



# PROFESSIONAL DEVELOPMENT AWARD

## Nomination Form

Please include this form with the candidate's nomination packet.

Please provide the following information:

Name of Employer: \_\_\_\_\_

Name & Title of Officer Responsible: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name & Title of Official Responsible for Engineering: \_\_\_\_\_

Briefly describe principal products or service: \_\_\_\_\_

Total Number of employees? \_\_\_\_\_

Total number of employees classified by job title as engineers ? \_\_\_\_\_

In the total given in item above:

How many are legally registered or licensed as professional engineers? \_\_\_\_\_

Engineers in training? \_\_\_\_\_

How many hold a bachelor's degree in any field of engineering? \_\_\_\_\_

How many hold a master's degree in a field of engineering? \_\_\_\_\_

How many hold a doctorate in any field of engineering? \_\_\_\_\_

Total number of personnel directly supporting the engineers.

Technicians \_\_\_\_\_

Draftsman \_\_\_\_\_

Clerical \_\_\_\_\_

Turnover rate among engineers during preceding 12 month period (do not include retirements, promotions, or intra-transfers) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## ENVIRONMENT

PLEASE ANSWER "YES" OR "NO" TO THE QUESTIONS CONCERNING EMPLOYER POLICIES AND PRACTICES WHICH PROVIDE A PROPER PHYSICAL, PROFESSIONAL, AND ETHICAL ENVIRONMENT IN WHICH THE ENGINEER CAN PRACTICE.

1. Are all engineering positions challenging, require incentive and/or originality and utilize the full talents of the engineer?   YES   NO
  
2. Are all persons in engineering positions provided adequate technical and administrative support in order that they will devote a majority of their time to professional practice?   YES   NO
  
3. Does management recognize the professional engineers' Code of Ethics and establish a policy that does not radically conflict with that code?   YES   NO
  
4. Are engineers encouraged to be active members in their professional and technical societies by:
  - a. providing on the job time to participate in activities?   YES   NO
  - b. allowing time off to attend meetings?   YES   NO
  
  - c. providing time to prepare and present technical papers?   YES   NO
  
5. Are engineers encouraged to develop leadership, public speaking skills and social contacts through civic activities?   YES   NO

Please indicate the number of engineering employees belonging to each technical and professional society. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## RECRUITMENT

1. In seeking engineers, does the announcement include educational and experience requirements, the type of work and duties and the approximate level of remuneration?

YES  NO

2. While interviewing prospective engineer employees, are they told about the scope of work, training programs available, opportunities and procedures for advancement and monetary benefits?

YES  NO

3. Do qualifications for all engineering positions include registration and/or EI certifications?

YES  NO

4. All other factors being approximately equal, is the registered engineer selected for recruitment or promotion?

YES  NO

5. Do you consider presently employed engineers first with respect to higher positions that are vacated?

YES  NO

6. Are engineers' professional attitudes and activities weighed in considering promotions?  YES  NO  
If so, is this fact made known to all the engineering staff?  YES  NO

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chapter: \_\_\_\_\_

Chapter Representative: \_\_\_\_\_ Date \_\_\_\_\_