

Private Practice Professional Development Award Nomination Form

Please type (Section I must be completed by a PSPE representative.)

I. PSPE Local Chapter Information

Local Chapter: _____

Representative: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

II. Firm Information (Sections II through VII must be completed by a company representative.)

Firm: _____

Year firm was established: _____

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

President of firm (indicate if a P.E.): _____

Name of official responsible for engineering: _____

Title (indicate if a P.E.): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Name of official in charge of branch office (if applicable):

Title (*indicate if a P.E.*): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Year branch office was established: _____

1. For the purpose of publicity, please give the name(s) and address(es) of local paper(s):
2. Describe principal services of firm, specialties, extent of market and scope of operations. Indicate what percentage of the firm's work is engineering, as opposed to architectural, surveying, materials testing, etc.:

III. Engineering Personnel/Licensure Information

3. Total number of employees of the organizational unit nominated: _____
4. Total number of employees who are classified as engineers or engineering supervisors: _____
Total classed as engineers include:
 - a. Total number with P.E. licenses: _____
 - b. Total number with E.I.T. certificates: _____
 - 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 the 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. Total number of personnel directly supporting engineers within the organizational unit nominated:
 - a. Technicians certified by the National Institute for Certification in Engineering Technologies (NICET): _____
 - b. Technicians not certified: _____
 - c. Drafters: _____
 - d. Clerical and other support personnel under engineers' direction: _____
6. Total number of engineers hired in the past 12 months: _____

- a. Total number of engineer turnovers in the past 12 months: _____
- b. Number of engineer turnovers during the past 12 months amounted to what percent of total classified as engineers? (Do not include retirement, promotions, or intracompany transfers.) _____ %
- c. Number of engineer turnovers during the past five years amounted to what percent of total classified as engineers? _____ %

7. Licensure

- a. What percent of your firm's engineers hold current P.E. licenses or E.I.T. certificates in any state? _____ %
- b. Is P.E. or E.I.T. status mandatory as a condition of employment for positions with engineering titles? Yes _____ No _____
- c. Are employees given time off with pay to take P.E. or E.I.T. examinations? Yes _____ No _____
- d. Does your firm pay license renewal fees for all licenses? Yes _____ No _____
- e. As a matter of policy, do engineers receive a salary increase or bonus in recognition of their licensure? Yes _____ No _____
- f. Does your firm pay the cost of P.E. and E.I.T. refresher courses? Yes _____ No _____
- g. Are licensed engineers encouraged to use the P.E. suffix or display licensure certificates? Yes _____ No _____

8. Provide an 8-1/2" x 11" organizational chart to the committee. Identify which positions are filled by PEs and EITs.

9. Identify the number of other licensed professionals in your firm, including architects and land surveyors. _____

IV. Recruitment/Indoctrination

10. Recruiting Practices

- a. Does your firm 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 firm 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 _____

By whom?

e. Does your firm make special efforts to recruit women and minorities? Yes _____ No _____

If yes, describe briefly:

f. Does your firm offer a cooperative job program or summer employment to college engineering students? Yes _____ No _____

V. Employment

11. Professional Environment/Working Conditions

a. Are titles denoting engineering status restricted to those who are licensed or who are graduate engineers? Yes _____ No _____

b. What percent of your firm's personnel having titles denoting engineering status are licensed or are graduate engineers? _____ %

c. What percent of your firm's engineers have private or semiprivate offices? _____ %

d. Are there enough support personnel so that engineers can restrict their activities primarily to professional activities? Yes _____ No _____

e. Is nontechnical administrative support readily available to all engineers as required? Yes _____ No _____

f. Is a technical library maintained on the premises, available to engineers during working hours, which subscribes to professional or technical journals pertinent to engineers' fields? Yes _____ No _____

g. Does your firm assume 100% present and future responsibility for any claims and suits against the authorized work of professional employees done while in its employ? Yes _____ No _____

h. Is the engineer free from requirements to join a labor organization? Yes _____ No _____

12. Organization

a. Is the performance of engineering employees formally evaluated at specific intervals and discussed with the employees involved? Yes _____ No _____

b. How often?

c. Describe employee evaluation process:

d. Are the levels of responsibility and relationship of positions within your firm clearly defined and written down? Yes _____ No _____

- e. Is this information communicated to the engineering staff? Yes _____ No _____
- f. Does your firm have a written employee policy manual? Yes _____ No _____

13. Compensation

- a. Does your firm have a definite salary policy and progression path for engineers? Yes _____ No _____
- b. Is salary administration related directly to individual performance? Yes _____ No _____
- c. Is a performance and salary review discussed with each engineer at least annually? Yes _____ No _____
- d. Are engineers recognized specifically for superior performance or special accomplishments, such as published papers, major cost reduction work, etc.? (Year-end bonuses do not count.) Yes _____ No _____
- e. What form does the recognition take (e.g., commendation, special bonus, etc.)?
- f. Is the salary schedule reviewed periodically by comparing it with local and national benchmarks? Yes _____ No _____
- g. Does your firm maintain reviews of local engineering rates to assure that it is aware of developing salary gaps? Yes _____ No _____
- h. Are engineering salaries generally commensurate with the salary scales established in NSPE's Recommended Income Ranges? Yes _____ No _____
- i. If an engineer desires to stay in the technical field rather than move into a supervisory (administrative/managerial) position, does your firm have a "dual ladder" promotion policy? Yes _____ No _____
- j. Does your firm have a profit-sharing or bonus incentive program? Yes _____ No _____

If yes, describe:

- k. Does your firm have a pension plan, life/health insurance plan or savings plan consistent with current business practices? Yes _____ No _____

If yes, describe your firm's benefits package, including insurance, pension, sick leave, vacation, holidays, etc.

- l. Are engineers compensated in any way for scheduled overtime? Yes _____ No _____

If yes, how?

14. Communication

- a. Are regular staff meetings of engineers held at which they have the opportunity to discuss with superiors company policy relating

to both personnel matters and company business activities? Yes _____ No _____

b. If yes, how often are these staff meetings held?

c. What other types of staff meetings are held? How frequently? Who attends?

d. Is there a formal system for submitting suggestions? Yes _____ No _____

e. Does your firm publish a newsletter or bulletin that includes coverage of personnel matters and company business activities? Yes _____ No _____

15. Termination/Transfer

Note: If not applicable to your firm (because of no terminations), answer on the basis of what your policy would be in the event of termination and transfer. Check if this is the case: _____

a. Does your firm conduct exit interviews to discuss the exact reasons for termination? Yes _____ No _____

b. Are terminated engineers normally provided with severance pay? Yes _____ No _____

c. Are major employee protection plans (e.g., insurance) normally continued for some period following termination? Yes _____ No _____

d. As a matter of policy are efforts made to place terminated engineers? Yes _____ No _____

For Firms With Multiple Offices:

e. Are all formal transfer costs normally paid by your firm? Yes _____ No _____

f. Are unusual moving-expense reimbursement problems normally settled in a discussion between employee and employer? Yes _____ No _____

VI. Professional Development

16. Continuing Education

a. Does your firm have a formal, written continuing education policy? Yes _____ No _____

b. Is each engineer reminded at least annually, either verbally or in writing, that your firm's policy officially encourages continuing education through any means available? Yes _____ No _____

c. In the past year, has your firm sponsored or cosponsored an in-house school, seminar or lecture? Yes _____ No _____

d. When business permits, is paid time off or leave of absence given for educational purposes? Yes _____ No _____

e. In the past year, what percent of your firm's engineers have taken

advantage of this paid time off or leave? _____%

f. How much does your firm pay toward continuing professional education (e.g., registration, tuition, travel, lodging, texts, etc.)? _____%

g. What percent of your firm's engineers attended some form of continuing education courses during the past year? _____%

h. Are completed career-related courses recorded in the engineer's personnel file? Yes _____ No _____

17. Professional/Technical Society Activity

a. Does your firm formally encourage participation in technical and professional societies? Yes _____ No _____

b. What percent of your firm's engineers belong to NSPE and what percent to other national technical or professional societies? NSPE _____% Other _____%

c. Does your firm pay expenses for membership in professional or technical societies? Yes _____ No _____

d. Are an individual's accomplishments in professional or technical societies recorded in his or her personnel file? Yes _____ No _____

e. Does your firm contribute or sponsor professional or technical societies in other ways? Please explain.

18. General

a. What percent of your firm's engineers published professional or technical papers or made presentations of a professional or technical nature during the past year? _____%

b. Are engineers offered clerical and editorial assistance in the preparation of papers or articles for publication or presentation? Yes _____ No _____

c. Does your firm formally encourage participation in civic organizations? Yes _____ No _____

d. Are engineers encouraged to represent your firm in speeches to civic and technical groups? Yes _____ No _____

e. Is there a formal professional development program under which engineering employees' technical and professional development and employment experience are monitored in an effort to further the career goals of individual employees? Yes _____ No _____

f. Does your firm have a formal mentoring program? If so, describe and enclose a copy of any manual or written guidelines for your program. Yes _____ No _____

g. Wherever possible, is a conscious effort made to rotate work

assignments to broaden the engineer's experience?

Yes _____ No _____

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

Yes _____ No _____

If yes, how?

VII. Special Employment Practices

19. Is there a program for continuation of the firm or transfer of management/ownership?

Yes _____ No _____

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

VIII. References

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

Employees

Clients

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