Introduction

This is a guide to the submission questions for the INvolve Role Model Lists. You can use the same submission form and guide to take part in any of our Role Model Lists as a Senior Executive, Future Leader or Advocate.

Submission deadlines for each of the Lists are provided on the submissions page of our website.



Empower Role Model Lists
For ethnically diverse leaders and their Advocates who are supporting success for people of color in the workplace.



Heroes Role Model Lists
For women and their Advocates who are championing women in business.



Outstanding Role Model Lists
For LGBTQ+ leaders and their Advocates who are breaking down barriers for LGBTQ+ individuals at work.



Enable Role Model Lists
For those with experiences of disability, neurodivergence and mental health and their Advocates who are advancing inclusion for these spaces in the workplace.

For each Role Model List you apply for, you will be asked to outline the work you are doing to drive inclusion for that specific demographic. All entries are scored by our internal judges to help determine which individuals will appear on each of our published Lists.

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 from 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 employees. This means activities which are a standard part of your role at your organization cannot be included or scored. Nominees cannot work professionally in diversity, equity and inclusion (DEI) or be in a role where the majority of their work is focused on DEI activity. Those who have DEI as part of a much wider remit within their role are allowed.

Below is general guidance on how to submit a great form, together with a full list of the questions which appear on the online submissions form with guidance on how best to answer each question.

We have no problems with potential Role Models using AI tools to help structure their responses, but all content must be checked for accuracy before submission.

Please note that responses on our online form cannot be saved prior to submission. We therefore suggest that you prepare your answers first and the cut and paste them into the form once completed.

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General guidance

All of the questions have a **word limit** so please keep responses concise. Our judges score only for the activities and achievements you outline and scores are not dependent on style or presentation, therefore please use bullet points and lists to write as concisely as possible.

We are interested in work that makes a difference, so please provide information on the specific outcomes and impact of your activities in all responses so judges can 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.

Even though you can use the same submission form to submit for more than one of our Role Model Lists at the same time, any answers you provide regarding your activity for inclusion must be specific to the Role Model List mentioned in the question. As each Role Model List is judged independently, generalized responses and cut/paste answers for multiple Role Model Lists are unlikely to score well.

Please ensure that you only include details from the last two years in the *Your Work Supporting Inclusion* section. There is an opportunity to include details from beyond the last two years in the *Further Information* section. Any details from beyond the last two years in the *Your Work Supporting Inclusion* will not be considered to ensure that all Role Models are current in promoting inclusion inside and outside of their organizations.

The submissions page on our website has a full FAQ section on our Role Model Lists so if you don't find the information you are looking for here, you may find it there.

Submission questions outline

Your Details Section

Are you completing this form for yourself, or on behalf of someone else?*

We allow submissions forms to be submitted on behalf of a potential Role Model but only **with their permission**. If you are submitting on behalf of someone else then please declare it here and provide your name and email address. This allows us to correctly contact you regarding any enquiries on the submission and ensure that you are notified of the outcome.

[tick] Please confirm that you do not consider your professional job role to be a predominately (over 50%) diversity and inclusion role.*

Our Role Model Lists aim to put the spotlight on individuals who are driving inclusion in business outside of their main job role. This means we cannot consider submissions from those working professionally in diversity and inclusion or who have DEI activity as a majority part of their work responsibility. In ticking the box you are declaring that you do not work in a predominately DEI role.

Submissions are accepted from those who have DEI within their remit, but as part of a much larger set of responsibilities, such as HR professionals

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First name*
Last name*
Preferred pronouns*
Email address*
Phone number
Secondary contact email address
Which country do you work in?*
Which city do you work in?*

The rest of this section is made up of simple introductory questions including contact details. If your main email address is included as a work email, we also recommend including a personal email address in the Secondary Contact email address section to ensure you still get notifications should you be away from your place of work or leave your organization.

Your Identity section

What is your sexual orientation?*
Do you consider yourself Trans?*
What is your gender identity?*
What is your race/ethnicity?*

The purpose of our Role Model Lists is to celebrate diverse leaders in business so these questions are mandatory to ensure you have applied to the relevant Role Model List (selected further down the form). If you do not wish to complete any of these questions because they do not relate to the List you will apply for then you can simply write *Prefer Not To Say* in the relevant box.

Your Role Section

Job title*

Please include your official job title at your current organization.

What is your reporting line to the head of your organization?*

Please include your direct reporting line to the CEO or head of your organization using job titles. An example would be;

My Role > Head of Marketing > Marketing And Communications Director > CMO > CEO
or
My Role > Head of Americas > EMEA Director > Global Director > CEO
or
My Role > Partner > Managing Partner

If you are the CEO or Head of your organization then you can specify this in the box.

Company*

Company size*

These questions confirm where you work, and the size of organization.

Do you consider yourself a Senior Executive?*

Each of our Role Model Lists (with the exception of Enable) contain Lists for both Senior Executive Role Models and for Future Leader Role Models.

A Senior Executive is defined as within -3 of CEO in a large organization, in the C-Suite of a smaller organization, a corporate Board member, or a Partner in a law or professional services firm.

We appreciate that this guidance is not easily applied to all organizations and if you are in doubt we recommend either reviewing our existing Lists to gauge the seniority of those featured, or to tick the *Unsure* option which means we will use our experience and comparison to other Role Models to make the correct selection.

Please note that if you select Yes, then we will only consider you for the Senior Executive Lists. For the Senior Executive List, our judges will take into account seniority and your ability to influence and implement change at your organization as part of the selection process. This means you may not make this List if your seniority is outside of the guidance. Your seniority is not a consideration within the selection process for Future Leaders.

Our Role Model List Selection

Select which Role Model Lists you would like to apply for. Please note that you can apply for as many of our Role Model Lists as you like.

In this section, you can select which Role Model List(s) you would like to apply for. And overview of each Role Model List is included at the top of this guide, and on our website where you can view all our previous Lists.

You can apply for just one, or for multiple, depending on the focus on your inclusion work. For each of the Role Model Lists you can apply as either a diverse leader or an advocate depending on your own identity.

For each individual Role Model List you select you will need to outline the work you are doing to support inclusion for that specific diversity. So, for example, if you apply for both our Empower and Heroes Role Model Lists, you will need to answer questions specific to the work you are doing to both drive inclusion for people of color (for Empower), as well as for women (for Heroes). As each Role Model List is judged independently, generalized responses and cut/paste answers for multiple Role Model Lists are unlikely to score well.

Your Work Supporting Inclusion

Do you currently have a role in any internal or external groups/networks promoting inclusion?*

For each Role Model List you have selected, you will be asked if you have a formal role in any external groups/networks supporting the relevant diverse population. You can include your role within a specific ERG and any external networks promoting inclusion. Please do not include more general roles you have which are not relevant to your work supporting inclusion.

We recommend putting your most significant role first, and you can add additional roles and networks but clicking the plus button.

For this question, just insert the role and network name. You can include all the work you are doing within this group in the question below.

Please outline the most impactful work you have been doing to support inclusion over the last 2 years?* (max. 350 words)

This is the key question which judges look at when selecting Role Models for each List, and who is included in the Top 20 of each List. There is a 350 word limit so we highly recommend being concise and focusing your response on the unique activity and impact which will make you stand out amongst other potential Role Models.

Example information to include could be;

- Initiatives you have taken part in/spearheaded
- Networks you have set-up or have a prominent role in
- Groups you have sponsored and supported
- Changes you have initiated at your organization
- Campaigns on specific issues you have led
- Partnerships with relevant organizations you have created
- Events and activities you have organized or supported
- Relevant speaking engagements or panel discussions.

- Awareness or social media campaigns you have led or taken part in
- Media opportunities including interviews, press articles or where you have been quoted.

Please note that we are unable to click on any links that you include as evidence so we recommend simply stating the name of the title and publication, event, or group/organization where relevant.

With any activities you include in your answer please ensure you also include the impact it has made when it comes to supporting inclusion. If you have statistics for this then please include them.

If you have too much activity to include within the word count then please include only the activity that demonstrates the most innovation and impact.

Further information and headshot

Please provide any further personal information relevant to being a Role Model for inclusion not covered in earlier questions.(max 250 words)

The further information section provides you with an opportunity to share any additional relevant information that is not covered above but could be beneficial for the judges to understand your wider work and journey as it relates to inclusion.

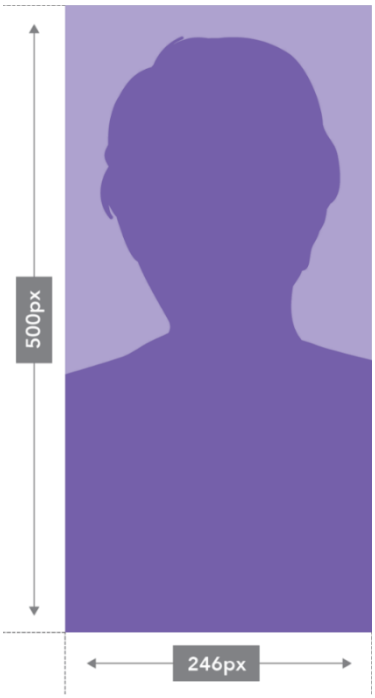
This could include;

- Any information regarding your personal journey or any specific life events that have influenced or inspired your work supporting inclusion.
- Any experience that you have gained working in different parts of the world that has enhanced, or framed your understanding and actions pertaining to driving inclusion.
- Any specific initiatives focused on driving inclusion intersectionally and/or work done to support other underrepresented communities and demographics.
- Any community advocacy or youth work.
- Any awards or achievements that you have gained for your previous work

Please refrain from including hyperlinks and instead provide descriptive text to outline your experience.

Please upload a high-resolution professional headshot.

As part of your submission, you must upload a headshot. This headshot will not be a part of the judging process and will only be used on our website should you be successfully chosen as a Role Model.



Without providing a headshot we cannot include you in the final Lists if you are successful in being chosen. If you're unable to upload a headshot through the submissions form please email it to us at rolemodels@involvepeople.org

Guidelines for headshots are as follows:
at least 246x500 pixels

- vertical (portrait) orientation
- PNG or JPG file type
- 300 dpi resolution
- maximum 50MB

Upon your submissions completion

You should see both a confirmation message on our website and also receive an automated confirmation email. Please note that this email can often go into junk/spam so please check this before contacting us with any concerns.

Once the submission deadline has been reached for the List(s) you have applied for, your submission with be reviewed and put forward into our judging process.

Given the number of submissions we receive, it may be some time after the submission deadline that you hear about the outcome of your submission. However please be assured that we contact all potential Role Models to let them know the outcome of their submission.

If you made your submission and wish to make additional updates to the submission prior to the published deadline then you will need to make a new submission. We do not currently have the capability for you to update an already submitted form. You do not need to notify us if you submit a new form, as we will always take the most recent version we receive as the one used in the judging process.

Should you have additional questions then our submissions page has a full FAQ section or you can **get in contact with us at** rolemodels@involvepeople.org