



## ASQ MEA Quality Professionals Award Applicant Guidelines- Nomination Form

Interested to participate in ASQ MEA Quality Professionals Award, either by nominating yourself, or your colleague or friend?

This document is meant to support you in preparing your nomination form. It describes the Award criteria and requirements. This award cycle is open for Quality Professionals from:

- UAE
- Other countries in the MEA regions. Refer to list of countries. *The applicant should have worked at least 1 year in the country in which he applies on January 2018.*

Your nomination for the award will be completed through an e-nomination form, which can be accessed once you sign in to the award nomination form page, from our website homepage.

Applications of Quality Professionals in Senior Management & Middle Management positions and in consultancy roles will be assessed independently, and winners will be selected in each of the categories separately.

-Senior Management - Eligible positions in this category include Vice-president, Director & Senior Manager of Quality. (Minimum 20 years of service)

-Middle Management - Eligible positions in this category include Manager, Assistant Manager, Officer, Analyst, Controller & Specialist of Quality (based on the scope of the role & responsibilities). (10 to 20 years of service)

- Consultant - Eligible positions in this category include consultant in areas related to the Quality field. (15 years of service, at least 10 as a consultant)

Once applicant chooses the correct option under “Current Job Position” field, the corresponding application form will then be displayed for him to fill, with the adequate scoring and weightage as established for the category.

The below described criteria applies for nominations in both Senior & Middle Management, with the following two differences. Applicants in **Middle Management**:

- Will have fewer criteria allocated for their category.
- And allocated weightage for some parts of their criteria will be lower than the weightage set for the same criteria in the Senior Management nominations.

A maximum score will apply to each criteria area within a category.

The total maximum score that an applicant can achieve for his entire application is based on the application category:

- Maximum score for an application in the **Senior Management** category is **100 points**.
- Maximum score for an application in the **Consultant** category is **100 points**.

- Maximum score for an application in the **Middle Management** category is **50 points**.

**The nomination** form encompasses 5 sections, as described hereafter. Each section contains a specific set of weighted criteria and a maximum score. Some criteria entries are descriptive and require a detailed description (caped at 300 words).

To support the information provided, evidences are required and can be uploaded in the last section of the nomination form, details are provided in the relevant section. The evidence document can be a certificate, project charter, report to demonstrate achievements, snapshot of a book cover/ summary, an article in a magazine Etc. The applicant can also refer to websites, if needed and appropriate.

Please refer to the section “About the Award” on the website for additional information and Frequently Asked Questions.

### Section 1- Personal Information:

Divided into two parts, this section contains:

- **Nominee information:** In this part, should be provided; personal information relevant to nominee’s credentials, country of residence, current job position and role, years of experience.
- **Nominator information:** If you are nominating someone else, you need then to fill all the mandatory personal information required in this part, such as name, e-mail, job title, company. Also, you are requested to agree on a waiver stating that you are authorized to provide information on behalf of the nominee. **Note:** Please use the e-mail of the person you are nominating in the Nominee information part above.

**Note:** an ID document is required to be uploaded to confirm country of residence

### Section 2- Qualifications & Professional Development:

Divided into four parts, this section contains:

- **Academic Qualifications:** The highest level of academic qualifications is to be selected. If you possess one or more qualifications in the same level, you need to enter them separately.
- **Quality Related Qualifications/ Self- Development Initiatives/ Continuous Learning:** In this part, you are requested to list your valid certifications such as SSBB, SSGB, Lean, TQM/EFQM, ASQ certifications (up to two maximum), other certifications (up to three maximum), most recent or most important trainings, workshop & seminars attended. And any other activity classified under continuous learning.
- **Professional Memberships:** ASQ membership and/or other memberships in professional bodies in your country of residency or abroad are to be entered in this part. Other memberships such as in DQG, IOSH, PMP or other professional bodies related to your field. (up to three maximum).

Valid evidence documents should be provided for each of your entries in each of the parts described above. Please refer to **section 5-documents** hereafter.

### Section 3- Accomplishments and volunteering:

Divided into five parts, this section contains:

- **Most recent publications:** Your recent publications such as books, articles in technical magazines, white papers, case studies etc. are to be entered in the fields provided, starting with the newest one on the top. Comprehensive description of the publication should be provided.
- **Most recent papers/ presentations in conferences or seminars:** Your recent papers or presentations in conferences, seminars, quality forums or other events are to be entered in the fields provided, starting with the newest one on the top. Comprehensive description of the content presented and the event/ conference/ seminar name and type.
- **Accomplishments:**
  - **A) Personal Recognition at Work:** In this part, you are requested to enter your personal recognitions at work, such as award, certificate etc. Comprehensive description of your recognitions should be provided demonstrating your personal contribution and not a team's contribution or your entire organization.
  - **B) Special Improvement Projects successfully implemented:** In this part, you are requested to enter the most recent improvement projects you led, co-led or in which you played a major role (Evidence is required). Projects such as ISO projects, QHSE, Six Sigma, Lean, EFQM, or any other continuous improvement project. Comprehensive description of the project demonstrating clearly your role, project implementation and improvement made is needed.
- **Voluntary/ Leading role in a recognized organization related to the Quality & Excellence fields:** You are requested to enter in this part any active voluntary role you had or still have in any of the local or international organizations that are active in the fields of Quality & Excellence in your country or other countries. Such organizations include American Society of Quality, national Quality & Excellence awards & any other awarding bodies or institutions relevant to your field.
- **Your contribution to Quality & Excellence:** Your own statement is to be provided, no longer than 300 words, to support your nomination process, describing your merits and why do you think that you deserve the award. Your chance to convince the assessors and Jury members.

Valid evidence documents should be provided for each of your entries in each of the parts described above. Please refer to **section 5-documents** hereafter.

### Section 4- References:

In this mandatory section, you are required to give the contact details and job title of two references who can be any of the following; your management, your superior, your colleague from the Quality Community etc.

In addition, two recommendation letters are mandatory to be provided to support this section and are to be uploaded in **section 5-documents**. One letter from each of the references provided.

Letters should state the reasons why the applicant deserves the award, description of his competence and achievements based on the experience the reference has by working or knowing closely the nominee.

The Award Manager will proceed with the verification of the recommendation letters of the highest scored nominations before the final decision on winners of the award is taken.

### Section 5- Documents:

This section was designed to facilitate the uploading of your evidence documents allocated individually to each of the 4 sections described before. You are required to download all valid documents necessary to support the information provided. The list of documents types to be uploaded is listed hereafter for your reference.

1. ASQ Membership
2. Academic Qualifications
3. Quality Related Qualifications
4. Most recent publications (Books/ Articles published in tech journals/ White papers etc.)
5. Most recent paper presentations in events/ conferences
6. Accomplishments: A) Recognition at work
7. Accomplishments: B) Special Improvement Projects
8. Voluntary/ leading role in a recognized organization related to Quality field
9. Professional Memberships (PMI, IOSH, Etc.)
10. Contribution to Quality & Merits (Any other)
11. Recommendation Letters
12. Copy of ID document demonstrating residency in the country chosen in the submission.

### Documents uploading guidelines:

- Kindly number your documents in a comprehensive manner that facilitates matching them to the relevant criteria.
- Consider adding in the title of your document: the year, the institution and its content.
- Refrain from using your name (in the title of documents or description part) to keep confidentiality of your application.

Please note, as some documents will contain your name, they will be verified by the Award Manager prior to the assessment process. The Award Manager is independent to the assessment process and selection of winners.

Let us consider the example of training documents, where applicant needs to upload 3 attachments relevant to the criteria section 2, part 2, which needs to be uploaded as a document of **type 3**, as listed above, which corresponds to Quality Related Qualifications. Documents numbers can be given as below. If possible, insert the same number on the document itself.

- Attachment 3.1
- Attachment 3.2
- Attachment 3.3

Or, as a best practice, and if documents do not exceed the allowed size of 5 MB, scan the 3 documents in a row and attach them under documents type 3. Document formats allowed (Pdf, Doc, Docx, PNG, JPG, PPT, and PPTX).

***We wish you the best of luck!***

***ASQ MEA Quality Professionals Award Team***