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NOMINATION FORM - MES CONSTRUCTION PROFESSIONAL DEVELOPMENT AWARD

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1. Name of Company \_\_\_\_\_

2. Name and title of individual completing form, including signature and date:

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

3. President of Company (indicate if a P.E.)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

4. Name of official responsible for engineering in company:

Name \_\_\_\_\_

Title (indicate if a P.E.) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Ext. \_\_\_\_\_ FAX \_\_\_\_\_

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1. For the purpose of publicity, please give the name(s) and address(es) of local paper(s):

2. Provide a description of operations:

a. Describe type of work or services, specialties, extent of market and scope of operations:

b. Please check one of the categories below relating to extent of market:

Local [ ]

Regional [ ]

International [ ]

State [ ]

National [ ]

Other [ ] (explain below)

### III. Engineering Personnel/Licensure Information

3. Total number of employees of the organizational unit nominated: \_\_\_\_\_

4. Total number of employees listed in Question 3 who are classified as engineers or engineering supervisors: \_\_\_\_\_

a. Total number with P.E. licenses: \_\_\_\_\_

b. Total number with E.I.T. certificates: \_\_\_\_\_

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c. Total number without P.E. licenses or E.I.T. certificates but who hold engineering degrees from ABET-approved institutions: \_\_\_\_\_

d. Total number without P.E. licenses, E.I.T. certificates, or engineering degrees from ABET-approved institutions: \_\_\_\_\_

e. Total of a through d (should be same as Question 4 above): \_\_\_\_\_

f. Of those in d, total number with a degree in an engineering-related field such as architecture, physics, geology, etc.: \_\_\_\_\_

5. Number of employees directly supporting engineers:

Surveyors: \_\_\_\_\_

Surveying crew (other than surveyors): \_\_\_\_\_

Drafters: \_\_\_\_\_

Technicians certified by the National Institute for Certification in Engineering Technologies (NICET): \_\_\_\_\_

Technicians not certified by NICET: \_\_\_\_\_

Other (identify): \_\_\_\_\_

Total: \_\_\_\_\_

6. Licensure

a. Does your company encourage engineering licensure? Yes \_\_\_\_ No \_\_\_\_

If yes, how is this done and with what results?

b. Are licensed engineers encouraged to use the P.E. suffix and display their licensure certificates? Yes \_\_\_\_ No \_\_\_\_

c. Are all major project plans and designs affecting public or employee safety reviewed and signed by a licensed engineer? Yes \_\_\_\_ No \_\_\_\_

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If no, explain:

- d. Are your company's drawings for temporary construction designed and approved by a licensed engineer? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, explain:

- e. Which of the following licensure costs are paid for by your company?

Registration:	Yes _____	No _____
Exam costs:	Yes _____	No _____
Review courses for exam:	Yes _____	No _____
Travel costs for exam:	Yes _____	No _____
Annual renewal fee:	Yes _____	No _____
Paid time off to take exam:	Yes _____	No _____

- f. Are engineers given salary increases upon obtaining engineering licensure? Yes \_\_\_\_\_ No \_\_\_\_\_

What other incentives are provided for licensure?

- g. Does your company assume 100% present and future responsibilities for any claims and suits against the authorized work of professional employees performed as part of their employment? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, explain:

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#### IV. Recruitment/Indoctrination

7. Percent turnover rate among engineers during the past **12 months**  
(do not include retirements, promotions, or intracompany transfers): \_\_\_\_\_%

Percent turnover rate among engineers during the past **five years** : \_\_\_\_\_%

#### 8. Recruiting Practices

a. Does your company consider currently employed engineers  
for higher positions before seeking outside applicants? Yes \_\_\_\_ No \_\_\_\_

b. Does a job applicant talk to the potential supervisor as well  
as to the personnel interviewer? Yes \_\_\_\_ No \_\_\_\_

c. Are travel and interview expenses paid for by your company  
even if the applicant is not hired? Yes \_\_\_\_ No \_\_\_\_

If not, what costs are covered?

d. Are policies, practices and fringe benefits as applied to  
engineers fully explained during the applicant's interview? Yes \_\_\_\_ No \_\_\_\_

e. Does your company offer a cooperative job program or  
summer employment to college engineering students? Yes \_\_\_\_ No \_\_\_\_

f. Does your company make special efforts to recruit  
women and minorities? Yes \_\_\_\_ No \_\_\_\_

If yes, describe briefly:

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### 9. Indoctrination

- a. Does your company have a formal new employee indoctrination program? Yes \_\_\_\_ No \_\_\_\_

If yes, describe briefly:

- b. Does your company have a current publication containing your company's employment policies and practices? Yes \_\_\_\_ No \_\_\_\_

Does the publication relate to professional employment? Yes \_\_\_\_ No \_\_\_\_

Is the publication available to all professional employees? Yes \_\_\_\_ No \_\_\_\_

## V. Employment

### 10. Physical Environment

- a. Are reference materials readily available to the engineer? Yes \_\_\_\_ No \_\_\_\_

Describe briefly:

- b. List the available types of technical support facilities and equipment provided for engineers:

### 11. Utilization

- a. Provide an organizational chart showing utilization of engineers. Denote positions held by PEs or EITs.

- b. Are engineers utilized at their highest potential with nonprofessional supporting duties performed by technical and clerical personnel? Yes \_\_\_\_ No \_\_\_\_

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c. Are engineers classified and administratively treated as salaried management personnel rather than hourly workers? Yes \_\_\_\_ No \_\_\_\_

d. Are engineers exempt from punching a time clock? Yes \_\_\_\_ No \_\_\_\_

e. Are "engineer" titles restricted to licensed professional engineers or engineering graduates? Yes \_\_\_\_ No \_\_\_\_

If no, explain title policy:

f. Does your company have a formal engineering classification system for titles and assignments? Yes \_\_\_\_ No \_\_\_\_

If yes, please describe:

g. Is the engineer free from requirements to join a labor organization? Yes \_\_\_\_ No \_\_\_\_

If no, explain:

h. Does your company have a written employee policy manual? Yes \_\_\_\_ No \_\_\_\_

## 12. Compensation

a. Does your company have a definite salary policy for engineers? Yes \_\_\_\_ No \_\_\_\_

If yes, on what is the program based (length of employment, responsibility, performance, etc.)?

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If **no**, how are salaries and progression rates established?

b. Are all your company's engineers familiar with the salary plan? Yes \_\_\_\_ No \_\_\_\_

What is the familiarization method?

c. Is a performance and salary review discussed with each engineer at least once annually? Yes \_\_\_\_ No \_\_\_\_

d. Are engineers rewarded for patents, major cost reduction work, published papers or exceptional performance? Yes \_\_\_\_ No \_\_\_\_

e. Does your company have a pension plan for engineers? Yes \_\_\_\_ No \_\_\_\_

If yes, describe plan eligibility, vesting, contributions, etc.:

f. Does your company have a stock purchase or other savings plan? Yes \_\_\_\_ No \_\_\_\_

Describe briefly:

g. Are engineers compensated in any way for scheduled or excessive overtime? Yes \_\_\_\_ No \_\_\_\_

If yes, how?

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### 13. Communication

- a. Does your company have regularly scheduled meetings to inform engineers of company policies, economic conditions and other factors affecting the employees? Yes \_\_\_\_ No \_\_\_\_

If not, by what method, if any, is that accomplished?

### 14. Termination

- a. Does your company conduct exit interviews to determine reasons for termination? Yes \_\_\_\_ No \_\_\_\_
- b. If so, does an engineer supervisor conduct the interview? Yes \_\_\_\_ No \_\_\_\_
- c. Are all formal transfer costs from one company location to another paid for by your company? Yes \_\_\_\_ No \_\_\_\_
- d. Are efforts made to place terminated engineers? Yes \_\_\_\_ No \_\_\_\_

## VI. Professional Development

15. a. Does your company encourage participation in technical-professional societies? Yes \_\_\_\_ No \_\_\_\_

If yes, how is this done?

- b. Is positive action taken to ensure that employees abide by applicable professional codes of ethics? Yes \_\_\_\_ No \_\_\_\_
- c. What percent of your company's engineers belong to NSPE and what percent to other professional or technical societies? NSPE \_\_\_\_% Other \_\_\_\_%

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- d. Does your company pay expenses for:  
(Indicate percent paid)

	<u>Annual Dues</u>	<u>Meeting Expenses</u>
Technical Societies:	____%	____%
Professional Societies:	____%	____%
Engineers Club:	____%	____%
Community Service Club:	____%	____%

- e. Does your company support a continuing education program?

Yes \_\_\_\_ No \_\_\_\_

- f. What percent of your company's engineers participated in continuing education during the past year?

\_\_\_\_%

- g. Is paid time off or leave of absence given for educational purposes?

Yes \_\_\_\_ No \_\_\_\_

- h. Are engineers encouraged to participate in civic organizations?

Yes \_\_\_\_ No \_\_\_\_

Political organizations?

Yes \_\_\_\_ No \_\_\_\_

List offices in civic organizations recently held by your company's engineers:

List political offices recently held by your company's engineers:

- i. Does your company consider the *Guidelines to Professional Employment for Engineers and Scientists* in administering professional employment practices?

Yes \_\_\_\_ No \_\_\_\_

If yes, describe briefly:

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**16.** Please provide a narrative description of any special employment practices or professional development policies your company uses to advance or promote the engineering profession. Provide attachments as appropriate.

**17. References**

Please list three (3) each with name, description of position or project and telephone number.

Employees

Clients

**Name of Company** \_\_\_\_\_

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**Construction Company** \_\_\_\_\_



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