

# STEP AHEAD AWARDS

#MFGWOMEN



Best Practice Spotlight: STEP AHEAD

## TOYOTA INTERNAL STEP AHEAD AWARDS NOMINATIONS PROCESS



### Synopsis:

Toyota participates in The Manufacturing Institute's STEP Ahead Awards to recognize its women employees who are making great accomplishments in their careers and use the recognition as a motivator to showcase what others are capable of achieving. As a large corporation with locations throughout the United States and across the globe, the multinational company created an internal process to nominate candidates for the STEP Ahead Awards that allows Toyota to avoid duplicate applications being submitted and put forth their best and brightest candidates for the award.



### Goal:

Streamline a process to nominate the best possible candidates for the STEP Ahead Awards.



### Contact:

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### Time Commitment:

The company dedicates 20 hours of time in total. This time is spent over two months through four employees to complete the process. One HR employee manages the email distributions and initial reviews, and three plant presidents serve on the executive committee to review the nominations and choose the final applicants.



### Outcome:

The number of officially submitted applicants varies year to year based on how large the pool is and the quality of candidates. For the 2018 STEP Ahead Awards, Toyota submitted four Honoree applications and three Emerging Leader applications. The maximum per company was selected.



**Leah Curry**  
Plant President  
2013 STEP Ahead  
Honoree



**Susan Elkington**  
Plant President  
2014 STEP Ahead  
Honoree



**Millie Marshall**  
Plant President  
2014 STEP Ahead  
Honoree

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## STEPS FOR IMPLEMENTATION:

- 1 Create a nomination review executive committee and/or confirm previous participants will again volunteer to be a part of the internal review process.
- 2 Develop an email communication on STEP Ahead Award nominations to send out to all plant presidents and HR department heads in manufacturing, along with other groups, directly linking to manufacturing. Indicate in the email the internal company nominations due date as one month prior to the official Manufacturing Institute deadline. The email will include a nomination form in a word document that mirrors The Manufacturing Institute nomination form.
- 3 Coordinate with all necessary departments to approve and review this email communication.
- 4 Nominations are returned to Toyota HR representative by the internal deadline.
- 5 Toyota HR representative reviews the nomination submissions and separates the candidates into the Emerging Leader and Honoree categories.
- 6 Toyota HR representative ensures all applications include all necessary information and the appropriate word count.
- 7 Toyota HR representative reviews and documents internal performance ratings of all submitted nominees.
- 8 Toyota HR representative distributes the nomination submissions and a matrix with performance scores to the internal executive committee, which includes three female plant presidents who are all STEP Ahead Award alumnae.
- 9 Toyota HR representative coordinates a meeting/ conference call with the executive committee to discuss the nominations and come to a consensus on who they would like to officially nominate. The executive committee is asked to come to the meeting with their top three choices in each category.
- 10 Once the final candidates are chosen, the Toyota HR representative submits officially through the Institute's nominations website as the sole point of contact for the Institute.
- 11 Toyota HR representative will send a pre-notification when the Institute sends out the notice on who did and did not get selected.
- 12 Toyota HR representative manages all STEP Ahead Award information, communications and sponsorship, as a sole contact for both the Institute and Toyota.

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