a light on them to acknowledge and appreciate their efforts and accomplishments as well.

From the time [Nominee Name] joined our department, we have known she has a strong passion for community engagement and volunteering. As our department's representative for community engagement, she has helped plan multiple events from food drives to habitat for humanity home building projects. She is very interested in [Subject Matter] and recently submitted a proposal to the [Government Agency] to begin a global dialog about the ethical challenges and opportunities posed by the many [Type of Technology] technologies and data sources that are shaping our society, specifically regarding the use of [Type of Technology] technologies to create comprehensive gun reform. She was also the president of a nonprofit organization at [University Name] while she was an undergraduate student, called [Non-Profit Organization], which was an organization focused on preventing drinking and driving. [Nominee

Name] is continuing to work on ways in which she can engage with the community and utilize her geospatial/technology, and other passions, to give back.