**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: 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. 2015 Casey Comprehensive Care Center for Veterans Case Study (Please print a copy for class)
2. 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.)
3. [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.)
4. Comment Guidelines
5. 2015 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. A Help Topics PDF
 document can be found in the Examiner Prework section if you need assistance.

**PART THREE: Evaluate case study items 1.1, 2.1, 5.2, 7.1, and 7.5 (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 this year to provide more time to focus on doing these items well, not to eliminate hours needed to perform.***

**PART FOUR: Review and be prepared to discuss the meaning and importance of Criteria items 1.2, 2.2, 3.1, 3.2, 4.1, 4.2, 5.1, 6.1, 6.2, 7.2, 7.3, and 7.4, focusing on any changes made this year.**

 ***Many of these items will be worked during the classroom session.***

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

1. Your prework materials (case study, Framework booklet, and any other documents helpful to you)
2. Your entire IR Scorebook, even though your assignment was to partially complete it.

**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.**