**Instructions for Completing
training Prework**

**Returning, SeNIOR & ALUMNI Examiners**

The purposes of this prework assignment are (1) to prepare you for a successful classroom experience and (2) “sharpen the saw” through your practicing the Independent Review portion of the application evaluation process and creating a partial Independent Review (IR) Scorebook. **Pre work must be completed prior to the classroom session**. Your progress will be checked.

**NOTE TO NEW and RETURNING SENIORS: In addition to this assignment seniors who have not led teams must review all of the Team Leader Communications information in the Examiner Resource Center (**[Link to Team Leader Resource Page](http://www.nist.gov/baldrige/examiners/resource_center/team_leader.cfm)**), as this information has been eliminated from the senior classroom Participant Guide. Please be prepared to ask any questions you have about this information in the classroom session.**

The following seven-part process and Web page links will guide examiners in creating the partial IR Scorebook as well as analyzing the meaning of selected portions of the *Criteria for Performance Excellence* booklet.

**PART ONE: You will need the *Criteria for Performance Excellence* booklet to complete your prework. To obtain the Criteria, you must log in to the** [**Examiner Application Program**](https://www-s.nist.gov/BaldrigeExamAppl/index.cfm) **with your username and password (same username and password you used to submit your training week preference and post-selection information).**

**PART TWO: You are likely to be on the correct Web page already to find the following prework materials. If not, go to the** [**On the Board page**](http://www.nist.gov/baldrige/examiners/resource_center/ontheboard.cfm) **of the Baldrige Web site now. Locate and become familiar with these resources in the Examiner Training Prework section:**

1. 2014 Buckeye City Schools Case Study (Please print a copy.)
2. Code of Ethical Conduct (Please print a copy.)
3. Process Sample Item 5.1 Independent Review (IR) Worksheet and Results Sample Item 7.3 IR Worksheet (In Part Three below, please follow these examples, paying particular attention to format, brevity, and clarity.)
4. [Step-by-Step for Independent Review](http://www.nist.gov/baldrige/examiners/resource_center/upload/2013_Step_by_Step_for_Independent_Review.pdf) (Please print a copy.)
5. Comment Guidelines (We recommend that you print a copy.)
6. 2014 Key Factors Worksheet Sample (P.1a)
7. 2014 Considerations for Small Organizations

**PART THREE: Access BOSS.**

1. By close of business on March 25th, you will receive two e-mails from BOSSAdm@nist.gov:
	1. one with your user ID, a link to BOSS, and instructions on how to access BOSS
	2. one with a temporary password
2. [**Sign on to BOSS**](https://www-s.nist.gov/boss/) and become familiar with the navigation and functionality.
3. A Help Topics PDF document can be found in Examiner Prework section.

**PART FOUR: Evaluate case study items 2.1, 4.1, 4.2, 5.2, 6.1, 6.2, and 7.4 (using BOSS).**

***Please now refer to your* Step-by-Step for Independent Review *to complete this part, and then return to Part Five below.***

**PART FIVE: Be prepared to discuss the essential meaning of Criteria items 1.1, 1.2, 2.2, 3.1, 3.2, 7.1, 7.2, and 7.5.**

1. New examiners will be asked to write a 50-word (or shorter) description of each of the Criteria items listed above, capturing the main point in your their words, and also to explain why the Criteria requirements in their assigned item are so very important for an organization to consider.
2. As an experienced examiner you will be asked to listen to their responses and provide feedback to help them get clear on the Criteria meaning and importance.

**PART SIX: Review, print, and sign the Code of Ethical Conduct.**

From the Examiner Resource Center, download, print, and sign a copy of the Code of Ethical Conduct, and bring it to class.

**PART SEVEN:** **Bring these documents to class**.

1. Your prework materials (case study, Criteria, and related tools)
2. Your completed IR Worksheets for items 2.1, 4.1, 4.2, 5.2, 6.1, 6.2 and 7.4
3. Your signed Code of Ethical Conduct

**Contact the Baldrige Examiner Help Center at** **examtrng@nist.gov** **for fastest service, or 1-877-237-9064, option 2, if you have any problems or questions.**