

## Dear Nominator:

To help you organize information for the nomination form, please feel free to review the descriptive questions for each category. In addition to these questions, you will also be filling the multiple-choice **Pre-Qualifying questions** to begin the nomination process.

### Overview of Descriptive Questions: Nomination for Tribute to Women Category

This is just an overview of the questions in the main nomination form for the Tribute to Women Category. Please use the actual nomination form online to provide your responses.

- Describe the nominee's responsibilities (300 words or less)
- List three or more areas that differentiate the nominee from other leaders in the company
- List three activities (internal or external) where nominee demonstrates she is a successful role model (e.g. mentoring)
- Describe nominee's impact on the organization (e.g. growth, profitability, innovation) (100 words or less)
- Number of levels between the nominee and CEO/ highest ranking local officer of the company
- Nominee Reports to (Name)
- Nominee Reports to (Title)
- Number of years nominee has been employed with the company
- Total number of local employees in the company
- Total number of nominee's direct reports
- Total number of employees managed by nominee
- Does the nominee have global responsibility
- Percentage of total company/ business unit budget under nominee control
- (Optional) Nominee's operating budget

**Nominee Statement of Achievement (Not Scored):** In 50 words or less, please provide a statement of achievement that reflects the highlights from your responses above or any additional information about your nominee. **(Please Note: This statement will be printed in the Event Program)**

**Organizational Profile (Not Scored):** In 50 words or less, please provide a brief description of your company. **(Please note: This profile will be printed in the Events Program)**

## Emerging Leader Category

### Overview of Descriptive Questions: Nomination for Emerging Leader Category

This is just an overview of the questions in the main nomination form for the Emerging Leader Category. Please use the actual nomination form online to provide your responses.

- Please describe the nominee's current career field. Please state the number of years in the field
- Describe the leadership qualities demonstrated by the nominee. Please provide examples
- Discuss how your nominee has grown in her career and how she has demonstrated increasing responsibilities for leading in her organization
- Describe how your nominee engages others in her profession. This may include participating in associations, external organizations, mentoring others etc.
- Describe your nominee's contribution to the success of her organization

**Nominee Statement of Achievement (Not Scored):** In 50 words or less, please provide a statement of achievement that reflects the highlights from your responses above or any additional information about your nominee. **(Please Note: This statement will be printed in the Event Program)**

**Organizational Profile (Not Scored):** In 50 words or less, please provide a brief description of your company. **(Please note: This profile will be printed in the Events Program)**