

Women to Watch Award Nomination Form Sample

Emerging Leader Criteria

Note – It is important to include details under each item to demonstrate how the nominee has met each criteria within the past 5 years.

The submission of a resume and minimum of 2 and not more than 3 letters of recommendation (limit 1 letter of recommendation from current employer) are required.

Sample of prior submission:

Demonstration of leadership

- “NAME has demonstrated leadership, both within and outside of the workplace. As a Latina woman in the accounting profession she chose to demonstrate her leadership by becoming involved in the Association of Latino Professionals and other organizations influencing the Latino community, as well as mentoring and educating others about forensic accounting. NAME has been an active member of the organization since beginning her career in 2001. This included coordinating leadership panels, participating in career fairs, teaching at national conferences, and serving as an active mentor. She also serves as a mentor within the Firm encouraging individuals to pursue their professional credentials and advising on career choices.”

Contributions to the profession

- “NAME contributes to our profession every day with her outstanding client service, dedication to quality, and informal mentoring and training that she provides to our staff. Not only do I perceive that she provides outstanding client service, I have received numerous compliments from numerous clients on the phenomenal service that she provides and how much they enjoy working with her. Despite her relatively few years in public accounting, NAME has expressed a strong interest in teaching formal training classes for our staff and contributing to a trade publication. She is developing a plan and contacting the necessary people to make these aspirations a reality.”

Creation and implementation of unique initiative in the workplace

- NAME has developed and leads an industry-based community involvement team made up of members of our various functional businesses (audit, tax, financial advisory services and consulting) that plan and organize community involvement events for our people, most recent of which involved 50 professionals spending a day at the organization in the Central Park neighborhood landscaping a playground, painting classrooms and building benches.
- NAME was one of the participants in the pilot program for the firm’s Corporate Social Responsibility program. She also serves as an advisor to the program, making sure that the program meets its goals, which are to help businesses and entrepreneurs in developing countries build their business, create more jobs and operate successfully in a global market place.

Public or community service

Include details about organizations with which the nominee is involved; boards on which the nominee serves (both professional and community service focused); specific board or committee positions the nominee held and her accomplishments in those positions (projects created/completed, individuals served, funds raised, new services launched, etc.). Explain how her involvement in a particular public or community service organization made a difference.

- NAME is a champion within the Tax volunteer program, a tax assistance program that helps prepare tax returns for low income families, where she organizes student volunteers each year.

Involvement with her alma mater

Discuss activities with alma mater's alumni association; leadership/participation with organization's recruiting efforts at alma mater; classroom or other student-focused activities designed to educate students on the opportunities available in the CPA profession.

- NAME has achieved a Lifetime Member status with her alma mater.
- "As a recent graduate from teh University, NAME frequently represented the Advisory group, and more specifically the investigations practice. In addition, she is involved in the newly formed University attorney network."