

2021 KEY DATES FOR EXAMINERS**

Event/Action	Date	Description
Examiner Applications Due	June 1, 2021	Applications are available at www.wisquality.org or by emailing examiners@wisquality.org
Acceptance Notifications	On or before June 5, 2021	Individuals invited to serve on the 2020 Board of Examiners will be notified via email. Deadline for accepting appointment to the BOE is June 30, 2020
New! Examiner training requirements	Baldrige 101 June 1 and June 8 (virtual) Baldrige 201 August 10 and August 17	Baldrige 101 – June 1, 8 am - noon and June 8, 8 am – noon (2 parts). Required for <u>all new</u> examiners and recommended for individuals who have not served as examiners since 2018. Special examiner rates apply Baldrige 201 – August 10 and August 17 , 8 am -- noon (2 parts). Required for all examiners. This session covers the changes to the 2021-22 Criteria for Performance Excellence. Special examiner rates apply Waived if participant in Baldrige Performance Excellence Program Examiner Training in 2021
Examiner Team Training/Work Day on live application	September 9 – 10, 2021. Currently planned for virtual format; live training is be considered	All Examiners attend both days (will receive application in advance of the training) Depending on the number and type of applicants, teams may meet to begin evaluation of the applicant; otherwise will use a case study. A Team Leader and a Judge are designated for each team. The Team Leader sets future meeting dates, as well as due dates for key milestones and deliverables. Team Leader conducts introductory call with applicant.
Examiner Independent Evaluation	September	50 page Narrative: The application packages are read and analyzed independently by each member of the Examiner team. If not done earlier, the Team Leader makes Category Leader assignments. Teams prepared for virtual interviews, as well as the results call. Challenger and Fast Forward Applications: Teams are formed as intents are submitted. There is no scoring, and recognition levels are preassigned.
Preparation for Virtual Site Visits Virtual Site Visits held via teleconference	September-October	To prepare for virtual interviews, team members read each other’s independent reviews, and identify findings and supporting evidence about vital few strengths and opportunities for improvement. Team members create interview questions, and conduct virtual interviews with the applicant via teleconference. Teams may choose to meet to plan and prepare for the virtual interviews.
Examiner Team Consensus Event	Completed by October 15th	A Pre-consensus call to discuss process is held the week before the consensus meeting. The Examiner team meets to come to confirm consensus on the applicant’s strengths and opportunities for improvement. The team will score the application scorebook. The resulting post-consensus scorebook provides a basis either for the final feedback report or, in some cases, for site visit issues to be addressed during the applicant’s site visit. The consensus meeting is planned and led by the Team Leader and normally lasts 1 day with some telephone or electronic follow up.

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Site visits	Late October	Site visits serve to clarify and verify the information received in the application and help the organization and examiner team gain deeper understanding. Additional Examiners may be added to teams conducting site visits. Site visit expenses are reimbursed by the applicant organization.
Feedback reports drafted	Within one week of the consensus event or within one week of the last day of site visit.	The Examiner team drafts a feedback report based upon the agreed-upon findings from the consensus review and, if applicable, the site visit. The Team Leader works together with the team's Judge to ensure that the team's report provides appropriate feedback to the organization that address its current level of achievement and the opportunities for improvement that address the gaps to the next level of achievement.
Panel of Judges convenes	November	The Panel of Judges, consisting of Judges assigned to all Examiner teams, meets to calibrate scores, comments, and feedback in May and in October. Recognition levels for all 2020 applicants are confirmed in November.
Feedback reports to applicants	December	Feedback reports will be completed by December 15, 2021. Recognition levels will not be considered final until after the Panel of Judges meeting.
Post-feedback report meeting options	December	We encourage applicant organizations to engage with their team leader for post-feedback debriefing and action planning session.
Recognition Levels Announced	December	We recognize and celebrate Wisconsin Forward award applicants at a ceremony held in Madison in early 2022.

****Key deliverable dates are subject to change to meet the needs of the Examiner team and the applicant organizations.**