

**Women's History Month**  
**Arkansas Department of Education (ADE)**  
**ADE Phenomenal Women**  
**Frequently Asked Questions**

**1. Is the Women's History program for all ADE employees?**

As part of the national Women's History Month, ADE will host its first Phenomenal Women's Luncheon. The recipients will be nominated, and all female employees will be eligible.

**2. Is the Women's History program an informational program?**

Yes, informational and a recognition program.

**3. What are the criteria to be nominated?**

**The nominee should:**

- Be a strong female Role Model.
- Exhibit outstanding professionalism.
- Make a positive impact on the lives of others.
- Maintain a professional attitude and routinely show consideration and support of other staff members, colleagues, and visitors to ADE.
- Be an enthusiastic supporter of the agency.
- Demonstrate core values of integrity, respect, teamwork, creativity, and excellence. Operate as 1 (one) ADE.
- Someone who has overcome adversity either personal or professional.

**4. What is the purpose of the Women's History Program?**

For ADE to recognize phenomenal women of ADE and highlight their contribution to the agency.

**5. When is the deadline to nominate the 2023 ADE Phenomenal Women?**

Tuesday, February 28, 2023

**6. Who can nominate a Phenomenal Woman and how are they selected?**

Any ADE employee or supervisor can nominate another employee. The HR Office staff will review the nomination documents. The HR Director will review the completed nomination packets and select the final recipients. Limited to five recipients per year.

**7. When is Women's History Month?**

March of each year

**8. How often can someone be selected?**

Once every two years

**9. How do I submit the nomination form and the bio?** Please email the nomination form and bio to [Humanresources@ade.arkansas.gov](mailto:Humanresources@ade.arkansas.gov)

**10. What other information should I know?**

Nominees will be honored on Wednesday, March 8, 2023

**Program:** 11:00 a.m., Arch Ford Auditorium Presentation of Certificates

**Lunch:** 11:30 a.m., Arch Ford 201-A

Photo available on the ADE Intranet

**11. How can I view previous recipients?**

Visit the HR Employee Recognition website.

