**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 in BOSS.

**NOTE TO NEW and RETURNING SENIORS and all ALUMNI examiners:  In addition to this assignment, please review all of the Team Leader Communications information plus the Roles and Responsibilities Matrix on the Team Leader Resources Webpage in the** [**Examiner Resources Center**](http://www.nist.gov/baldrige/examiners/resource_center/team_leader.cfm)**, as this information will be discussed during the Senior Training course. Please be prepared to ask any questions you have about this information in the classroom session.**

The following five-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 *Baldrige Excellence Framework* booklet.

**PART ONE: Locate and become familiar with these resources in the Examiner Training Prework section of the Examiner Resources Center:**

1. FitHabits Case Study award application
2. Process Sample Item 5.1 Independent Review (IR) Worksheet
3. Results Sample Item 7.3 IR Worksheet
4. Comment Guidelines
5. 2016 Key Factors Worksheet Sample

**PART TWO: Access BOSS.**

1. Sign into BOSS after receiving your email with account information from
 BOSSAdm@nist.gov and follow the instructions.

2. Refamiliarize yourself with BOSS navigation and functionality.

**PART THREE: Evaluate case study items 4.1, 4.2, 5.2, 7.1, and 7.2 (using BOSS).**

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

***We have reduced the number of items in this assignment again this year to provide more time to focus on doing these items well, not to eliminate hours needed to perform.***

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

1. Your prework materials (case study, Framework booklet, and any other documents helpful to you)
2. Your COMPLETED partial IR Scorebook

**Note**: We will check your pre work in class for completion. Your pre work also may be monitored for completion prior to class, as it is so important to this learning experience. You can print just the Items you completed, or you can print the whole scorebook as a place to take notes – your choice.

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