WELCOME TO THE SAMPLE HACR YHCA NOMINATION FORM

For over 30 years, the Hispanic Association on Corporate Responsibility (HACR) has recognized the successes of companies that are committed to the inclusion of Hispanics in the areas of Employment, Procurement, Philanthropy, and Governance.

As the Hispanic community continues to grow in both population and in economic buying power, Corporate America is learning that companies that value their internal cultural diversity and utilize the leadership of their in-house Hispanic decision makers, achieve greater success than companies that lack Hispanic inclusion.

ABOUT THE HACR YOUNG HISPANIC CORPORATE ACHIEVERS™ PROGRAM

Launched in 2007, the HACR Young Hispanic Corporate Achievers™ (YHCA) program was created to recognize young Hispanics in Corporate America who have shown exceptional leadership qualities and capabilities within their respective corporations, and have demonstrated a commitment to the Hispanic community.

Candidates from across the country are nominated by their respective companies and are selected after a review of their education, professional experience, community involvement and volunteerism, as well as their leadership and advocacy skills.

Nominees selected as finalists will participate in a hybrid, virtual and in-person leadership development and education training program between March 30 - June 8th. The in-person component will be hosted in Los Angeles, CA.

PLEASE READ ALL THE DETAILS BELOW CAREFULLY.

NOMINEE ELIGIBILITY REQUIREMENTS

Must be 25-40 years old at the time the award is received.
Must be of Hispanic descent*.
Must be a U.S.-based employee at a Fortune 500 and/or HACR Corporate Member company.
Have demonstrated leadership qualities and capabilities within their respective companies.
Have demonstrated a commitment to the Hispanic community.
Must attend the program for its entire duration (all virtual sessions and the in-person training on June 6-8 in Los Angeles, CA).

*HACR has adopted the Office of Personnel Management’s (OPM) definition of Hispanic.
SUBMISSION GUIDELINES

The 2022 HACR YHCA Nomination Form and the HACR YHCA Signature Page must be submitted at the time the electronic nomination is submitted. All application must be submitted by 5pm PST on Thursday, Sept. 30, 2021. Incomplete nomination forms and signature page will not be considered.

There is no cost associated with participating in the nomination process. Selected finalist will be required to submit a registration fee of $3,100 for HACR Corporate Member and $4,900 for Non Corporate Members at the time of registration to confirm their participation. The company agrees to cover the cost of travel and lodging associated with attending the program, should its nominee(s) be selected.

Final submission must be approved and signed by the SVP of Human Resources or Chief Diversity Officer AND the Nominator. Nominations that do not have the appropriate signatures will not be considered. Nominees cannot self-nominate. Previous HACR YHCA finalists are not eligible to participate. The company may submit up to three nominations for consideration. The company must receive email verification from HACR acknowledging receipt of nomination form(s). Supplemental materials (i.e. letters of support, resumes, etc.) are not required.

We recommend using this document to make completing the online form easier by saving all responses in the document to your computer, and then copying and pasting the responses to the online form when you are ready to submit.

ALL nominations must be submitted online! NO hard copy, faxed, or emailed forms will be accepted.

EVALUATION CRITERIA

A numerical ranking system is used to evaluate the nominees’ candidacy in the following areas:

- Education
- Professional Experience
- Community Involvement & Volunteerism
- Leadership & Advocacy Skills

Nominations are evaluated by an independent review panel.

For questions or more information about the HACR YHCA program, please write us at programs@hacr.org.
NOMINATION FORM INSTRUCTIONS & HELPFUL TIPS

PLEASE READ CAREFULLY:
Although not required, it is easiest to complete and submit your nomination in one sitting. In order to save partial information and return to complete it later, you must use the same computer & browser, AND ensure the cookies on your computer have not been cleared. If the cookies on your device are cleared, the form will not remember your information. (HACR recommends using Safari or Chrome)

Please read the HACR YHCA NOMINATION GUIDE before starting your nomination form.

You will have an opportunity to download a PDF copy of your responses prior to submitting your nomination form. We recommend that you retain a copy for your records.

Are you an employee at a Fortune 500® company?

☐ Yes  ☐ No

Are you an employee at a HACR Corporate Member Company?

☐ Yes  ☐ No

Please answer all questions. Do not leave any items blank. Rather, indicate "N/A" if an item does not apply.
Nominee Full Name

○ First Name ________________________________________________

○ Middle Name or Initial ________________________________________________

○ Last Name ________________________________________________

Date of Birth

○ Month (mm) ________________________________________________

○ Day (dd) ________________________________________________

○ Year (yyyy) ________________________________________________

Gender

○ Male

○ Female

○ Prefer not to answer

Company

________________________________________________________________

Division

________________________________________________________________
Title

Level

- Manager
- Director
- Vice-President
- President
- Other or EEOC Equivalent level (please specify in the space below)

Company Physical Mailing Address

- Address ________________________________
- City ________________________________
- State ________________________________
- Postal Code ________________________________
- Country ________________________________

Nominee Work Telephone

(_______-_______-_______)
Nominee Personal Cell Phone
(ooo-xxx-xxxx)

Nominee Work Email

Nominee Personal Email

Supervisor Full Name

Supervisor Title

Supervisor Email

Please answer all questions. Do not leave any items blank. Indicate "N/A" if an item does not apply.

FORMAL EDUCATION
Please include all Colleges/Universities/Institutions **graduated/completed**.

*Degree completion date is **required**. If degree is pending, please specify anticipated completion date.*

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>City</th>
<th>State</th>
<th>Country</th>
<th>Degree Awarded</th>
<th>Date Completed* (mm/yyyy)</th>
<th>Major/Concentration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associates Degree</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelors Degree</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Masters Degree</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Juris Doctorate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ph.D.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M.D.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Degrees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CONTINUING EDUCATION

Please list all certifications and professional/personal development training COMPLETED internally or externally between 2017 - 2021.

Examples include, but are not limited to:
Society for Human Resource Management (SHRM)
Certified Public Accountant (CPA)
Project/Program Management Professional (PMP)
Continuing Legal Education Credits (CLE)
Other Continuing Education Units (CEU's)
Six Sigma
Professional development workshops
Trainings (internal or external)
Conferences, etc.

Please spell out the full name of the course/credits. No acronyms please.

*Completion year is required. If pending, please specify anticipated completion date.

<table>
<thead>
<tr>
<th>College/University/Institution</th>
<th>City &amp; State</th>
<th>Type of Program/Course/Training</th>
<th>Year Completed* (mm/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PROFESSIONAL EXPERIENCE

Please list all employment history (this includes military service and different positions within the same company).

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>City &amp; State</th>
<th>Job Title</th>
<th>Dates Employed (mm/yyyy) i.e. From 10/2008 - 06/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Line 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Line 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Line 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Line 5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
For the positions listed above, what is the nominee's total number of years in the workforce.*

*Total number of years in the workforce should equal the sum of all professional experience.

<table>
<thead>
<tr>
<th>Years</th>
<th>0</th>
<th>3</th>
<th>6</th>
<th>9</th>
<th>12</th>
<th>15</th>
<th>18</th>
<th>21</th>
<th>24</th>
<th>27</th>
<th>30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Months</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What is the largest number of employees the nominee has managed?

- I have not managed any employees.
- 1 - 10 employees
- 11 - 30 employees
- 31 + employees

What is the largest budget (in dollars) the nominee has managed?

- I have not managed a budget.
- < 5 million dollars
- 5 - 24.9 million dollars
- Over 25 million dollars
Please answer all questions. Do not leave any items blank. Please indicate "N/A" if an item does not apply.

Has the nominee been a volunteer with any community organization between 2017 - 2021 (including board service and company ERGs or affinity groups?

- [ ] Yes
- [ ] No
VOLUNTEER ACTIVITIES BETWEEN 2017 - 2021

Please list the organization(s), role(s) and total number of hours the nominee has volunteered each year between 2017 - 2021.

*Total Annual Hours: only enter numbers (3 digits max)

<table>
<thead>
<tr>
<th>Year</th>
<th>Organization(s)</th>
<th>Role(s)</th>
<th>Total Annual Hours*</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Is the nominee currently a member of a professional organization?

Examples include, but are not limited to:
Society for Human Resource Management, National Bar Association, Association for Financial Professionals your company's ERG, affinity group, etc.

If yes, please list organization(s), spelling out its complete name. No acronyms please.

- [ ] Yes ________________________________________________
- [ ] No

Is the nominee currently a member of any Hispanic organizations, including any HACR Coalition Member organizations?

Examples include, but are not limited to:
Prospanica, Association of Latino Professionals for America, Society of Hispanic Professional Engineers, Your company's ERG, etc.

If yes, please list organization(s), spelling out its complete name.

- [ ] Yes ________________________________________________
- [ ] No

---------------------------------------------
Please answer all questions. Do not leave any items blank. Please indicate "N/A" if an item does not apply.

______________________________________________________________________________

BOARD SERVICE BETWEEN 2017 - 2021

Has the nominee served on any for profit or nonprofit boards between 2017-2021?

Examples include, but are not limited to:
Company ERGs or affinity groups
Professional associations
Alumni associations
Philanthropic organizations & charities

☐ Yes
☐ No

______________________________________________________________________________

Has the nominee served on the Executive Committee of any of these boards between 2017-2021?

Executive Committee positions include, but are not limited to:
President
Vice-President
Chair
Vice-Chair
Secretary
Treasurer

☐ Yes
☐ No

______________________________________________________________________________

N/A
Please list the organization(s) and position(s) for the boards on which they serve, or have served **between 2017 - 2021**.

<table>
<thead>
<tr>
<th>Year</th>
<th>Organization(s)</th>
<th>Position(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
AWARDS AND RECOGNITIONS

Has the nominee been featured in a publication or electronic media between 2017 - 2021?

Examples include, but are not limited to the following publications featuring or authored by the nominee:
- Internal company newsletters
- Articles & research papers
- Trade or professional magazines
- Newspaper articles
- Books
- Blog articles

If yes, please provide details below.

- Yes ________________________________________________
- No

Has the nominee participated as a speaker, keynote, presenter or panelist at any public or private event(s) between 2017 - 2021?

Examples include, but are not limited to:
- Workshops
- Conferences
- Special events (internal or external to the company)
- Volunteer events

If yes, please provide details below.

- Yes ________________________________________________
- No
Please list any and all awards and/or recognitions bestowed by a corporate, public, private, or nonprofit organization(s) **between 2017 - 2021**.

Examples include, but are not limited to:
- Awards given by the company or a supervisor
- Honor or recognition given by an outside organization
- "40 under 40" recognitions

<table>
<thead>
<tr>
<th>Year</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td></td>
</tr>
<tr>
<td>2019</td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td></td>
</tr>
<tr>
<td>2017</td>
<td></td>
</tr>
</tbody>
</table>
The 2022 HACR YHCA Signature Page must be signed by both the Nominator AND company SVP of HR or Chief Diversity Officer.

Upload Completed HACR YHCA Signature Page: ______________________________

I, acknowledge that selected finalist will be required to submit a registration fee of $3,100 for HACR Corporate Member and $4,900 for Non Corporate Members.

- Agree (by choosing this option, your 2022 HACR YHCA application will be considered submitted)
- Do Not Agree

ALL NOMINATIONS MUST BE RECEIVED BY 5:00PM EST ON THURSDAY, SEPTEMBER 30, 2021! LATE NOMINATIONS WILL NOT BE CONSIDERED.

YOU ARE NOT DONE YET! YOUR NOMINATION HAS NOT BEEN SUBMITTED!

You will see a summary of your responses on the next page. Please download and save a copy for your records. Then click SAVE & CONTINUE to SUBMIT.