



## **EVALUATION/ENDORSEMENT COMMITTEE POLICIES & PROCEDURES**

Our evaluation process takes approximately 60 days from the date we receive a copy of the following items from the requester via email:

1. A completed BWL Request for Endorsement form.
2. A copy of their resume/curriculum vitae.
3. A copy of the application they submitted for the desired position.
4. An alphabetical list by last name containing the names, mailing address, area code and telephone number, and email address of 50 references, 30 of which must be professional contacts and 20 of which may be personal contacts.
5. An Excel spreadsheet of valid email addresses for the 50 references.

Our evaluation process is as follows:

1. The BWL President receives a request for endorsement via email.
2. The BWL President forwards the request to the BWL Evaluation/Endorsement Chair.
3. The BWL Evaluation/Endorsement Chair sends a letter of acknowledgment to the requester via email. The BWL Request for Endorsement form is included with the acknowledgment email if the requester's completed form was not previously submitted with the initial request to the BWL President.
4. The requester submits the requested documents (Items 1-5, above) to the BWL Evaluation/ Endorsement Chair by the stated due date via email.
5. The BWL Evaluation/Endorsement Chair sends the BWL Judicial Evaluation Questionnaire to the 50 people whose contact information was provided by the requester via email as well as to the BWL Board and Past Presidents. Additional persons may be contacted, at the discretion of the BWL Evaluation/Endorsement committee.
6. The BWL Evaluation/Endorsement committee meets and reviews the returned questionnaires and the requester's completed BWL Request for Endorsement form, resume/curriculum vitae and application.
7. The BWL Evaluation/Endorsement committee determines whether to schedule an interview with the requester to discuss their request for endorsement, application and questionnaire responses. The interview may be conducted in-person, by telephone or via the Internet.

8. The BWL Evaluation/Endorsement committee rates the requester and votes on whether to recommend endorsement. The committee reports on its rating and recommendation, if any, at the next scheduled BWL Board meeting.
9. The BWL Board votes on whether to accept the recommendation of the BWL Evaluation/Endorsement committee regarding the request for endorsement.
10. The requester is notified in writing of BWL's decision regarding their request for endorsement.