Dear Baldrige Examiner,

We consistently hear from examiners that they would like more feedback on their performance during the award process. If you would like to provide feedback to your teammates, you may use the Peer Evaluation Form and Scorebook Evaluation Rating Scale. By providing constructive feedback in the spirit of continuous improvement, you will help your teammates become better at evaluating an organization and providing actionable feedback to applicants. The benefits of improving these skills extend to all of the Program’s key stakeholders—our Award applicants, the Board of Examiners, and the Judges Panel.

Please email the forms directly to your fellow team members once you have completed your reviews.

Thank you for participating in this important activity.

**BALDRIGE PEER EVALUATION FORM**

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| --- | --- | --- | --- | --- | --- | --- |
| SCOREBOOK PREPARED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ APPLICANT #: \_\_\_\_\_  REVIEWED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_  ***This review will be shared only with the Examiner whose scorebook you are evaluating.***  **Use the attached rating scale to evaluate any scorebook element you used to complete your assignments. Circle the most appropriate score.** | | | | | | |
| **Scorebook Elements** | **Did not meet Expectations** |  | **Met Expectations** |  | **Exceeded Expectations** | **Actionable Comments and Specific Examples** |
| 1. **Virtual Evaluation**   **Scorebook** (see pg. 2 fordescriptions) | 1 | 2 | 3 | 4 | 5 |  |
| 2. **Criteria Knowledge** (see pg. 2 for descriptions) | 1 | 2 | 3 | 4 | 5 |  |
| 3. **Team Member Skills** (e.g., met deadlines, provided feedback to teammates, on time for calls, prepared for calls, followed ground rules) | 1 | 2 | 3 | 4 | 5 |  |

Other comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  | **1 – Needs Improvement** | **2** | **3 – Met Expectations** | **4** | **5 – Exceeded Expectations** |
| --- | --- | --- | --- | --- | --- |
| **Independent Analysis Scorebook** | * Evidence consisted of one-word statements such as “systematic”, “deployed,” or “mature” or were left blank. * The applicant’s name/acronym was used. |  | * Evidence provides insights to how the applicant is meeting the Criteria questions and link to key factors. * Observations that are very significant to the assessment are bolded. |  | * Examiner indicated key Criteria questions or key factors that were not addressed. * Evidence was provided for the evaluation factors including figure references. |
| **Virtual Evaluation Scorebook** | * Many findings did not meet most of the Feedback Guidelines. * Findings frequently were not a single thought, were prescriptive, and/or were judgmental. * All of the assigned VE Item Worksheets were not completed. * Balance and content of Item-level findings consistently did not reflect the Item score. * Findings did not provide actionable information for the applicant. * Rationale statements were not completed for the findings. * Multiple scores were missing |  | * Findings presented a single, complete thought, addressing questions from the Criteria, using examples from the application, and linking to the organization’s key factors. * Findings balance and content was reflected in the score and did not appear to conflict with one another. * Worksheet showed appropriate use of bolded findings. * Scores were completed. * Findings were non-prescriptive and nonjudgmental, referenced appropriate figures, and met all other Feedback Guidelines. * Results VE Item Worksheet comments identified levels and trends, segmentation, appropriate comparisons, and were appropriately linked to Process Items and key factors. |  | * All Feedback Guidelines were met. * All findings were captured in proper format and style. * Scorebook findings could have been sent directly to the applicant with no changes. * Score reflected the appropriate evaluation factors and fit an overall holistic assessment of the Item. * Rationale statements were completed and provided insights into the Examiner’s synthesis of the IA worksheets * Findings were prioritized in order of importance for the applicant. |
| **Criteria Knowledge** | * Many findings were not linked to and did not reference the Criteria questions. * Examiner did not recognize and cite critical information in the application that relates to many of the Criteria questions. |  | * Findings demonstrated an understanding of the Criteria questions and the significance of key factors in determining what questions were most important for the applicant. * Findings demonstrated an understanding of key terms in Scoring Guidelines. * Appropriate scoring ranges were selected. * The benefit of the doubt was appropriately utilized. |  | * Clearly demonstrated comprehensive knowledge of the Criteria, Core Values, and Scoring Guidelines, and the relationships among and between these elements, including the organization’s key factors. * Linkages among Items, based on the applicant’s key factors, were well utilized and clearly evident. |
| **Team Skills** | * Missed process deadlines during VE * Did not provide feedback for teammates during VE * Not on time for some planning calls * Did not follow all ground rules during the consensus call * Unprepared for applicant interviews and consensus call |  | * Met all process deadlines during VE * On time for all planning calls * Provided feedback as an Item backup and team member * Followed ground rules during the consensus call * Prepared for applicant interviews and consensus call |  | * Met all process deadlines during VE * Accepted and integrated appropriate feedback on VE Item Worksheets. * Provided feedback on all Item discussions during consensus call * Willingly fulfilled other team roles |

**Scorebook Evaluation Rating Scale**