



## Missouri Society of Professional Engineers

### *MSPE PEI Professional Development Award*

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The MSPE Professional Engineers in Industry Professional Development Award is presented to the nominated engineering firm that has made outstanding contributions to the advancement and improvement of the engineering profession through its employment policies and practices. The purpose of the award is to recognize those firms to adopt progressive policies and practices.

**Award:** The award consists of a plaque mounted on wooden shields and engraved with the type/category of the award and the name of the winning company.

**Qualifications/Method of Selection:** For purposes of this competition, an “industry” employer is a for-profit firm or branch office of a firm, the primary function of which is to provide engineering design or consulting services for infrastructure, facilities, or processes to clients in accordance with applicable state law. Excluded would be firms that provide both design and construction services, wholly owned sub-organizations supplying design services to a single parent organization, and research and development organizations.

The following factors and rules should be considered in the completion of this form:

- Nominations for the award must be originated by local chapters or practice divisions of an MSPE-affiliated state society.
- A MSPE chapter may submit only one nomination for the MSPE Industry Professional Development Award.
- If the nominated firm has facilities in more than one location, the nomination may be submitted by any chapter in whose area the firm has such facilities involving engineering.
- The size of the firm’s engineering staff will not be considered by the Awards Committee in its selection.
- All nominations must be submitted on the official form or a facsimile thereof. Incomplete forms may lead to disqualification or low rating of nominees. Applications submitted should contain precise and accurate data.

- All attachments must be on 8-1/2” by 11” sheets and must be clearly referenced to the application form.

The committee also reserves the right not to select a recipient in a given year if, in its opinion, none of the nominations is of sufficient stature or quality to justify a state award.

In ranking nominations, although not necessarily selecting the final winner, numerical points are considered. Nominations will be evaluated on the point system below. These points were established in accordance with the Guidelines to Professional Employment for Engineers and Scientist.

The criteria are evaluated as follows:

Engineering Personnel/	
Licensure Information	20 points
Recruitment	10 points
Employment	25 points
Professional Development	30 points
Special Employment Practices	<u>15 points</u>
Total	100 points

**Presentation:** The award is presented at the MSPE Annual Convention. A representative of the winning firm will be invited to receive the award at the MSPE Annual Convention. MSPE will send press releases about the winner to local media and trade publications.

**Nomination Format:** Must be submitted on the prescribed form. All entries must include the original nomination, and 5 copies.

**Deadline:** The original nomination form and all attachments must be submitted, no later than April 1 to the address listed below.

MSPE-PEI Professional Development Award  
200 E. McCarty Street, Suite 200  
Jefferson City, MO 65101-3113



**Missouri Society of  
Professional Engineers**

***MSPE PEI Professional Development Award  
Nomination Form***

*Please type (Section I must be completed by an MSPE representative or state chapter.)*

**I. MSPE State Representative and/or Local Chapter Information**

State Representative/Local Chapter: \_\_\_\_\_

Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**II. Company Information (Section II through VII must be completed by a company representative.)**

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

President of company (indicate if a P.E.): \_\_\_\_\_

Name of employee responsible for engineering: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

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

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2. Describe principal products or services, specialties, extent of market and scope of operations:

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### III. Engineering Personnel/Licensure Information

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

4. Total number of employees classified as engineers or engineering supervisors: \_\_\_\_\_

Within total classed as engineers, list:

a. Total number with Professional Engineer (P.E.) licenses: \_\_\_\_\_

b. Total number with Engineer-in-Training (E.I.T.) certificates: \_\_\_\_\_

c. Total number without P.E. licenses or E.I.T. certificates but who hold engineering degrees from Accreditation Board for Engineering and Technology (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: \_\_\_\_\_

National Institute for Certification in Engineering:

Technologies (NICET) certified technicians: \_\_\_\_\_

NICET certified technologists: \_\_\_\_\_

Other: \_\_\_\_\_

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

6. Licensure

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

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

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b. Are licensed engineers encouraged to use the P.E. suffix and display their licensure?

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

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

If no, explain:

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d. 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: \_\_\_\_\_

e. Are engineers given salary increases upon obtaining P.E. licenses? Yes: \_\_\_\_\_ No: \_\_\_\_\_

What other incentives are provided for licensure?

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f. Does your company assume 100% present and future 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 year (do not include retirements, promotions, or intra-company 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: \_\_\_\_\_

If no, why?

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b. Do your company's job advertisements and announcements contain all the pertinent facts about the job, including educational requirement, experience, job description, name and location of company?  
Yes: \_\_\_\_\_ No: \_\_\_\_\_

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

Describe interview sequence:

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d. 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?

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e. Is the policy in d above explained fully to the applicant before such expenses are incurred?

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

f. Do your company's technical/professional employees retain title to all patents and technical accomplishments (i.e., not required to assign patents to the company)? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If no, please explain patent policy:

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g. Does your company offer a cooperative job program for engineering students?

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

h. 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:

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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: \_\_\_\_\_

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

V. Employment

10. Physical Environment

a. What percent of engineers have private or semiprivate office facilities? \_\_\_\_\_%

Describe facilities briefly:

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

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11. Utilization

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

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

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

If no, explain title policy:

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

If yes, please describe:

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e. If an engineer desires to stay in the technical field rather than move into a supervisory (administrative/managerial) position, does your company have a "dual ladder" promotion plan?  
Yes: \_\_\_\_\_ No: \_\_\_\_\_

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

If no, explain:

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## 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?

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

What is the familiarization method?

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c. Is a performance and salary review discussed with each engineer at least once annually?

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

d. Is the salary policy reviewed periodically by comparing it with local and national benchmarks?

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

e. Are engineers rewarded for patents, major cost reductions work, published papers, etc.?

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

If yes, describe compensation methods:

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

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

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g. Does your company have other savings or investment plan for employees?

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

Describe briefly:

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h. Are engineers compensated in any way for scheduled or excessive overtime?

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

13. Termination/Transfer

a. Does your company conduct exit interviews to determine reasons for termination?

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

b. Are terminated or laid-off engineers provided with severance pay? Yes: \_\_\_\_\_ No: \_\_\_\_\_

c. Are terminated or laid-off engineers allowed exit paid time off to seek other employment?

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

d. Are efforts made to place terminated engineers? Yes: \_\_\_\_\_ No: \_\_\_\_\_

e. Are all formal transfer costs from one location to another paid for by your company?

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

VI. Professional Development

14. Professional Development

a. Does your company encourage participation in technical-professional societies?

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

If yes, how is this done?

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b. What percent of your company's engineers belong to MSPE and what percent to other professional or technical societies? MSPE \_\_\_\_\_ % Other \_\_\_\_\_ %

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

	Annual Dues	Meeting Expenses
Technical Societies:	____ %	____ %
Professional Societies:	____ %	____ %
Engineers Club:	____ %	____ %
Community Service Club:	____ %	____ %

d. Does your company have a formal continuing education program? Yes: \_\_\_\_\_ No: \_\_\_\_\_

e. Does your company pay for the following out-of-plant education for engineers? (Indicate percent paid.)

	Credit	Noncredit
Engineering Courses:	____ %	____ %
Liberal Arts Courses:	____ %	____ %
Books and Materials:	____ %	____ %
Travel and Expenses:	____ %	____ %
Technical Seminars:	____ %	____ %

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

g. Does your company sponsor in-house workshops, seminars, lectures, etc.?  
Yes: \_\_\_\_\_ No: \_\_\_\_\_

h. Are paid time off and leave of absence given for education purposes? Yes: \_\_\_\_\_ No: \_\_\_\_\_

i. Are engineers encouraged to broaden their background in business administration, law, economics, etc.? Yes: \_\_\_\_\_ No: \_\_\_\_\_

What is the form of encouragement?

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j. Are engineers encouraged to participate in: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Civic organizations? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Political organizations? Yes: \_\_\_\_\_ No: \_\_\_\_\_

What is the form of encouragement?

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k. Are training courses available in public speaking and writing? Yes: \_\_\_\_\_ No: \_\_\_\_\_

l. Are engineers encouraged to represent your company in speeches to civic and technical organizations? Yes: \_\_\_\_\_ No: \_\_\_\_\_

15. Does your company consider the Guidelines to Professional Employment for Engineers and Scientists in administering professional employment practices? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, how?

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## VII. Special Employment Practices

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.