

2021 JUDGING INSTRUCTIONS

QUICK REFERENCE GUIDE

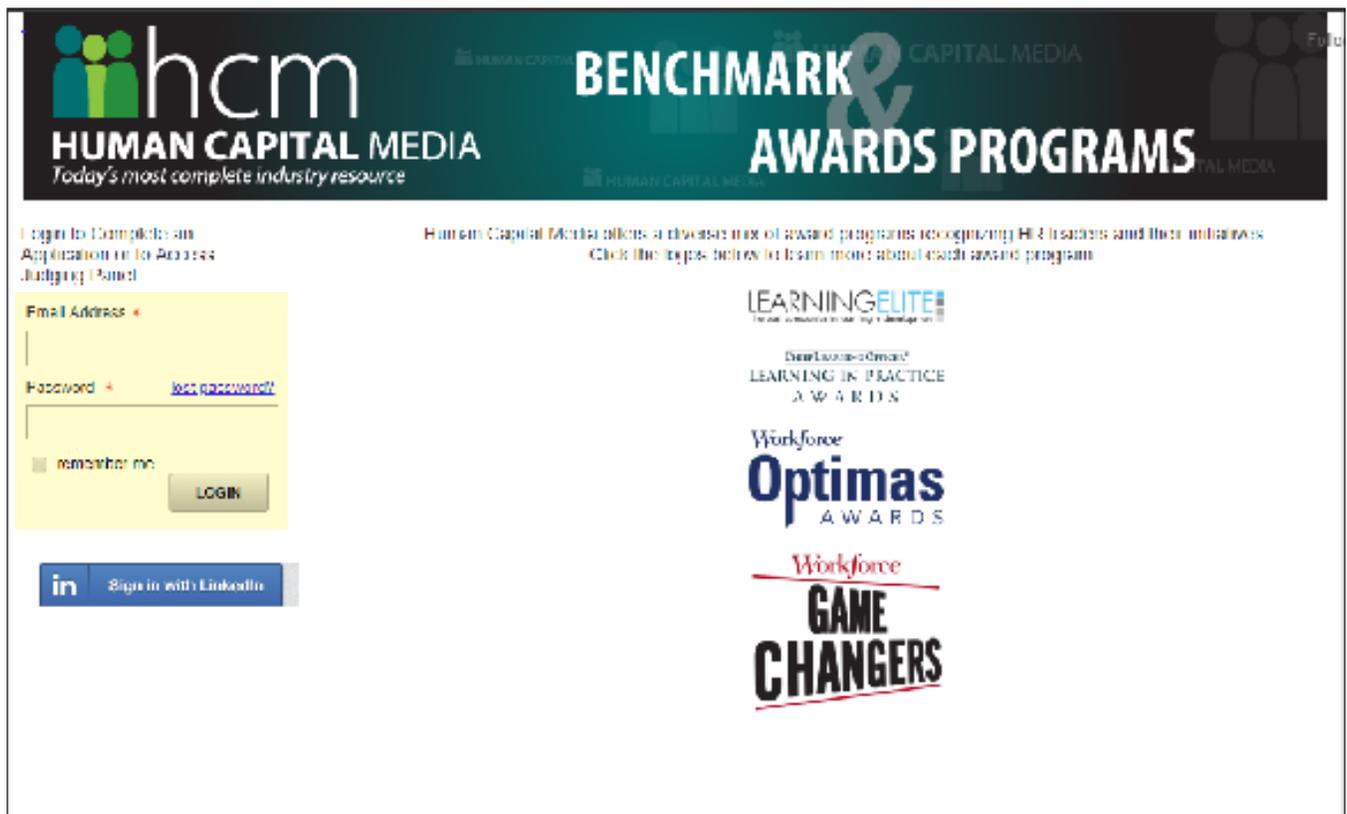
1. Log in to the awards portal using your email and password: <https://hcm.secure-platform.com/a>. Use Chrome for best results.
2. Click **My Judging Assignments** on the left side of your screen.
3. If you are a returning judge, click **Open** next to **2021 LearningElite**. Otherwise, go to step 4.
4. Click **Open** next to **View All Categories**.
5. Under the **Review Pending** tab, click **Open** next to the application you wish to read and score. This will bring you to the **Judging Center**.
6. Under the **LearningElite Components** header, select the PDF to open it and save it to your computer.
7. Open and read the application in a PDF viewer (Adobe Acrobat or similar). When you wish to score the application, return to the awards portal following steps 1-5 above.
8. Once you are back in the **Judging Center**, click the **Evaluation Scorecard** header to bring up the scoring.
9. For questions 1-17, select the appropriate score from the drop-down menu. Click **Safe Draft** at the bottom of the screen if you need to complete scoring in multiple sessions.
10. For questions 18-20, enter your open-ended response in the box.
11. Click **Save and Finalize** at the bottom of the screen to complete the scoring process for that application.
12. Repeat for each subsequent application.

STEP BY STEP INSTRUCTIONS

Begin by logging in to the judging portal: <https://hcm.secure-platform.com/a>. The tool works best with Google Chrome; in the past judges using Firefox or Safari have run into issues with the online tool.

Enter your email address and password on the left 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 **lost password?** in the login field. A new password will be sent to you. If you continue to have trouble logging in, email the judging coordinator for a manual password reset (Figure 1).

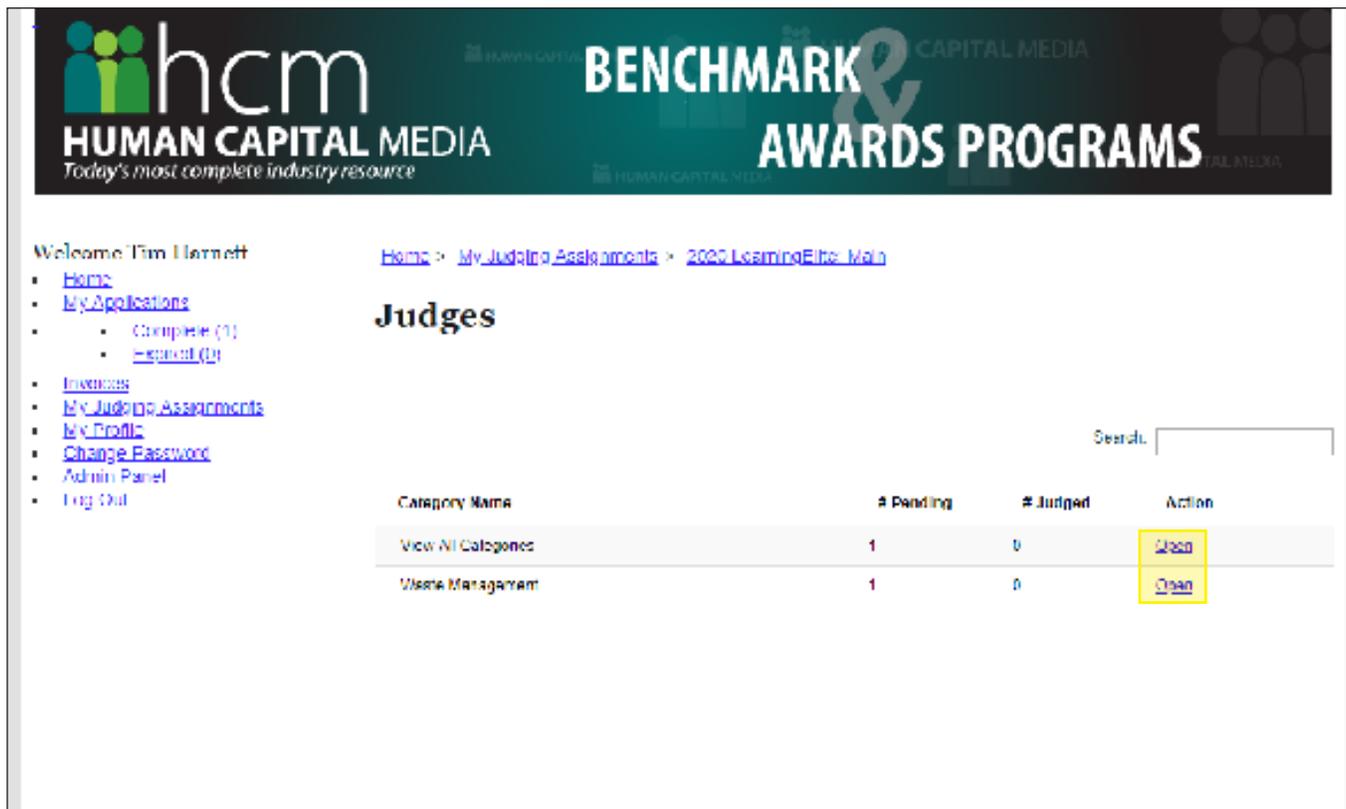
FIGURE 1



ACCESSING APPLICATIONS

Once you log in, you will have several ways to access your assignments. The screen will show your pending applications as well as a list of applications you have completed. Click **Open** to view your judging assignments either all at once (**View All Categories**) or by industry (Figure 2).

FIGURE 2



The screenshot displays the HCM Awards Programs interface. At the top, there is a header with the HCM logo and the text 'BENCHMARK & AWARDS PROGRAMS'. Below the header, a navigation breadcrumb shows 'Home > My Judging Assignments > 2020 Learning Elite Main'. The main content area is titled 'Judges' and features a table with the following data:

Category Name	# Pending	# Judged	Action
View All Categories	1	0	Open
Waste Management	1	0	Open

On the left side of the interface, there is a sidebar menu with the following items: Home, My Applications (with sub-items Complete (1) and Pending (1)), Inquiries, My Judging Assignments, My Profile, Change Password, Admin Panel, and Log Out. A 'Search' input field is located in the top right corner of the main content area.

The next screen lists your assignments and their status (**Started**, **Not Started**, etc.).

To access applications, click **Open** on the right side of the screen (Figure 3).

FIGURE 3

Welcome **Tim Harnett**

- Home
- My Applications
 - Completed (0)
 - Enlisted (0)
- Invoices
- My Judging Assignments
- My Profile
- Change Password
- Admin Panel
- Log Out

Please fill out all required fields and upload attachments to the system.

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Chief Learning Officer
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Home > My Judging Assignments > 2020 LearningElite: Main

Judges

2020 LearningElite

Review Pending | Review Completed

Search

ID	Application Title	Category	Status	Action
53170	Sample LearningElite Organization	Waste Management	Started	Open

Display: 100 (recommended)

records

Showing 1 to 1 of 1 entries

[Print All Applications](#)

JUDGING CENTER

Clicking **Open** brings up the Judging Center (Figure 4). From here you can access and score applications or recuse yourself from any submission if you feel there is a conflict of interest.

FIGURE 4

The screenshot shows the 'Judging Center' page for a 'Sample LearningElite Organization'. The page is titled 'Judging Center' and has a breadcrumb trail: 'Home > My Judging Assignments > 2020 LearningElite: Main > Sample LearningElite Organization'. The main content area is titled 'Judge Evaluation' and displays the following information: 'Sample LearningElite Organization', 'Category: Waste Management', and 'Application # 53170 (Recuse Myself from Judging this Submission)'. There is a 'Download as PDF' link. Below this, there is a navigation bar with 'Organization Information', 'LearningElite Components', and 'Evaluation Scorecard'. The 'Organization Information' section shows 'Organization name *' as 'Sample LearningElite Organization' and 'Industry *' as 'Waste Management'. On the left side, there is a welcome message for 'Tim Harnett' and a list of navigation links: 'Home', 'My Applications' (with sub-links for 'Complete (2)' and 'Expired (0)'), 'Invoices', 'My Judging Assignments', 'My Profile', 'Change Password', 'Admin Panel', and 'Log Out'. Below the navigation links, there is a note: 'Please fill out all required fields and upload attachments to the system.' and contact information for Sarah Kimmel: 'Sarah Kimmel, Vice President, Research and Advisory Services, Chief Learning Officer, magazine, skimmel@humancapitalmedia.com, 312.957.3544'.

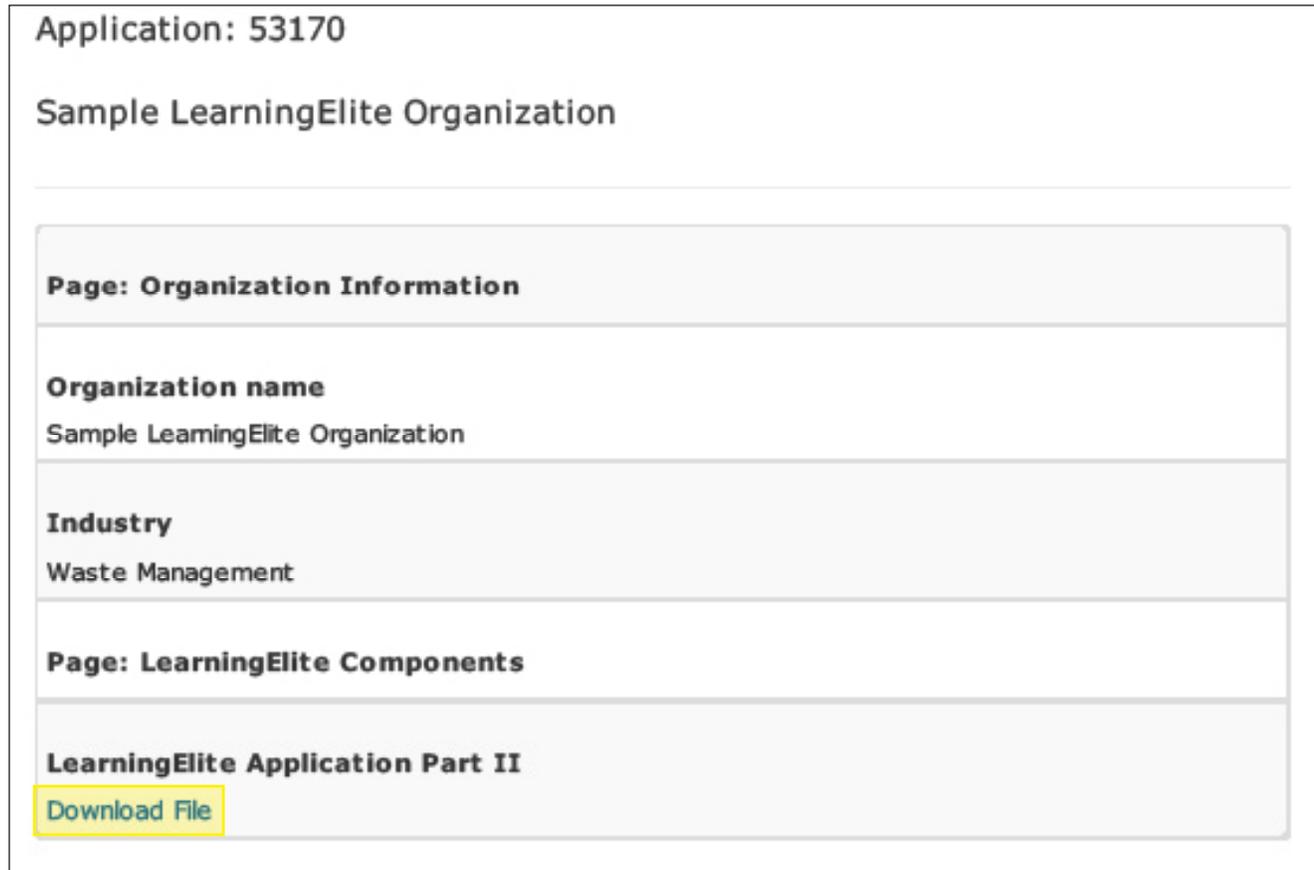
The quickest way to access the application is under the heading **LearningElite Components**. Click the linked file under **LearningElite Application Part II** (Figure 5).

FIGURE 5

This screenshot shows the same 'Judging Center' page as Figure 4, but with the 'LearningElite Components' section highlighted. The breadcrumb trail is the same. The main content area is the same. The navigation bar now highlights 'LearningElite Components'. Below this, there is a section titled 'LearningElite Application Part II *' with a link to '2020 Sample LearningElite Organization Application.pdf'. At the bottom right of the page, there are three buttons: 'PREV', 'NEXT', and 'SAVE AND NEXT'. The left sidebar is identical to Figure 4.

There are two other ways to access the application, but they involve an extra download step. Clicking **Download as PDF** (or **Print All Applications** on the previous screen) will bring up a one-page PDF, either as a new tab or a direct download. The PDF will have the application number as its filename. From this PDF, click Download File under the heading **LearningElite Application Part II** to save the application to your computer (Figure 6).

FIGURE 6



The screenshot displays a web application interface. At the top, it shows "Application: 53170" and "Sample LearningElite Organization". Below this, there is a section titled "Page: Organization Information" which contains two rows of data: "Organization name" with the value "Sample LearningElite Organization" and "Industry" with the value "Waste Management". A second section is titled "Page: LearningElite Components", and within it, there is a heading "LearningElite Application Part II" and a yellow button labeled "Download File".

Once you have saved the applications to your computer, read and review in a PDF viewer (Adobe Acrobat or similar). Return to the Judging Center when you are ready to score each application.

SCORING APPLICATIONS

After you have read each application, return to the Judging Center. Click **Evaluation Scorecard** to bring up the scoring components.

You will see a list of questions. There are 17 questions where organizations are rated from *Underdeveloped* to *Elite*. Use the drop-down menu to score each question, using the rubric and your best judgment as guidelines (Figure 7). Contact the judging coordinator if you have not received the LearningElite judging rubric.

FIGURE 7

The screenshot displays a web interface for evaluating applications. On the left, a sidebar contains contact information for Sarah Kimmel, Vice President of Research and Advisory Services at Human Capital Media. The main content area is titled "Evaluation Scorecard" and lists three "Learning Strategy" questions. Each question includes a dropdown menu for scoring, with the first one highlighted in yellow. The questions are:

- Learning Strategy Question 1:** "Describe your learning strategy and explain how it aligns with your business strategy and objectives." The dropdown menu is highlighted in yellow.
- Learning Strategy Question 2:** "Describe how your learning strategy is implemented." The dropdown menu shows "Select".
- Learning Strategy Question 3:** "Provide the best example of a key performance indicator metric you use to measure the impact of your learning strategy. Discuss results along with strategic outcomes." The dropdown menu shows "Select".

After question 17 there are three questions requiring open-ended responses (Figure 8, page 8).

FIGURE 8

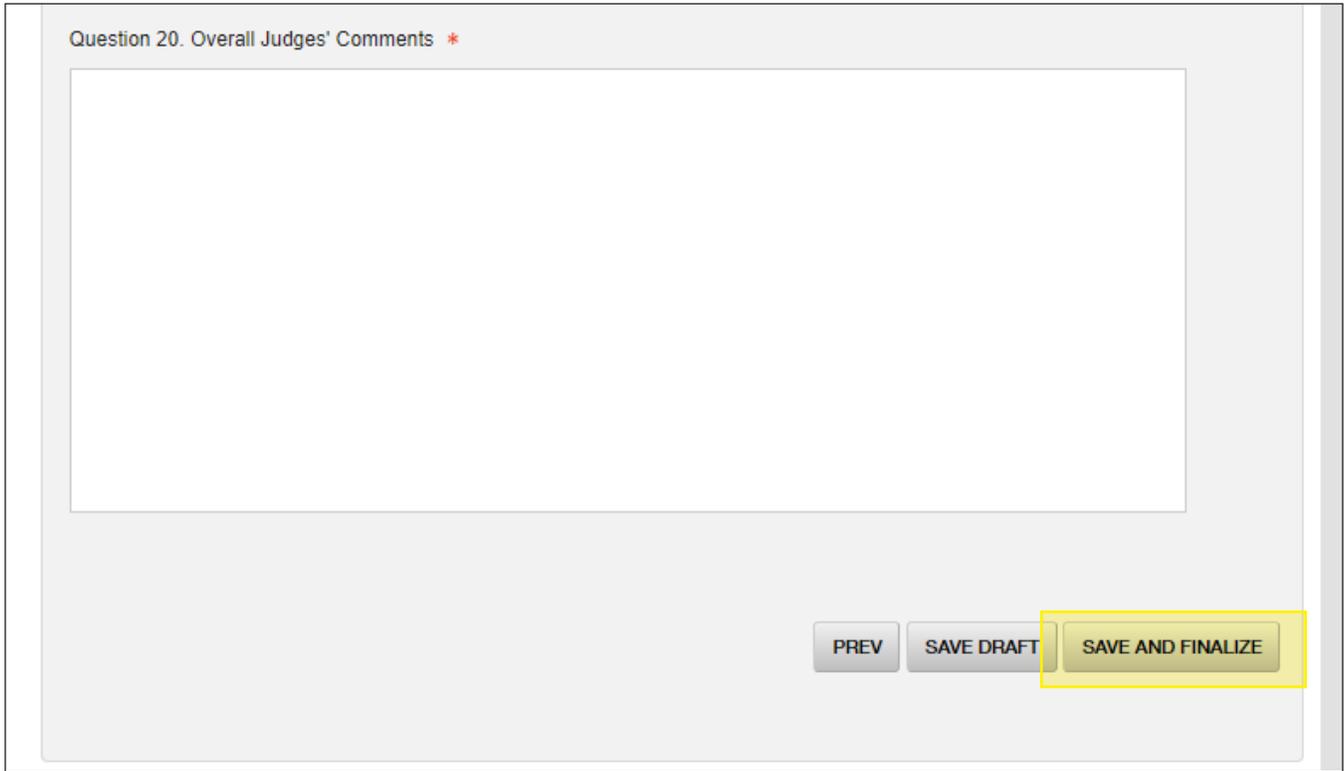
The image shows a screenshot of a survey form. It contains two questions, each with a large text input area below it. The first question is: "Question 18. Highlight the most elite tactic, process or outcome you have identified. *". The second question is: "Question 19. Highlight the areas where the organization has the greatest opportunities for improvement. *". The asterisks indicate that these are required questions.

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.

SAVING

At the bottom of the **Evaluation Scorecard** screen you have the option to **Save Draft** or **Save and Finalize** (Figure 9, page 9).

FIGURE 9



To save an application mid-review, click **Save Draft**. When you click **Save Draft** you will briefly see a green success notification in the top right-hand corner of your screen. After saving you can safely log out and return to the application at a later time.

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 **Started**. Click **Open** to return to the application and complete the judging.

When you have completed judging an application, click **Save and Finalize**. Once your review has been finalized, you will not be able to edit the scores further. Be sure only to save and finalize 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 January 4, 2021. If you have any questions or concerns, please contact the judging coordinator.

This year, your judging coordinator is:

Liz Loutfi

Managing Editor

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