Summary of HERS Leadership Institute Application Requirements

PERSONAL INFO
• In 25 words or less, please share why you would like to attend the HERS Institute
• In 25 words or less, please share why now is the time for you to attend the HERS Institute

PROFESSIONAL BACKGROUND
• Your role, responsibilities, years of experience, department and who you report to

EDUCATION HISTORY
• Institution attended, degree earned, and concentration of study

ORGANIZATIONAL STRUCTURE & LEADERSHIP ROLE
• Upload your institution's organization chart along with a summary of your role, how you contribute to your organization's success as a leader, and where you see yourself in five years.

LEADERSHIP ATTRIBUTES
• List your core skills and professional interests
• Describe past, current, and/or future projects utilizing your leadership skills and abilities. In 1,000 characters or less.
• Describe your Major Career Accomplishments (fill in the blank)
• Provide a Short Bio summary in 3,000 characters or less. For guidelines on writing short bios that tells your story, please visit: https://bit.ly/2QeOsed

LETTER of RECOMMENDATION
We encourage you to reach out to one of the following individuals at your institution to secure a recommendation and sponsorship to cover the cost of your attendance:
• President/Chancellor
• Provost/Vice-President Academic Affairs
• Chief Student Affairs Officer
• Chief Financial/Budget Officer
• Chief Diversity Officer
• Chief Advancement/Development Officer
• Chief Information Technology Officer
• Chief Human Resources/Talent Management Officer
• Chief Enrollment/Admissions Officer

These individuals typically approve the release of professional development funding, so when you are requesting a recommendation it is also a great opportunity to discuss the availability of funding for your attendance. This letter is a requirement because we want you to think across the institution and beyond your role. If you’ve never met these senior officers, this is a great opportunity to introduce yourself.

Tips for Successfully Submitting Your Recommendation:
• The recommendation request email will be sent to your recommender immediately after you save the information. Please alert them to check Junk or Spam folders.
• The letter should address the applicant’s potential for leadership, ability to complete a campus leadership project and some acknowledgement that the applicant's supervisor supports their attendance in the HERS Leadership Institute.
• Once you have submitted your application, you may view the status of your recommendation request by logging into your application. Your application is not considered complete until the letter has been received, so make sure it is uploaded by the application deadline.