



# 2022 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 **2022 LearningElite Program**. Otherwise, go to step 4.
4. Click **Open** next to **View All Categories**.
5. This will bring you to the **Judging Center**. Click **View Application** next to the application you wish to read and score.
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 application, head over to the **Evaluation Form**.
9. For questions 1-17, select the appropriate score from the drop-down menu. Click **Save 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

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

# Recognition & Benchmarking

Login to Complete an Application or to Access Judging Panel

Email Address \*

Password \* [lost password?](#)

remember me

LOGIN

in Sign in with LinkedIn

With a focus on a broad variety of topics within human capital management, BetterWork Media Group's prestigious recognition programs not only amplify the achievements of the best companies, professionals and practices but also benchmark the industry's progress as a whole.

Cross Learning Group  
**LearningElite**  
THE BEST COMPANIES IN LEARNING + DEVELOPMENT

CROSS-LEARNING / SHARING  
**LEARNING IN PRACTICE AWARDS**

## 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

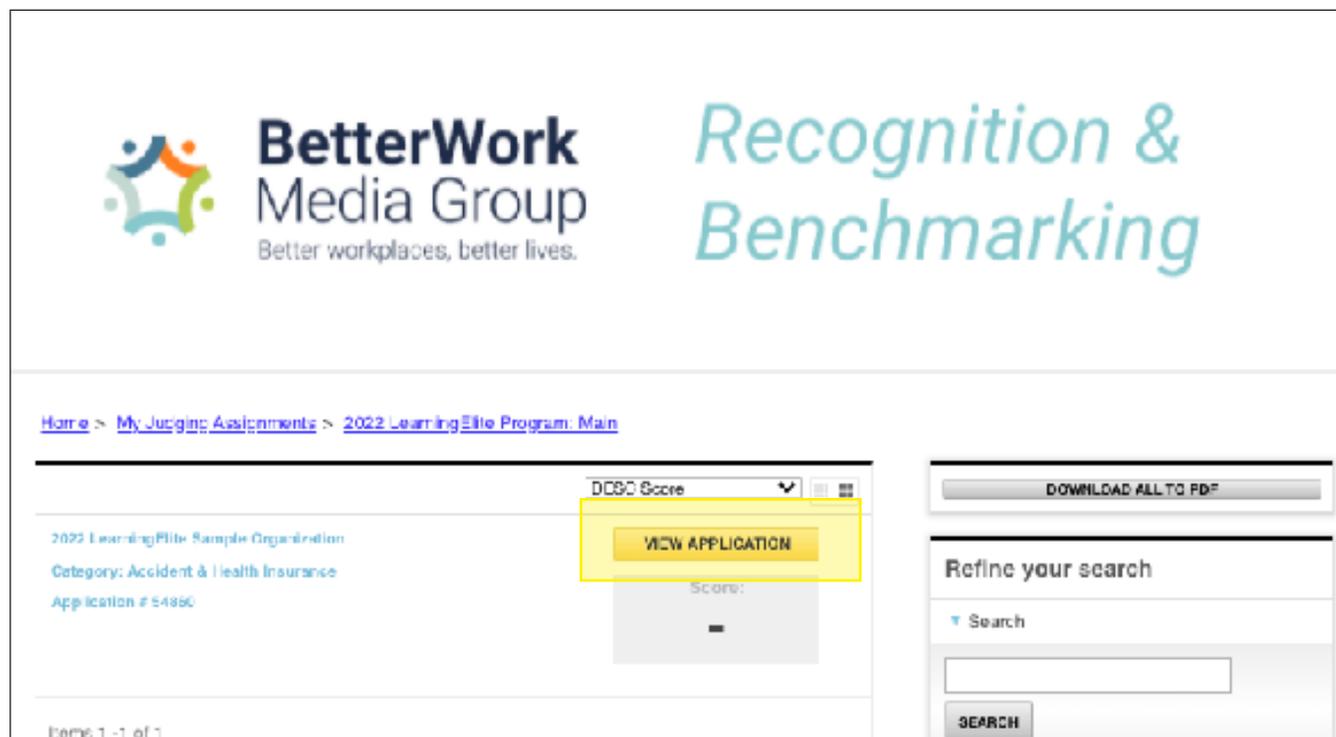
The screenshot displays the user interface for the BetterWork Media Group Recognition & Benchmarking program. At the top left is the logo for BetterWork Media Group with the tagline 'Better workplaces, better lives.' To the right is the text 'Recognition & Benchmarking'. Below the logo is a navigation menu for user 'Liz Louffi' with options: Home, My Applications (All (1), Expired (1)), My Judging Assignments, My Profile, Change Password, Admin Panel, and Log Out. The main content area shows a breadcrumb trail: Home > My Judging Assignments > 2022 Learning/Elite Program Main. Below this is the heading 'Judges' and a search bar. A table lists judging assignments with columns for Category Name, # Pending, # Judged, and Action. Two 'Open' buttons are highlighted in yellow.

Category Name	# Pending	# Judged	Action
View All Categories	1	0	<a href="#">Open</a>
Accident & Health Insurance	1	0	<a href="#">Open</a>

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

To begin reviewing an application, click **View Application** (Figure 3).

FIGURE 3



## JUDGING CENTER

Clicking **View Application** also 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 top header with the BetterWork Media Group logo and the text "Recognition & Benchmarking". Below the header is a breadcrumb trail: [Home](#) > [My Judging Assignments](#) > [2022 LearningElite Program: Main](#) > [2022 LearningElite Sample Organization](#). The main content area is divided into two columns. The left column is titled "Organization Information" and includes a link to "LearningElite Components". It contains a form with the following fields: "Organization name" (with a red asterisk), "Legal name of organization", a text input field containing "2022 LearningElite Sample Organization", and "Industry" (with a red asterisk). The right column is titled "2022 LearningElite Sample Organization" and includes a link to "Recuse Myself from Judging this Submission". It also contains the following information: "Category: Accident & Health Insurance", "Application #: 54E63", and a link to "Download as PDF".

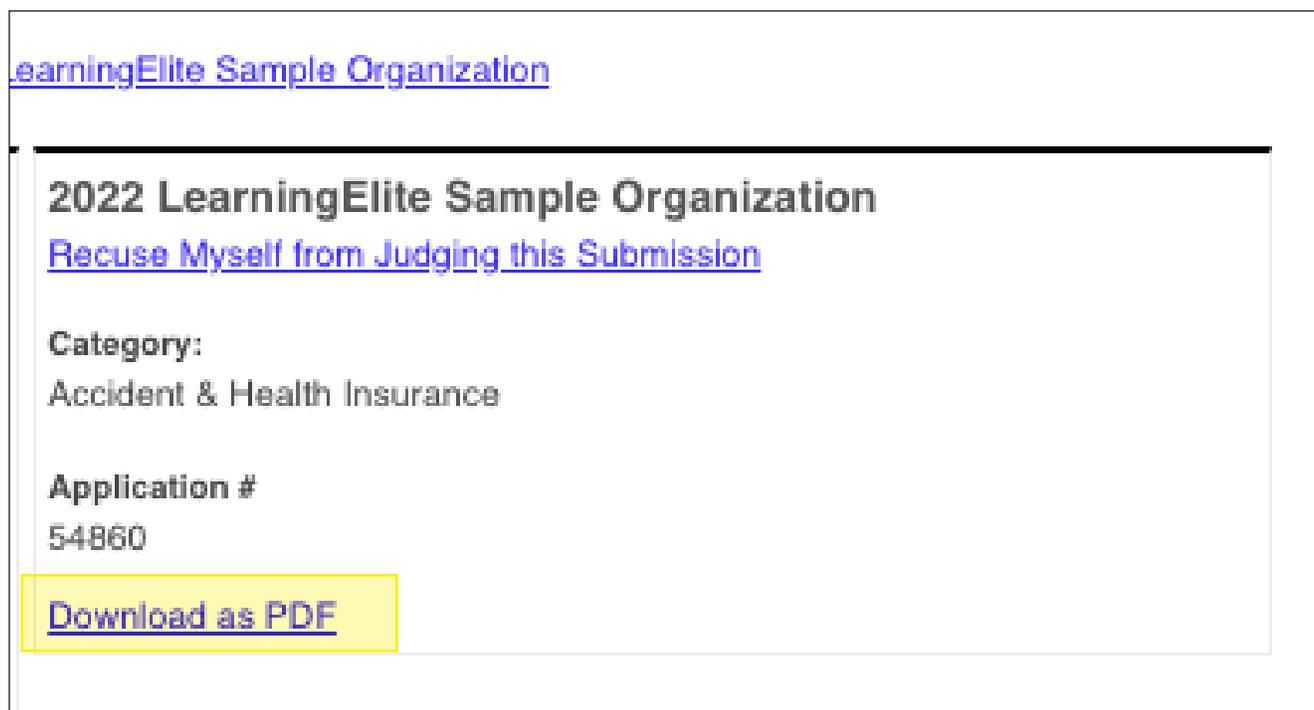
The quickest way to access the application is under the heading **LearningElite Components**. Click the linked file under **LearningElite Application Part II** (Figure 5).

FIGURE 5

This screenshot is identical to Figure 4, but with specific elements highlighted in yellow. The "LearningElite Components" link in the left column is highlighted. Below it, the "LearningElite Application Part II" link is also highlighted. The right column remains unchanged, showing the organization details and application information.

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



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, refer to the judging rubric for specific criteria, and input your scores in the **Evaluation Form** (Figure 7).

You will see a list of questions. In questions 1 through 17, rate organizations from Underdeveloped to Elite. Use the drop-down menu to score each question, using the rubric and your best judgment as guidelines. The LearningElite judging rubric can be found in Resources [on the program homepage](#).

FIGURE 7

Evaluation Form	
<p><b>Learning Strategy Question 1</b> *</p> <p>How well has the applicant answered the question: 1. Describe your learning strategy and explain how it aligns with your business strategy and objectives.</p> <p>Refer to the judging rubric for specific criteria.</p> <p>Select</p>	<p><b>Leadership Commitment Question 4</b> *</p> <p>How well has the applicant answered the question: 4. How does the learning function at your organization engage senior leadership in employee development and how do you know that you've been successful?</p> <p>Refer to the judging rubric for specific criteria.</p> <p>Select</p>
<p><b>Learning Strategy Question 2</b> *</p> <p>How well has the applicant answered the question: 2. Describe how your learning strategy is implemented</p> <p>Refer to the judging rubric for specific criteria.</p> <p>Select</p>	<p><b>Leadership Commitment Question 5</b> *</p> <p>How well has the applicant answered the question: 5. How does the learning function at your organization engage line level leadership in employee development and overcome the obstacles they may have to allowing employees time to learn and educational opportunities that may promote them out of their current roles?</p> <p>Refer to the judging rubric for specific criteria.</p> <p>Select</p>
<p><b>Learning Strategy Question 3</b> *</p> <p>How well has the applicant answered the 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.</p> <p>Refer to the judging rubric for specific criteria.</p> <p>Select</p>	<p><b>Leadership Commitment Question 6</b> *</p> <p>How well has the applicant answered the question: 6. What specific practices are utilized by your learning function to create and maintain a culture of learning? What is the employee value proposition for learning at your organization?</p> <p>Refer to the judging rubric for specific criteria.</p> <p>Select</p>

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

FIGURE 8

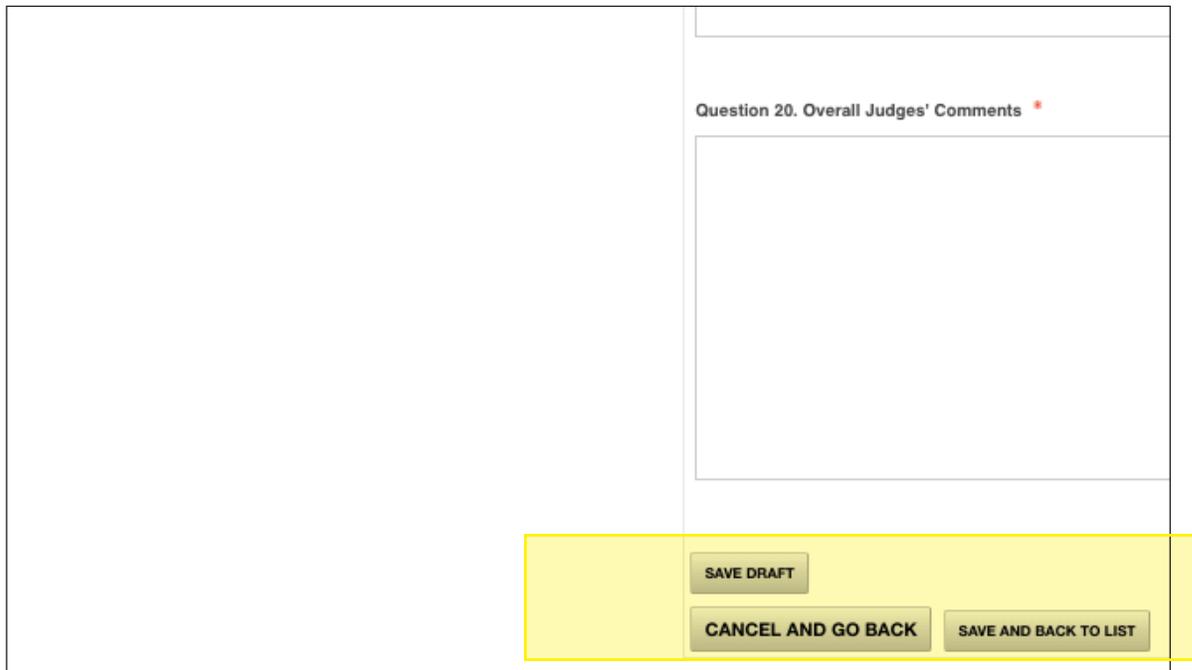
**Question 18. Highlight the most elite tactic, process or outcome you have identified.** \*

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 Form** screen you have the option to **Save Draft** or **Save and Back to List** (Figure 9).

FIGURE 9

The image shows a screenshot of a web application interface. On the right side, there is a form titled "Question 20. Overall Judges' Comments" with a red asterisk indicating a required field. Below the form, there are three buttons: "SAVE DRAFT", "CANCEL AND GO BACK", and "SAVE AND BACK TO LIST". The buttons are highlighted with a yellow rectangular box. The left side of the screenshot is mostly blank, representing the rest of the evaluation form.

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 Back to List**. 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 April 29, 2022.** If you have any questions or concerns, please contact the judging coordinator.

This year, your judging coordinator is:

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