

Sample HACR YHCA Nomination Form

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
S U R J U D P V@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
(xxx-xxx-xxxx)

Nominee Personal Cell Phone
(xxx-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.

	Institution Name	City	State	Country	Degree Awarded	Date Completed* (mm/yyyy)	Major/Concentration
Associates Degree							
Bachelors Degree							
Masters Degree							
Juris Doctorate							
Ph.D.							
M.D.							
Additional Degrees							

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.

	College/University/Institution	City & State	Type of Program/Course/Training	Year Completed* (mm/yyyy)
2021				
2020				
2019				
2018				

2017

PROFESSIONAL EXPERIENCE

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

	Employer Name	City & State	Job Title	Dates Employed (mm/yyyy) i.e. From 10/2008 - 06/2012
Line 1				
Line 2				
Line 3				
Line 4				
Line 5				

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.

0 3 6 9 12 15 18 21 24 27 30

Years	
Months	

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

SAMPLE

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)**

	Organization(s)	Role(s)	Total Annual Hours*
2021			
2020			
2019			
2018			
2017			

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

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

	Organization(s)	Position(s)
2021		
2020		
2019		
2018		
2017		

SAMPLE

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

	Description
2021	
2020	
2019	
2018	
2017	

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.