

# Eagle Award Nomination Form

National  
Eagle  
Leadership  
Institute

NELI Discovers Leaders

RECOGNITION

RECRUITMENT

RETENTION



## The Heart to Lead

**LEADERSHIP.** It's the courage to begin. It's the passion and persistence to continue. It's the talent and tenacity to finish. It's the roads you choose, the mountains you move, and the example you set.

The *CareerFOCUS* Eagle Awards were launched in 1993 by *CareerFOCUS Magazine*, "The Magazine Leaders Read", to recognize brilliant executives who set a higher standard of leadership in both their business and community endeavors. It is one of corporate America's highest accolades in leadership achievement.

This year's award presents an opportunity to salute men and women who demonstrate *The Heart to Lead* and drive business initiatives with the highest degree of dignity, integrity and honor. Each of this year's winners, along with their nominating companies, will be featured in the November/December edition of *CareerFOCUS Magazine* and honored at the 16th Annual Red-Carpet *CareerFOCUS* Eagle Awards Gala on Friday, November 14, 2008 at the Westin Michigan Avenue Hotel in Chicago, Illinois.

## Instructions

The nominee should fill in the data below and complete the profile questionnaire as thoroughly as possible as it will be the only means of evaluation. Your responses will help NELI understand and evaluate your well-deserved nomination. Use attachments when necessary and include contact information at the top of each page. Answer all questions. Avoid references such as "see below" or "same as above", as such responses will be considered incomplete.

The official nomination form and all supporting materials should be submitted in one packet and mailed to NELI by June 10, 2008. All nomination forms must be accompanied by a professional headshot of the nominee. Review the back page of this form for answers to frequently asked questions and feel free to contact us at 913.317.2888 if we may be of assistance. Thank you for your participation and good luck!

## Nominee's Statement

### General Information

Nominee's Name: \_\_\_\_\_

Current Position/Title: \_\_\_\_\_ # of years held: \_\_\_\_\_

Company/Organization Name: \_\_\_\_\_

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

City & State/Zip: \_\_\_\_\_

Business Phone: (        ) \_\_\_\_\_

Fax: (        ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Core Business Conducted/Products or Services Produced: \_\_\_\_\_

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

City & State/Zip: \_\_\_\_\_

Home Phone: (        ) \_\_\_\_\_

Birthplace (City & State): \_\_\_\_\_

Birth Date: \_\_\_\_\_

Education: (degree(s) earned, year(s) awarded and name of granting institution): \_\_\_\_\_

\_\_\_\_\_

# Nominee's Profile Questionnaire

**Attach your responses to the following questionnaire in the order in which they appear below. The completeness and depth of your answers is vital to the selection committee's evaluation.**

## Career Profile

1. Describe your current responsibilities and how they impact your company's core business.
2. What new skills or proficiencies have you acquired within the past year to keep you abreast and competitive in the face of new trends within your industry or profession?
3. In terms of numbers, how many individuals and budgetary dollars do you manage?
4. Describe your current involvement in company sponsored activities and professional affiliations; list awards and other recognition received through your efforts.
5. Describe in detail any activity or situation related to your current position in which you have gone beyond the call-of-duty to assure success of the project.
6. What would you characterize as your professional "Key to Success?"
7. What or who inspired you to choose your career field? Explain.
8. What significant obstacles have you faced in your career development? Explain.
9. What impact has your presence made toward the success of your company and the people around you?

## Community Service Profile

10. List organizations (civic, community, political, ethnic, religious, social) in which you are actively involved. Briefly describe your affiliation, and list any awards & recognition received through your volunteer efforts.
11. In what community activity or situation did you go beyond the call-of-duty to assure success of the project?

## Personal Profile

12. What would you consider the most significant personal event of your lifetime? Explain.
13. Describe any personal challenge or life-changing adversity, and how you triumphed over it.
14. Tell us about a humorous experience in our childhood, youth, or as an adult.
15. What do you believe your life's purpose to be?
16. Outside of work, what is your greatest passion? What keeps you grounded?
17. Describe a situation in which you took a stand that was against popular opinion.
18. How does your personal life help shape your business philosophy?
19. Describe a time, either personally or professionally, that called you to muster *The Heart to Lead*.

## Company/Organization Profile

20. Describe your company's current efforts to develop, recognize, and retain high-performance leaders.
21. Describe how your company supports diversity and inclusion both internally and externally.

## Nominee's Authorized Signature

If selected as a *CareerFOCUS* Eagle Award winner, I understand that I will be appointed to the Eagle Roundtable—NELI's distinguished body of alumni Eagle Award honorees that serves as an external advisory council to NELI. I understand that my appointment requires my participation in a class project to be implemented by the Eagle Award winners in my class year. My class will select its project topic during this year's Eagle Class Meeting, and report at next year's Eagle Roundtable Forum.

If selected, I understand that I must be present at the 16th Annual *CareerFOCUS* Eagle Awards Gala and all supporting events scheduled from November 12–15, 2008 at the Westin Michigan Avenue Hotel in Chicago, Illinois.

If selected, I agree that I will be featured in this year's commemorative Eagle Award edition of *CareerFOCUS Magazine*. I understand that my profile will be written by the magazine's editors using only the data and narrative content provided within my nomination materials. I understand that the information provided (except that which I exclude from disclosure) may become public knowledge and that neither I nor my company will have the opportunity to review content prior to publication.

If selected as an Eagle Award winner, I/my company agree(s) to pay a one-time initiation dues of \$3,000 upon notification of my acceptance. The costs covered in this fee include the first year of my Eagle Roundtable Advisory Council membership dues, my Leadership Summit registration and a photo package featuring me at the Eagle Awards Gala. Following my initiation year, I agree to pay my second year dues in the amount of \$1,000, and continue at this rate for as long as I wish to receive membership benefits.

I submit that I have answered the questions herein firsthand and the content is accurate and complete. If selected, I hereby authorize the usage of my name, my company's name, professional headshot, video recordings, and published profile for promotional use in connection with the Eagle Awards Gala and NELI. I understand that my submission will not be returned.

Nominee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

(required for nomination to be considered)

# Nominator's Statement

Nominator's Name: \_\_\_\_\_  
Current Position/Title: \_\_\_\_\_  
Company/Organization Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
City & State/Zip: \_\_\_\_\_  
Business Phone: (        ) \_\_\_\_\_  
Fax: (        ) \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

1. In what capacity are you affiliated with your company's nominee, and why do you believe this person deserves to be an Eagle Award winner? Please respond on company letterhead, and attach to nomination form.
2. If selected as an Eagle Award winner, your nominee will be appointed to NELL's Eagle Roundtable, thereby becoming a national representative of both NELL and your company. Is your company prepared to sponsor your nominee's dues, participation in the Eagle Roundtable Leadership Retreat and full participation in NELL's three-day Leadership Summit and Eagle Awards program?  yes  no
3. If your company's nominee is selected as an Eagle Award winner, is your company willing to sponsor representatives to attend the Eagle Awards Gala along with your honoree?  yes  no
4. If your nominee is selected as an Eagle Award winner, NELL will ask your company to submit a video tape recording in which both the nominator and the awardee may be asked to discuss leadership and describe your company's commitment to diversity. Do you agree to facilitate your company's production and submission of this video?  yes  no
5. Is your company currently under agreement for a merger or acquisition? Do you anticipate such an agreement within the next eight (8) months?  yes  no

## Nominator's Authorized Signature

To the best of my knowledge, the information provided herein is true and complete.

Nominator's Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(Required for nomination to be considered)

## Corporate Liaison

This person will serve as an alternate contact for NELL. He or she should be in direct contact with both the nominee and the nominator, and have knowledge of your company's involvement in the Eagle Award nomination process.

Corporate Liaison's Name: \_\_\_\_\_  
Current Position/Title: \_\_\_\_\_  
Company/Organization Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
City & State/Zip: \_\_\_\_\_  
Business Phone: (        ) \_\_\_\_\_  
Fax: (        ) \_\_\_\_\_  
E-mail Address: \_\_\_\_\_



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# Nomination Criteria

## Frequently Asked Questions

### What is the National Eagle Leadership Institute®?

NELI is a premier leadership development network for African-American and Latino professionals and college students. NELI was launched in 1995 in response to corporate America's increasing focus on leadership and diversity in the workplace. We offer recognition, recruitment, and retention strategies to facilitate the success of culturally diverse professionals and the companies that support them. To learn more, please visit [www.NELI.net](http://www.NELI.net).

### Why did CareerFOCUS Magazine launch the CareerFOCUS Eagle Award?

The primary objective of the CareerFOCUS Eagle Awards Gala is to celebrate executive leadership that inspires. CareerFOCUS Magazine, "The Magazine Leaders Read", was established in 1988 as a leading source of information and inspiration for culturally diverse professionals in corporate America. CareerFOCUS' mission is to mentor professionals who champion extraordinary business results and practice a higher standard of leadership. At the same time, CareerFOCUS is a resource for employers who wish to recognize, recruit, and retain their best talent.

Since recognition is such an important part of one's success, CareerFOCUS Magazine launched the CareerFOCUS Eagle Award in 1993, to salute professionals like those who grace its pages—men and women whose records of performance inspire others to reach higher standards of leadership. The mission of CareerFOCUS Magazine and its namesake award are one in the same.

### How do past participants describe the experience?

Recipients of the CareerFOCUS Eagle Award have compared the Gala experience to the Academy Awards. The Gala is a red-carpet, black-tie affair, where the award recipients are made to feel exceptionally special. The experience includes an opportunity to enhance personal leadership strategies through a series of seminars presented the day before the Gala, a full-page profile published in CareerFOCUS Magazine, and most important, the privilege to connect with like-minded professionals who have also received the Eagle Award. According to recipients, the most valuable part of receiving this award is the instant network and the opportunity to mentor others. The CareerFOCUS Eagle Award is more than an award. It's an opportunity to do good while doing well, to develop a life-long, executive network, and to affect strategic changes in corporate leadership and diversity.

### Who should be nominated for the CareerFOCUS Eagle Award?

High-performance executives who demonstrate consistent leadership achievement in their careers, and exemplify a passion for their communities, should be nominated for the Eagle Award. Anyone who has made an outstanding contribution to his or her company while upholding the highest degree of ethical standards, is eligible for nomination. Nominee's should have worked in their career field for at least two consecutive years, and anticipate continued professional development within their nominating company/organization. Nominees must be African-American or Hispanic/Latino professionals.

### What position or title characterizes most Eagle Award nominees?

Nominees generate from a wide spectrum of disciplines and industries. Often, one's title depends on the company's internal hierarchy or flow chart. Our judges note that a director in one company may have the same responsibilities as a vice president in another company. Most nominees are vice presidents. Many are executive vice presidents or partners, while still others are general managers or directors. Apart from one's title, your nominee should be accountable for individuals, projects, and an annual budget, and positively impact your company's bottom line and core business.

### Who typically submits the nomination on their company's behalf?

Nominations are typically submitted by one's chairman, president, or CEO. The nominator should be a top management executive within your company, having authority to sanction your company's involvement in this program, and be familiar with the candidate's leadership achievements and merits for nomination.

### How many nominations can my company submit?

One. NELI will only consider one nomination per company per year.

### How many nominations does the Institute evaluate each year?

The number varies. This year we expect between 75 and 100 nominations.

### How many winners are selected each year?

The number varies depending on the recommendation of the selection committee. Class sizes have ranged from 7 to 31 winners at once.

### Who evaluates the nominations?

NELI screens all nominations before sending them to the selection committee. The screening process includes eliminating disqualified nominations. The final review is completed by the Eagle Award selection committee, comprised of NELI's Eagle Roundtable—all of whom are past Eagle Award recipients.

### What does the selection committee look for in their evaluation?

Judges seek evidence of unsurpassed corporate leadership balanced with a strong personal commitment to community service. Evidence of high integrity is heavily weighed. Also, nominees who have triumphed over adversity—and are willing to share their stories as motivational tools for others—make impressive candidates.

### When can the nominee expect to hear from NELI regarding selection?

NELI will send written notification to each nominee and their nominating company 30 days after the submission deadline. In the event that additional time is required for the evaluation process, NELI will make prior contact.

### May we resubmit a nomination for a candidate who did not receive the award in a previous year?

Yes, as long as your nominee meets the basic criteria, and was not disqualified for any reason.

### What constitutes disqualification?

NELI primarily serves the African-American and Hispanic/Latino communities, so any candidate not meeting the ethnic criteria is automatically disqualified. Incomplete nomination forms are also grounds for disqualification. Other common disqualifications include, nominations mailed past the deadline, self-nominations, nominations from retired or unemployed persons, nominations without proper signatures, and nominations without an official letter of recommendation. NELI reserves the right to refuse nominations on any grounds.

### Does it cost my company to nominate?

No. There is no nomination fee. However, your company must be willing to incur costs if your nominee is selected. Such costs include the \$3,000 initiation dues, and:

**Video Production:** NELI will ask your company to produce and submit video footage of the Eagle Award winner, and possibly the nominator, for use during the awards presentation.

**Program Participation Fees:** NELI does not offer payment provisions for program attendance. Each nominating company is financially responsible for their honoree's transportation and hotel accommodations for the Eagle Awards Gala and Leadership Summit. Costs incurred by additional guests, including the Summit registration fee, are the responsibility of the nominee or his/her company.

**Sponsorship:** Your company will have the opportunity to sponsor the Eagle Awards Gala. Customized investment options range from a table sponsorship to complete underwriting. For sponsorship details, please contact N. Michelle Paige at 913.317.2888.

### What time and attendance commitment is required for the honoree?

All Eagle Award winners must be present to receive the award. Please carefully consider the scheduled dates for this program before submitting your nomination. Winners should block Wednesday, November 12 – Saturday, November 15 for the 16th Annual CareerFOCUS Eagle Awards Gala and Leadership Summit in Chicago, Illinois. Winners should also plan to attend next year's Eagle Roundtable Retreat scheduled for the summer of 2009. Retreat dates and location are to be determined.

### What is the attire during the program?

The CareerFOCUS Eagle Awards Gala is strictly a black-tie affair. Tuxedos and cocktail gowns are most appropriate. We request business attire during NELI's Leadership Summit, and casual attire at the Eagle Roundtable Leadership Retreat.

### What does the class project involve?

Each class of Eagle Award winners collaborates as a team to bring about a class project. The results of that project inspire compelling discussion or activity for the annual Eagle Roundtable Forum, as well as an in-depth article featured in CareerFOCUS Magazine. Each project is different, but all speak to leadership in a unique way that positively influences corporate, professional, and/or student leaders.

### How often does the class meet?

NELI schedules two face-to-face class meetings in which to plan the class project. The first is during the Eagle Awards Gala timeframe – at which the project and class leadership is selected. The second is during the summer months at the annual Eagle Roundtable Leadership Retreat. Additional meetings (typically, via conference call) are scheduled by the class on an as needed basis.

### How does one become a member of NELI?

Most professionals join NELI by subscribing to CareerFOCUS Magazine—the Institute's programming and promotional partner. A subscription to FOCUS equals a general professional or student membership in NELI. Other membership categories include corporate membership (activated through a corporate partnership with NELI), college/university membership (those institutions that participate in NELI's Corporate Bound Academy™), and Eagle Roundtable membership (reserved for Eagle Award winners). All Eagle Award winners are automatically appointed to the Eagle Roundtable after accepting the Eagle Award.

### Is NELI affiliated with any other not-for-profit organization?

No. NELI operates autonomously, with support from corporate partners. Occasionally, the Institute will partner with other professional organizations in the presentation of smaller events.

### How can I learn more about CareerFOCUS Magazine?

We invite you to visit [www.careerfocusmagazine.com](http://www.careerfocusmagazine.com).

### May we submit our nomination online?

Yes. To access the online Eagle Award nomination form, visit us at [www.NELI.net](http://www.NELI.net).