



TK 2.04

Career Recognition Program Guidelines

Revised 2015

Table of Contents

	<u>Page</u>
Overview	2
Speech Competition Guidelines	
Eligibility	3
Selecting Judges	3
Judge's Scoring Sheets	4-5
Biographical Information Form	6-7
Signature / Agreement Form	8

Overview

The New York State Women, Inc. Career Recognition Program is a mentoring program wherein the Candidates will have interacted with peers as well as have the opportunity to practice their networking and interpersonal relationship skills, interviewing and public speaking skills throughout the year.

The Local Chapter recognizes a member or potential member who meets the criteria as a Career Recognition Candidate and develops a mentoring partnership with other members to support the candidates to develop personally, professionally and politically. The mentors should critique their skills, offer constructive criticism, nurture their strengths and guide them so that the learning experience helps their individual personal and professional growth.

The Career Recognition Program concludes with the Speech Competition held at the Chapter, Region and State levels. **Every Local chapter is invited to sponsor one candidate to the New York State Women, Inc. Career Recognition Speech Competition which recognizes the accomplishments of any person able to document in their personal life a challenge they have overcome, an advancement or exceptional achievement.**

Selection is based on written and biographical information, judge's interviews, group interaction and prepared speech competition on a specifically chosen topic as outlined in the following pages.

Speech Competition Guidelines

Eligibility

All Career Recognition Program Speech Competition Candidates must meet the following criteria to be eligible:

- Membership in good standing of a Chapter of New York State Women, Inc. is required at the time of competing at the State Level.
- Has not competed in this program using the same topic in the last three years
- No age restrictions
- Able to document, in their personal life (work or volunteer), a challenge they have overcome, an advancement or exceptional achievement
- Present a five-minute speech on their challenge, advancement or achievement for which they are seeking recognition

Each Career Recognition Candidate once selected by their Chapter is responsible for forwarding the following information for the State competition to the Career Recognition State Chair (see Leadership Directory for contact information) by the deadline, May 1.

1. Submit a completed and signed New York State Women, Inc. Career Recognition Biographical Information form
2. Submit a signed copy of the New York State Women, Inc. Legislative Platform agreement, publicity/website permission form
3. Submit an outline of the Five-Minute Speech

Selection of Judges

A minimum of three (3) impartial judges must be present at all competitive events.

- Judges should be familiar with the legislative platform, the mission and the objectives of New York State Women, Inc.
- To maintain impartiality, the State judges should not be a member of the same Chapter as the Career Recognition Candidates.
- Judges should be familiar with interviewing and presentation/public speaking.
- All judges should be briefed on all aspects of the competition in advance.

The same guidelines are required at Chapter and State levels.
This will provide uniformity and a level playing field for the Career Recognition Candidates.

Judging and Scoring

Candidate Name : _____ Judge Name _____

1.) **Biographical Information**

Each Career Recognition Candidate will complete and provide biographical information highlighting their personal accomplishments. Judges will use the following criteria to score biographical information:

<u>SCORING</u>	<u>POINTS</u>	<u>TOTAL</u>
Personal accomplishments	1-5	_____
Written ability to express thoughts and beliefs	1-5	_____
Goals and achievements	1-5	_____
Chapter involvement, mentoring	1-5	_____
Community Involvement	1-5	_____
GRAND TOTAL (Maximum 25 points)		_____

2.) **Individual Interview**

Each Career Recognition Candidate will be interviewed for a minimum of ten (10) to a maximum of fifteen (15) minutes. The focus of the interview shall be the obstacles the candidate encountered and how they overcame them; the challenges of advancement or exceptional achievement and how they see themselves applying what they achieved to their personal development. The goal of the interview is to assess how the Career Recognition Candidate interacts and responds to impromptu questions. Judges will use the following criteria to score the interview:

<u>SCORING</u>	<u>POINTS</u>	<u>TOTAL</u>
Ability to verbally express thoughts and beliefs	1-5	_____
Poise/Self-confidence	1-5	_____
Familiarity with and knowledge of NYS Women, Inc.	1-5	_____
Innovation and creativity in Ideas	1-5	_____
Organization of thought/expression of ideas	1-5	_____
GRAND TOTAL (Maximum 25 points)		_____

4. Five Minute Prepared Speech

Each Career Recognition Candidate will give a five minute prepared speech.

Timing will begin when the Career Recognition Candidate begins speaking. The Candidate shall remain at the podium during their speech.

Speeches within +/- 15 seconds receive no deductions in points; 16 seconds or more over or under 5 minutes will be a 5- point deduction.

<u>SCORING</u>	<u>POINTS</u>	<u>EXAMPLES</u>	<u>TOTAL</u>
Preparation & Content	1–10	Good opening, logical, knowledge of subject	_____
Poise/Self-Confidence	1–10	Confident, relaxed manner, voice, posture	_____
Clarity	1–10	Word choices, ease of understanding	_____
Expression	1–10	Facial expression, gestures, eye contact, “speaking” versus “reading” to audience	_____
Adherence to Topic	1–10	Relevance, audience attention, creativity of the presentation, familiarity with the subject matter	_____

GRAND TOTAL(Maximum 50 points) _____ MINUS TIMING _____ TOTAL SPEECH _____

GRAND TOTAL SCORE _____ **JUDGES INITIALS** _____

TIE BREAKER, IF NECESSARY, please score

Candidate understands the mission, vision and legislative platform of New York State Women Inc.

- Minimally 1
- Somewhat 2
- Strongly 3

Judges Score _____

Grand Total Score Including Tie Breaker Score _____ **Judges Initials** _____

NEW YORK STATE WOMEN, INC.

CAREER RECOGNITION BIOGRAPHICAL INFORMATION

This biographical information will be used in the judging process for the Career Recognition Program Competition.

You may attach additional sheets as necessary.

PERSONAL DATA

Name: _____ Date of Birth _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (____) _____ Work Phone: (____) _____ Cell Phone: (____) _____

Email address: _____

New York State Women, Inc. Local Chapter _____

Renewal date: _____

EMPLOYMENT / VOLUNTEER

Present Position: _____ from _____ to _____

If not presently employed, please describe last employment/position.

Employer: _____

Address: _____

Job Title: _____

Job Description: _____

Community Involvement: _____

BACKGROUND

Please list any public recognition or outstanding personal achievements you would like considered; degrees, scholastic honors and personal awards; presentations, publications, speeches; community involvement.

MEMBERSHIPS

NYSW, Inc. include your involvement in your local chapter, how your local chapter supported you through mentoring or other endeavors; Other organizations you belong to: include leadership roles or other endeavors.

AGREEMENT FORM

INFORMATION FOR PUBLICITY PURPOSES:

A press release announcing your participation in the New York State Women, Inc. Career Recognition Speech Competition may be sent out. For this purpose, please provide the names, addresses and telephone/fax numbers and e-mail addresses of your local newspapers, television and radio stations.

I hereby grant New York State Women, Inc. my permission to use my name, profession and photographs for Press Releases.

Signature: _____ Date: _____

WEBSITE AND SOCIAL MEDIA PERMISSION

I hereby grant New York State Women, Inc. my permission to use my name, profession and photographs on the New York State Women, Inc. website and social media sites.

Signature: _____ Date: _____

New York State Women Inc. LEGISLATIVE PLATFORM and ADVOCACY STATEMENT

Prior to signing, please read the Legislative Platform and Advocacy Statement found on the NYS Women, inc. website (nyswomeninc.org)

I, _____ hereby agree with the New York State Women, Inc.'s Legislative Platform and Advocacy Statement and as a Career Recognition Candidate pledge to support it .

Signature: _____ Date: _____