
• I N S T R U C T I O N S , E V A L U A T I O N A N D E N T R Y F O R M •

An annual award to an engineer who has demonstrated ability in communicating meaningfully and consistently in matters of importance to professional and non-technical personnel, in formulating and defining purposes and objectives, in motivating others, in service to the engineering profession and the community, and specifically for the advancement of professionalism in engineering through management.

APPLICATION DATE: _______________________

CANDIDATE’S NAME: ____________________________

SPONSORING CHAPTER: __________________________

• I N S T R U C T I O N S

1. Entry Form should be typed, signed and dated by the candidate.

2. Additional data or information, coded by Section Number and Title which it supports, may be attached.

3. Attachments must be on single sided 8½ x 11 white paper suitable for reproduction.

4. Submit one copy.

5. Submit one (head-shot) photograph — for chapter and for state.

6. Society membership is not mandatory; however, such membership is weighed heavily in the final selection.

7. Application Form may be completed by Chapter Awards Chair or officer on behalf of the candidate.

8. Applications may be returned via US Mail: 220 NE 28th St., Room 145; Oklahoma City, OK 73105 or Email: ospeinfo@ospe.org.

• E V A L U A T I O N (Committee Worksheet “D”)

Chapter/State Awards Committees will use the following evaluation in rating candidates:

<table>
<thead>
<tr>
<th>SECTION NUMBER AND TITLE</th>
<th>MAX PTS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0 Education</td>
<td>5</td>
</tr>
<tr>
<td>3.0 Engineering Employment</td>
<td>10</td>
</tr>
<tr>
<td>4.0 Professional/Technical Society Activities</td>
<td>10</td>
</tr>
<tr>
<td>5.0 Community/Civic Activities</td>
<td>10</td>
</tr>
<tr>
<td>6.0 Management Performance</td>
<td>10</td>
</tr>
<tr>
<td>6.1 Employee Selections &amp; Development</td>
<td>15</td>
</tr>
<tr>
<td>6.2 Achievements &amp; Accomplishments</td>
<td>15</td>
</tr>
<tr>
<td>6.3 Motivation</td>
<td>15</td>
</tr>
<tr>
<td>6.4 Personal Initiative</td>
<td>10</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100</td>
</tr>
</tbody>
</table>

FOR CHAPTER COMMITTEE USE ONLY:

Chapter: ____________________________

Chapter Awards Chairman: ____________________________

Chapter Evaluation (points): ____________________________

Date submitted: ____________________________

FOR STATE COMMITTEE USE ONLY:

State Awards Chairman: ____________________________

State Evaluation (points): ____________________________

Date Evaluated: ____________________________
OSPE 2024 OUTSTANDING ENGINEER - IN - MANAGEMENT AWARD

• ENTRY FORM – Due to OSPE: April 15, 2024 •

1.0 PERSONAL DATA

NAME: __________________________________________________________

BIRTH DATE: ____ / ____ / ____

Last     First     Middle     Month     Date     Year

ADDRESS:

______________________________________________________________

Street                               City,                           State,       Zip

TELEPHONE: (____) ___________       FAX: (____) ___________         E-MAIL: _____________________

OKLA. REGISTRATION NUMBER: ____________________________

PE or EI Number

OTHER STATES REGISTERED IN:

______________________________________________________________

2.0 EDUCATION (5 Points Max.)

College/University and Postgraduate _____________________ Degree __________________ Date

______________________________________________________________

______________________________________________________________

______________________________________________________________

3.0 ENGINEERING EMPLOYMENT (15 Points Max)

PRESENT EMPLOYER: ____________________________________________

YEARS WITH EMPLOYER: _____        POSITION: ____________________________

BRIEF HISTORY OF ENGINEERING EXPERIENCE (Note previous employers/positions):
4.0 **PROFESSIONAL / TECHNICAL SOCIETY ACTIVITIES** (15 Points Max.).
Indicate membership (past and present), offices held, and awards received, including dates; services to the engineering profession, including talks and/or seminars on technical or management matters; and activities related to technical societies.

**PROFESSIONAL:**

**TECHNICAL:**

5.0 **COMMUNITY / CIVIC ACTIVITIES** (15 Points Max.).
Identify community and organization, and services performed.

6.0 **MANAGEMENT PERFORMANCE** (65 Points Max.).
Describe candidate’s performance, effectiveness and abilities in the following management areas.

.1. **EMPLOYEE SELECTIONS AND DEVELOPMENT** (15 Points).
   (a) Importance and significance of decisions concerning selection and development of technical employees.

   (b) Importance and significance of decisions concerning selection and development of technical support personnel.
(c) Importance and significance of decisions concerning selection and development of craft, clerical, and other types of personnel.

(d) Numbers of Employees under your supervision: _____ Supervising Engineers; _____ PE’s; _____ Graduate Engineers; _____ Technical Supervisors; _____ Technicians; _____ Clerical; _____ Other; _____ Total; _____ % Minority and Female Technical Positions.

2. **ENGINEERING ACHIEVEMENTS AND ACCOMPLISHMENTS** (25 Points — Self-written essays, suggested 500 words or less).

(a) Describing your greatest achievement(s) as an engineering manager; effectiveness as a communicator; descriptions of departments, etc.

(b) Describe your greatest challenge as an engineering manager.

3. **MOTIVATION** (15 Points).
   Ability to motivate others.

4. **PERSONAL INITIATIVE** (10 Points).

7.0 **PUBLICITY** Attach a brief bio (100 words or less) that can be used for publicity purposes in chapter and state level publications.

CANDIDATE’S SIGNATURE: ____________________________________________ DATE: ______________