

Instructions for completing Prework

STEP ONE – Go to the Examiner Learning Resource Center at

http://www.baldrige.nist.gov/Examiner_Resources.htm

Become familiar with the resources and e-learning modules you will need to complete your Prework.

- Code of Ethical Conduct e-learning module and document
- Award Evaluation Process Overview e-learning module – section called, “What’s New in 2010”
- 2010 Step-by-Step for Independent Review worksheets adapted for BOSS
- Instructions for logging on and using BOSS
- Samples for Items 5.2 and 7.4

STEP TWO – Access the Baldrige Online Scorebook Solution (BOSS)

Sign on to Baldrige Online Scorebook Solutions (BOSS) and become familiar with the navigation and the functionality included with BOSS.

On April 5 you will receive from **BOSSAdm@nist.gov**:

An email with the link to BOSS and your user ID.

A second email with a temporary password.

Instructions on how to access BOSS and

An orientation to navigation

A link to the BOSS can also be found on the [Examiner Learning Resource Center](#).

Contact the Baldrige Help Line (1-877-237-9064 Option 2 or examtrng@nist.gov) if you should have any problems or questions.

STEP THREE -Review your Pework assignments

All Examiners	<p>Read the complete NuGrain application.</p> <p>Thought Question: As you read the application, note evidence from multiple Items of the alignment/integration (or lack of) for the following Key Concepts.</p> <ol style="list-style-type: none"> 1. Visionary Leadership/NuGrain’s Vision 2. Organizational Sustainability/NuGrain’s Challenges 3. Strategic Advantages 4. Management by Fact/NuGrain’s Measures, Analysis, and Performance Improvement 5. Customer Engagement/Customer Focus 6. Core Competencies <p>Record your evidence for each concept.</p>
New Examiners	Key Factors, Cat 1, 4 and Items 7.1,7.6
Senior/Alumni Examiners	Key Factors, Cat 1,2,4 and Items 7.1,7.2,7.6
Returning Examiners	Key Factors, Cat 2,3,6 and Items 7.2,7.3,7.5
All Examiners	<p>View the Code of Ethical Conduct e-learning module</p> <p>Sign the Code of Ethical Conduct and bring to class</p>

STEP FOUR - Gather Your Materials

- BOSS user ID; Password; and Navigation instructions

- NuGrain Case Study
- 2009-2010 Criteria for Performance Excellence
- Your assignment
- Samples for Items 5.2 and 7.4 (Please follow these examples for format, brevity, and clarity.)

STEP FIVE -Complete the Pework

View the Code of Ethical Conduct e-learning module and download and sign the Code of Ethical Conduct.

Record your evidence of alignment/integration or (lack of) for the six key concepts in the Thought Question. **Print a copy to bring to class.**

Complete the Key Factors worksheet.

Using the 6-Step Evaluation process, complete an Independent Review worksheet for each of your assigned Items.

Print a copy of your Independent Review worksheets to bring to class. **These will be required to participate in class exercises.**

STEP SIX – Bring these items to Class

All Examiners

Signed Code of Ethical Conduct

Completed Independent Review Worksheets for your assigned Items

Thought Question with notes for six key concepts

NuGrain Case Study

Criteria for Performance Excellence

Seniors - Bring your personal and work calendars for Senior Training.

New Examiners – Bring your certificate of completion of the Are You Ready? e-learning module.