



# 2024 JUDGING INSTRUCTIONS

## QUICK REFERENCE GUIDE

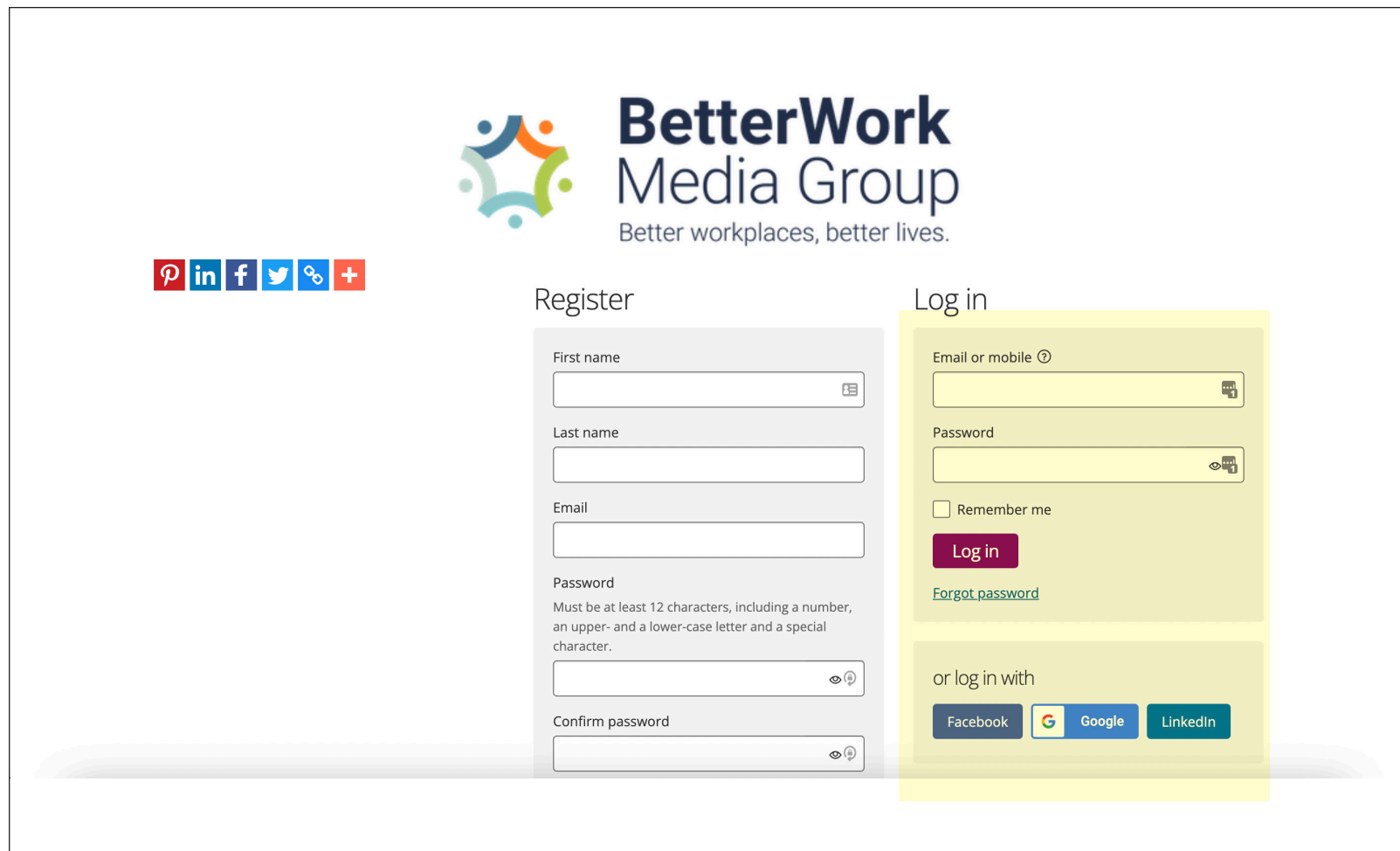
1. Log in to the awards portal using your email and password: <https://betterworkmedia.awardsplatform.com/>. Use Chrome for best results.
2. Click **Judge** in the top left side of your screen.
3. Read **Overview**.
4. Under **My judging assignments**, the box labeled **2024 LearningElite** tells you how many applications you have assigned to you. Click **Start**.
5. Review and agree to the **Confidentiality Agreement** and **Print your full name**. Click **I accept the terms of this agreement**.
6. Before you begin your assignment, review the **FYI: Some tips to help you get started**. Here, you will find links to read and download the **Judge Rubric** and **Judge Instructions**.
7. If you serve as a judge for multiple awards programs for BetterWork Media Group, use "**Browse by category**" to search for your assigned application. Select "**LearningElite**" and "**2024**."
8. Under **Application**, select your assignment, which is listed by the name of the applicant organization.
9. Open and read application. You can also download and print the application as a PDF.
10. For questions 1-17, select the appropriate score from the drop-down menu. Click **Save + Previous** at the bottom of the screen if you need to complete scoring in multiple sessions.
11. For questions 18-20, enter your open-ended responses in the comment box provided. You can add multiple comments.
12. Click **Save + Next** at the bottom of the screen to complete the scoring process for that application.
13. Repeat for each subsequent application.

## STEP BY STEP INSTRUCTIONS

Begin by logging in to the judging portal: <https://betterworkmedia.awardsplatform.com/>.

Enter your email address and password on the right side of the screen. Your login credentials are the email address and password you used when you applied to be a judge. If you have forgotten your password, click **Forgot password** in the login field. An email prompting a new password will be sent to you. If you continue to have trouble logging in, email the judging coordinator (Figure 1).

FIGURE 1



The screenshot displays the BetterWork Media Group website interface. At the top center is the logo, which consists of a stylized human figure made of colorful dots (blue, orange, green) and the text "BetterWork Media Group" in a bold, dark blue font, with the tagline "Better workplaces, better lives." below it. To the left of the logo is a row of social media icons for Pinterest, LinkedIn, Facebook, Twitter, YouTube, and a plus sign. Below the logo and social icons are two main sections: "Register" and "Log in".

The "Register" section is a light gray box containing the following fields and text:

- First name: A text input field with a small icon on the right.
- Last name: A text input field.
- Email: A text input field.
- Password: A text input field with an eye icon on the right. Below it is the text: "Must be at least 12 characters, including a number, an upper- and a lower-case letter and a special character."
- Confirm password: A text input field with an eye icon on the right.

The "Log in" section is a light yellow box containing the following fields and text:

- Email or mobile: A text input field with a question mark icon on the right.
- Password: A text input field with an eye icon on the right.
- Remember me: A checkbox with the text "Remember me" next to it.
- Log in: A purple button with the text "Log in" in white.
- Forgot password: A blue link with the text "Forgot password" below the "Log in" button.

Below the "Log in" section is a section titled "or log in with" containing three buttons: "Facebook", "Google", and "LinkedIn".

## ACCESSING APPLICATIONS

Once you log in, click on **Judge** in the top left of your screen. This will take you to the page with your pending applications as well as a list of applications you have completed. After reading the **Overview**, scroll to **My judging assignments**. The box labeled **2024 LearningElite** tells you how many applications you have assigned to you. Click **Start** to view your judging assignments. (Figure 2).

FIGURE 2

The screenshot shows the user interface of the BetterWork Media Group website. At the top, there is a navigation bar with the text "BetterWork Media Group" on the left, "Enter Judge" in the center, and "Cart Elizabeth Loutfi" on the right. Below the navigation bar, the main content area features the BetterWork Media Group logo and tagline "Better workplaces, better lives." on the right. On the left, there is a sidebar with a "2023 LearningElite" link. The main content area has an "Overview" section with a list of instructions for judges. Below the instructions, there is a "My judging assignments" section highlighted with a yellow box. This section shows a card for "2023 LearningElite" with a "Start" button, the text "LearningElite open period 01 Apr — 10 Jul", and a progress indicator showing "1 Application assigned".

BetterWork Media Group Enter Judge Cart Elizabeth Loutfi

2023 LearningElite

**BetterWork Media Group**  
Better workplaces, better lives.

Overview

- Before judging or entering scores, read through the full application to understand the entire submission and the applicant's full story.
- As you read through the application make note of any elite/unique tactics, approaches or outcomes. You will need to highlight one elite feature at the conclusion of your assessment.
- For each item, select the score that best represents the applicant's response (Underdeveloped, Standard, Best or Elite).
- As a general rule, Best and Elite answers will be substantive, with specific examples of the organization's L&D practices and outcomes.
- Category indicators are cumulative. A Best response will show evidence from the Standard category and an Elite response will show evidence from the Best category.
- On questions 18-20, you have an opportunity to provide open-ended comments about the application.
- The LearningElite attracts organizations large and small, national and international, first-time and returning. As such, there may be differences in quality and formatting between applications. Please rate questions based on the substance of the answers. Organizations should neither be penalized for typos nor rewarded for formatting.
- There may be instances where organizations answer questions out of order. For example, the learning strategy may be addressed in the answer to question 4, rather than question 1. If this practice is pervasive, you may find it useful to assess the application holistically, rather than question by question.
- [This rubric](#) is provided as a guideline for judges. You should base your ratings on the suggested guidelines and indicators provided as well as your own professional judgment based on your experience.

For questions, contact the judging coordinator, Liz Loutfi (elizabeth@betterworkmedia.com).

Thank you for your time and support of the LearningElite program!

My judging assignments

2023 LearningElite

Start LearningElite open period  
01 Apr — 10 Jul

1  
Application assigned

## CONFIDENTIALITY AGREEMENT

Review 1-4 of the confidentiality agreement terms. Sign your full name in the box and click **I accept the terms of this agreement** (Figure 3). You cannot proceed without a signature.

FIGURE 3

**About**

**Judging**

**Galleries**

### Confidentiality agreement

#### Preliminary judging

As a judge of the award program, I hereby pledge that in accepting this role:

1. I will not divulge or utilise confidential information gained from judging submissions, or discuss with any other party, any details of any entry that I am required to judge;
2. I will perform the task required of me to the best of my ability in accordance with the procedures set down and in the spirit of the program, without bias or prejudice to any entrant or entry;
3. I will declare to the award organiser any involvement that I have had in any entry listed for me to judge;
4. I will not copy or retain any entry material during the online or live judging process, nor remove any written notice, material, score sheet, document or part of any entry.

Print your full name

**I accept the terms of this agreement**

The next page lists your assignments and their status (**To be scored, In progress, Complete**). Before you begin your assignment, review the **FYI: Some tips to help you get started**. Here, you will find links to read and download the **Judge Rubric** and **Judge Instructions**. If you serve as a judge for multiple awards programs for BetterWork Media Group, use “Browse by category” to search for your assigned application. Select “LearningElite” and “2024.”

Under **Application**, Your assignment(s) will be listed by the name of the applicant organization. Your score will appear next to the application’s **Status**. If you want to download the application, **click the PDF icon**.

To begin reviewing an application, **click on the application name** (Figure 4).

FIGURE 4

**Some tips to help you get started:**

1. Clicking on the entry name will take you into the entry view.
2. When you click into an entry, you will see all the details entered by the entrant on the left side of the page. On the right side, is where you put in your score and comments.
3. If you wish to abstain from judging for any reason, check the box on top on the right side and you can skip scoring that entry.
4. The *Comments* box can be seen by organizers and may be used publicly.
5. Once you have scored all criteria, hit 'Save + next' to move to the next entry.
6. The status 'to be scored' refers to an entry that is yet to be scored.
7. The status 'in progress' refers to an entry that hasn't had all the criteria scored yet (but has commenced).
8. The status 'complete' refers to an entry that has had all criteria scored and is therefore completed.
9. You can also view/download a PDF for each entry for offline use.

Refer to the [Judge Rubric](#) and Judge Instructions.

My judging assignments → Judge applications Search list Advanced

Browse by category LearningElite 2023

Displaying 1 - 1 of 1

ID	Application	Category	Status	2023 LearningElite ©	PDF
18	BetterWork Media Group	2023	To be scored	-	

## SCORING APPLICATIONS

After you have read through the entire application, refer to the judging rubric for specific criteria, and input your scores for questions 1 through 17.

For each question, rate organizations either *Underdeveloped* (2), *Standard* (3), *Best* (4) or *Elite* (5). Use the drop-down menu to score each question, using the rubric and your best judgment as guidelines (Figure 5). The LearningElite judging rubric can be found in Resources [on the program homepage](#).

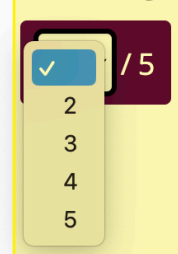
FIGURE 5

### Learning Strategy

Question 1: Describe your learning strategy and explain how it aligns with your business strategy and objectives.

Lorem ipsum.

#### Learning Strategy 1



How well has the applicant answered the question:

1. Describe your learning strategy and explain how it aligns with your business strategy and objectives.

Refer to the judging rubric for specific criteria.

Question 2: Describe how your learning strategy is implemented.

Lorem ipsum.

#### Learning Strategy 2



How well has the applicant answered the question:

2. Describe how your learning strategy is implemented

Refer to the judging rubric for specific criteria.

Question 3: Provide the best example of a key

#### Learning Strategy 3

After question 17, there are three questions requiring open-ended responses. Answer questions 18-20 with the space provided (Figure 6).


For these questions, please provide feedback on that application's elite practice, possible areas of improvement and your own overall thoughts. **Open-ended comments will be edited for grammar and provided to organizations on their benchmarking scorecard.** All comments and scores are aggregated and given anonymously to organizations. That said, please be polite with your comments.

FIGURE 6

Please answer the following questions:

- Question 18. Highlight the most elite tactic, process or outcome you have identified.
- Question 19. Highlight the areas where the organization has the greatest opportunities for improvement.
- Question 20. Overall Comments.


A comment is required

 **Liz Loutfi**

Question 18.

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 **Liz Loutfi**

Question 19.

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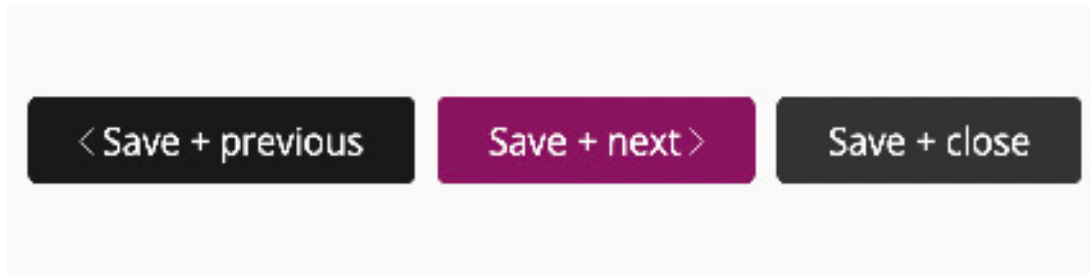
## SAVING AND SUBMITTING

At the bottom of the **Judge Application Form** screen, you have three options:

- **Save + previous**, which saves your work and brings you to the top of the form.
- **Save + next**, **which will submit your application and change its Status to Complete**.
- **Save + close**, which will bring you back to your application page.

FIGURE 7

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Note: Save your work often. There is no way to recover lost data in the online tool.

When you log in again, you will note that the application Status will read **In Progress**. Click **on the application** to return to the form and complete the judging.

When you have completed judging an application, click **Save + next**. Once your review has been finalized, the application **Status** will read **Complete**. You will not be able to edit the scores further. Be sure only to click **Save + next** when you have fully completed your review and comments. You will be prompted if there are any incomplete items. If an application is submitted for scoring accidentally, contact the judging coordinator.

**Judging will close July 1, 2024.** If you have any questions or concerns, please contact the judging coordinator.

This year, your judging coordinator is:

**Liz Loutfi-Hipchen, [elizabeth@betterworkmedia.com](mailto:elizabeth@betterworkmedia.com)**