

## FORMAT FOR 2024 ENGINEER OF THE YEAR LONG RESUMES

Submit the resume in precisely the required format for length, font, and margins. Up to 10 points are available for following the requested resume format. The standardized format is designed to foster equal judging and the fair evaluation of all candidates.

- Maximum length: 5 single-spaced, typewritten pages
- Font: Arial 10 point, with modest use of **bold** and *italics*.
- Margins: 1 inch on top, bottom, and both sides; headers permitted within 1 inch border.

### Information to include in resume:

#### Candidate Personal Information

- Name
- Current address, home and work phone numbers, fax number, and e-mail address
- Date and place of birth

#### Engineering Experience

- Comprehensive history of engineering experience during 2023 and 2024
  - List all engineering contributions: specific projects, locations, employers, and titles/positions held, highlighting significant contributions
- Significant engineering experience prior to 2023
  - List significant engineering contributions: specific projects, locations, employers, and titles/positions held

#### Engineering Publications

- Comprehensive list of engineering publications during 2023 and 2024
  - List all publications, magazine articles, conference/symposium presentations and patents completed in 2023 and 2024. Include titles, dates, and a brief description of the published technical articles and papers.
  - Reports and papers that were required in the normal course of the individual's work responsibilities may be mentioned under Engineering Experience, but do not satisfy the Engineering Publications criteria unless the reports or papers were later presented orally in a conference/symposium or published in a periodical, journal, etc.
  - More points will generally be given based on the prestige of the venue (nationally circulated and peer reviewed publications have more weight over local publications or non-peer reviewed articles).
- Significant engineering publications, magazine articles, conference/symposium presentations and patents completed prior to 2023

#### Professional Organization Membership and Activity

- List all memberships in professional organizations, offices held, and activity in the organization

#### Extra-curricular Professional Service

- List all activities that involve engineering skills and knowledge, but are not a part of your job nor activities for your engineering society. Examples include boards and commissions, E-Week activities, etc.

#### Non-Profit Community Service

- List all community service activities outside your professional and business activities. Active participation in non-profit/service organizations should be emphasized. Passive memberships may be listed if noted accordingly.

#### Education and Continuing Education

- List education and degree(s) granted
- List continuing education – educational achievements after entry into engineering profession

#### Professional Honors and Certificates

- List all professional honors and certificates

**EVALUATION SHEET**

2024 National Engineers Week Alaska Engineer of the Year

Candidate's Name: \_\_\_\_\_

Sponsoring Society: \_\_\_\_\_

Evaluation Criteria (abbreviated*)	Rating: 0 (low) to 10 (high)	Significance Factor	Score Rating x SF
1. Significant Engineering Contributions, 2023 and 2024		11	
2. Significant Engineering Contributions, Prior to 2023		5	
3. Publications and Patents, 2023 and 2024		3	
4. Publications and Patents, Prior to 2023		1	
5. Active Participation in Engineering and Professional Organizations		6	
6. Extra-curricular Professional Service		5	
7. Non-Profit Community Service/Activities		4	
8. Education and Continuing Education		2	
9. Honors and Certificates		2	
10. Resume in required format		1	

\*Refer to the Guidelines for the complete criteria definitions and descriptions

Total Score:

\_\_\_\_\_

- Read all resumes before scoring any. Scoring will be primarily based on the long resume. Adjustments may be made following the presentation of the candidates. You will score all nominees but your own.
- Societies may select a candidate presenter that is different than the society representative to the EOTY Selection Committee. The society representative will be the voting representative.
- The PowerPoint presentations will follow the format provided to the candidates and their society representatives. Remember the 10-minute limit.

Name of Evaluator: \_\_\_\_\_

Signature of Evaluator: \_\_\_\_\_

Evaluator's Society: \_\_\_\_\_