CHIEF LEARNING OFFICER® LearningElite

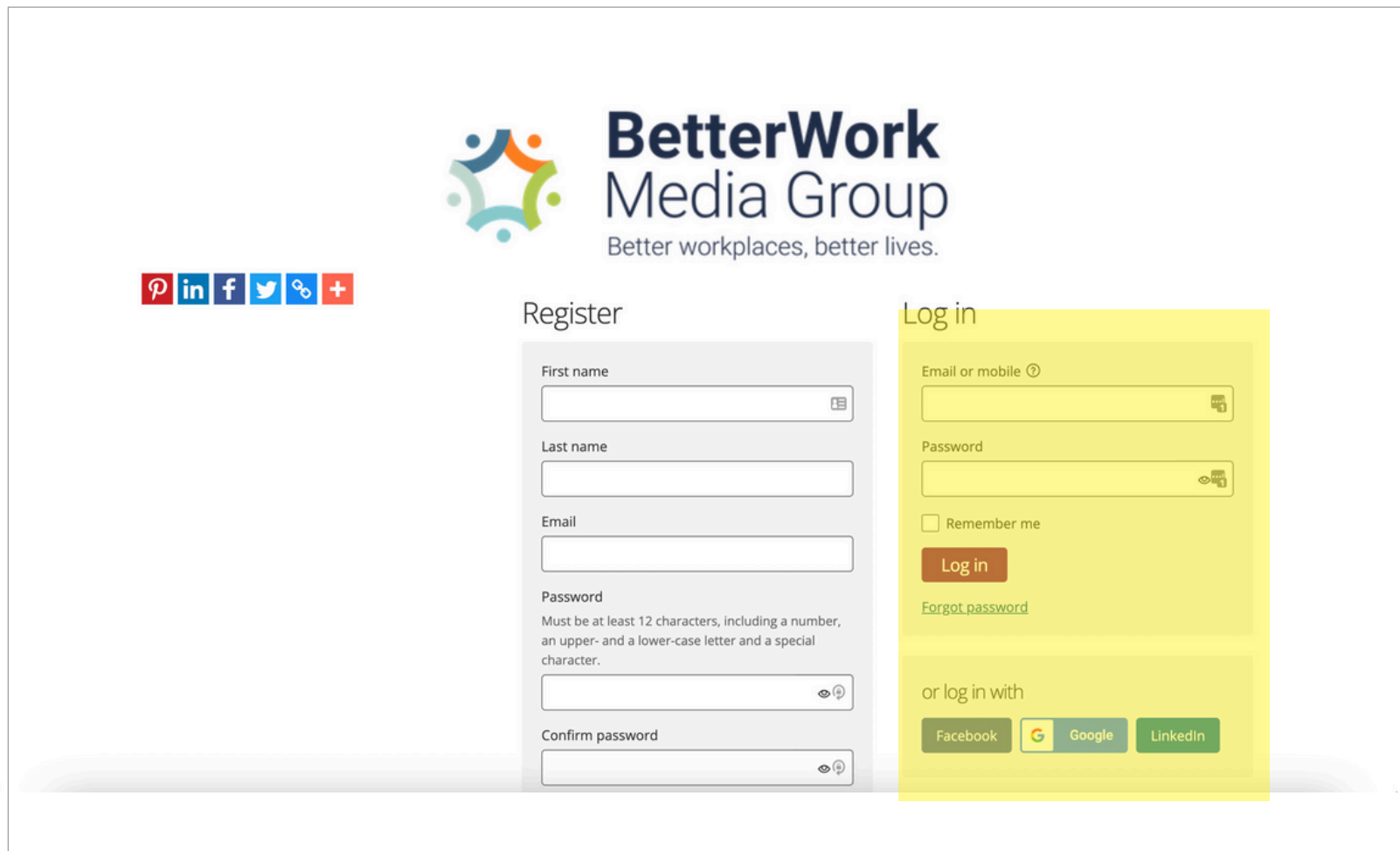# 2025 JUDGING INSTRUCTIONS

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 2025 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 "2025."

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

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

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.

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 "2025."

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

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

✓
2
3
4
5
/ 5

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

/ 5

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

Q **Liz Loutfi**

> Question 18.
>
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Q **Liz Loutfi**

> Question 19.
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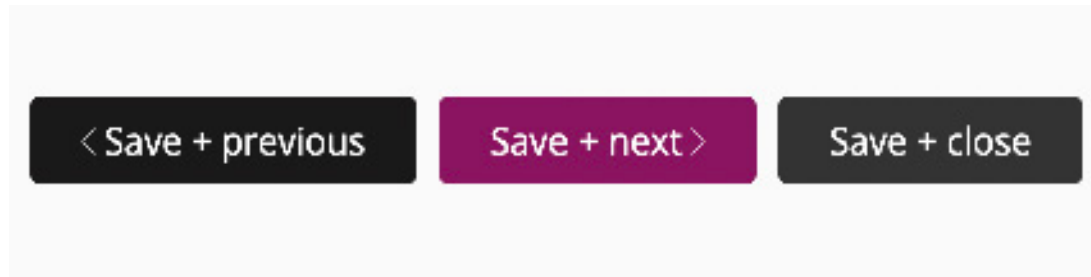
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SAVING AND SUBMITTING

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

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 **Friday, July 25, 2025**. If you have any questions or concerns, please contact the judging coordinator.

This year, your judging coordinator is:

Liz Loutfi-Hipchen, elizabeth@betterworkmedia.com