



## EMpower Submission Questions: Completion Guidance

This is a guide to the submission questions for the **EMpower Ethnic Minority Role Model Lists**. All entries are scored by our judges to help determine which individuals will appear on our latest Lists, and at which position. This guide is designed to clarify what type of activity and evidence should be put into each question response, and what our judges are looking for in the responses of a potential Role Model.

Please note that all our Role Model questions are seeking to understand what you are doing **outside of your everyday work** to inspire and develop the next generation of diverse talent. This means activities which are a standard part of your role at your organisation cannot be included or scored. This is especially important for D&I professionals and anyone with specific D&I responsibilities (such as internal recruiters for example) who will need to demonstrate they are going above and beyond the standard remit and expectations of their role to be included on our Role Model lists.

### **General Guidance:**

All of the questions have a word limit so we expect that responses will be concise. Our judges score only for the activities and achievements you outline and there are no scores assigned for the style or presentation of your response. Please use bullet points and lists, and write as concisely as possible.

We are interested in work that makes a difference. Therefore providing information on the specific outcomes and impact of your activities in all responses is important for our judges to be able to understand and appropriately score the scale of your achievements. Supporting this with any statistics, feedback or examples you have will enhance your responses and the likely scores awarded. Please ensure that you only include details from the last two years in Sections 4, 5 and 6. There is an opportunity to include details from beyond the last two years in Section 7. Any details from beyond the last two years included in Sections 4, 5 and 6 will not be considered.

Responses on our online form cannot be saved prior to submission. We therefore suggest that you prepare your answers first and then cut/paste them onto the form once complete.

## Question Guidance

### submission tips

- ▶ prioritise your most trail-blazing achievements
- ▶ use bullet points & lists
- ▶ be clear, concise & specific
- ▶ only include information from the last two years
- ▶ ensure all information is in the correct section

EMpower Ethnic Minority  
Role Model Lists 2020

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## Section 4: Your internal work for diversity and inclusion

**How have you been involved in promoting diversity and inclusion within your company (with an internal group or otherwise) and what impact has this had within the company in the last two years? (200 words)**

This question covers all the work you have done to increase inclusion within your own organisation, or with internal audiences.

This could include:

- If you have taken part in existing groups promoting ethnic minority inclusion internally and/or have actively participated in internal events and initiatives.
- If you have been involved with internal groups (including a leadership role) and/or internal events, mentoring and can demonstrate that you have driven specific initiatives which have had a clear impact on ethnic minority inclusion.
- If you have driven specific groups/schemes or programmes internally dedicated to ethnic minority inclusion and have been a leading figure internally for inclusion activity supported by internal media.

Please use bullet points and include the time frame of each initiative/activity.



## Section 5: Your profile

**Please list any prominent diversity and inclusion related engagements or accolades from the last two years. (200 words)**

Part of being a successful Role Model in business is your visibility, perceived expertise within your chosen field, and ability to influence change. Media and speaking engagements and accolades related to diversity and inclusion help build your profile and are therefore considered and scored by our judges.

This could include:

- speaking engagements or panel discussions
- diversity and inclusion awards
- media opportunities including interviews, articles and being quoted

Please include the date of each prominent engagement/accolade.



## Section 6: Your public work supporting diversity and inclusion

**How have you been involved in promoting diversity and inclusion outside of your company (with an external organisation or otherwise) and what impact has this had within the last two years? (200 words)**

This question covers any the work you have done separate to your own organisation for external audiences. This would usually be work that is outside your working hours, and which takes place outside of your office.

This could include:

- If you have been involved with ethnic minority inclusion externally, either through sponsorship or donations.
- If you have been highly involved with ethnic minority inclusion mentoring, charities and/or public organisations (including a leadership role) and/or events where you've acted as a spokesperson on behalf of ethnic minority inclusion.
- If you act as a public figure (outside of the workplace) advocating for and/or representing ethnic minority inclusion through external media. This includes actions such as making public statements, being involved with articles, television appearances and any other publicity.

Please use bullet points and include the time frame of each initiative/activity.



## Section 7: Further information and headshot

**Please provide any further details which you feel may impact your submission. (200 words)**

This is an opportunity to add a little extra information to your submission, if you feel there's anything we should know.

This could include:

- any information on your personal journey or any specific life events which have influenced or inspired your work supporting inclusion
- how you believe you best embody the characteristics of a Role Model for others
- prominent initiatives/activities to promote diversity and inclusion beyond the last two years.

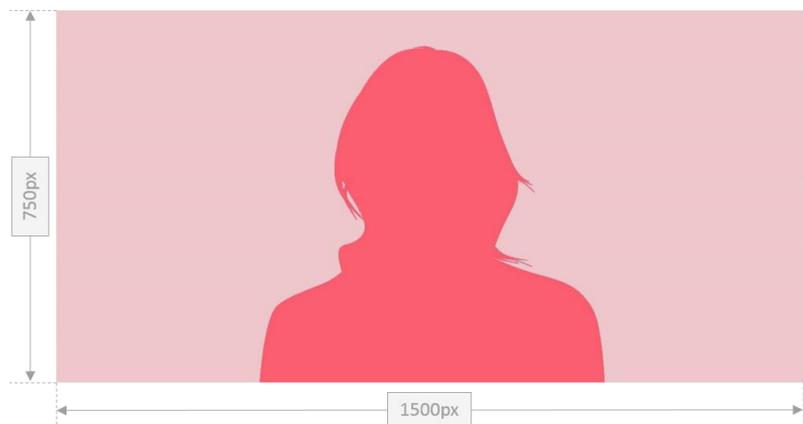
Please use bullet points.

**Please upload a high resolution professional headshot.**

Requirements:

- at least 1500x750 pixels
- landscape orientation
- PNG or JPG file type
- maximum 50MB

This is the image that we will use should you be featured on the EMpower Ethnic Minority Role Model Lists.



If you have any further questions about the submissions process, please don't hesitate to get in contact at [EMnominations@involvepeople.org](mailto:EMnominations@involvepeople.org).