



NEW
AND
RETURNING
EXAMINER
APPLICATION

The Lincoln Foundation for Performance Excellence
c/o Tellabs, Inc.
1415 West Diehl Road, MS 514
Naperville, IL 60563
Carol Fisher
(630) 637-1595 x 3 *phone*
(630) 579-1620 *fax*
info@lincolnaward.org *email*
www.lincolnaward.org *website*

APPLICATION DEADLINE: WEDNESDAY, MARCH 31, 2010



THE LINCOLN AWARDS FOR EXCELLENCE 2010

Winter 2010

Welcome to the 2010 Lincoln Awards for Excellence. We are delighted by your interest in participating and contributing to the program as a member of our Board of Examiners in our sixteenth year of the Assessment & Recognition Program.

The Lincoln Awards program seeks to create a board of experts capable of evaluating organizations that apply for the Award. The program includes five eligibility categories: Manufacturing; Service; Education; Health Care; and Nonprofit. We seek to ensure broad representation from many industries, companies, and organizations including those from for-profit, not-for-profit, and public sectors.

If you have served in the past, you know what a rewarding experience it is, and how much The Lincoln Foundation relies on the support of volunteers like you. If you haven't served in the past, now is your opportunity to participate in one of the best professional development experiences of your career while giving back to the state of Illinois and your own community. We believe that serving as an Examiner in the Lincoln Awards program is one of the best professional and personal growth opportunities available.

As an examiner, you will evaluate the performance of leading Illinois organizations, network with the state's top performance improvement professionals, and receive valuable training in assessing organizational performance. The knowledge and experience you gain through the formal training, learning from other Examiners, and examining an Illinois organization will be of great value to you, your job, and your career.

A commitment is what transforms a promise into reality. It is words that speak boldly of your intentions, and the actions that speak louder than words. It is making the time when there is none-coming through time after time after time, year after year after year. Commitment is the stuff character is made of; the power to change the face of things. It is the daily triumph of integrity over skepticism.

If you believe you are qualified, are willing to make a significant commitment of time and energy, and want to benefit from the networking and educational experience of being an Examiner, we invite you to apply to serve on the 2010 Lincoln Awards for Excellence Board of Examiners.

Sincerely,

Paul G. Kuchuris, Jr.
President and CEO

APPLICATION DEADLINE: WEDNESDAY, MARCH 31, 2010



THE LINCOLN AWARDS FOR EXCELLENCE 2010

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LINCOLN AWARDS PROGRAM – CRITERIA FOR PERFORMANCE EXCELLENCE

<u>BUSINESS</u>	<u>EDUCATION</u>	<u>HEALTH CARE</u>
1. Leadership	1. Leadership	1. Leadership
2. Strategic Planning	2. Strategic Planning	2. Strategic Planning
3. Customer Focus	3. Student, and Stakeholder Focus	3. Patients and Other Customers Focus
4. Measurement, Analysis & Knowledge Management	4. Measurement, Analysis & Knowledge Management	4. Measurement, Analysis & Knowledge Management
5. Workforce Focus	5. Workforce Focus	5. Workforce Focus
6. Process Management	6. Process Management	6. Process Management
7. Results	7. Results	7. Results

Application deadline: Wednesday, March 31, 2010



THE LINCOLN AWARDS FOR EXCELLENCE 2010 EXAMINER APPLICATION INFORMATION

THE LINCOLN AWARDS GENERAL INFORMATION

It is recommended that you read the entire package before completing the application form.

LINCOLN AWARDS FOR EXCELLENCE

Founded in 1994, The Lincoln Foundation for Performance Excellence is a publicly and privately supported not-for-profit organization. The Foundation was created to significantly raise Illinois worldwide competitiveness by improving the performance of its institutions and businesses.

PURPOSE

The Lincoln Awards for Excellence Program encourages performance improvement in all sectors of the economy. The Program establishes the guidelines and criteria that can be used by organizations to evaluate their own performance or to apply for the Award. It also disseminates information detailing how superior organizations were able to achieve outstanding performance and improved competitiveness. The concept of performance excellence is directly applicable to organizations of all types and sizes.

The Awards promote:

1. Awareness of performance excellence as an increasingly important element in competitiveness.
2. Information sharing of successful performance strategies and the benefits derived from using these strategies.

Awards are made annually to recognize Illinois organizations for performance excellence. There is no limit to the number of Awards that may be given in each of five eligibility categories (sectors):

1. Manufacturing businesses.
2. Service businesses.
3. Education organizations.

4. Health care organizations.
5. Nonprofit or Government.

CHALLENGE: The Lincoln Award is both a rigorous analytic process and a prestigious honor that encourages organizations to achieve their full potential. While the process is not prescriptive, all organizations that apply for a Lincoln Award receive a written Feedback Report. This report is a balanced external assessment that highlights strengths and identifies areas for improvement. The application itself serves as a self-assessment, enabling an organization to measure itself against The Foundation's seven criteria of excellence.

AWARD ELIGIBILITY

Eligibility for the Award is intended to be as open as possible. The basic eligibility rules for business, education, health care, and government/not-for-profit organizations follow. Questions regarding eligibility should be referred to the **Carol Fisher at 630-637-1595 x3.**

- Any for-profit business and some subunits headquartered in Illinois may apply for the Award. These include publicly or privately owned, domestic or foreign-owned companies, joint ventures, corporations, sole proprietorships, partnerships, and holding companies.
- For-profit and not-for-profit education organizations and some subunits that provide education services to students in Illinois may apply. These include elementary and secondary schools and school districts; colleges, universities, and university systems; schools or colleges within universities; professional schools; community colleges; and technical schools.
- For-profit and not-for-profit health care organizations and some subunits located in Illinois that are primarily engaged in providing medical, surgical, or other health services directly to people may apply. These include hospitals, health maintenance organizations, long-term care facilities, health care practitioner offices, home



THE LINCOLN AWARDS FOR EXCELLENCE 2010 EXAMINER APPLICATION INFORMATION

health agencies, and dialysis and ambulatory surgery centers.

- Any government entities and not-for-profit organizations based or headquartered in Illinois may apply for the Award. These include: state, county, township, or municipal governments, government agencies, or departments; community service organizations; or professional organizations.

CRITERIA FOR PERFORMANCE EXCELLENCE

The **Criteria for Performance Excellence** falls into seven Categories. The terms used to describe these Categories differ slightly to better reflect the business, education, and health care environments, respectively. Award applicants must address a set of examination Items within each of these Categories. Heavy emphasis is placed on organizational performance and improvement demonstrated through quantitative data furnished by applicants. For simplicity's sake, the seven Categories given below are taken directly from the Business Criteria. This set of Categories is used throughout this document. To identify the specific set of Categories for all three versions of the Criteria, please refer to the chart following the Table of Contents.

1. Leadership
2. Strategic Planning
3. Customer Focus
4. Measurement, Analysis & Knowledge Management
5. Workforce Focus
6. Process Management
7. Results

AWARD EXAMINATION PROCESS

Members of the Board of Examiners evaluate each written Award application. **All** applicants may receive a site visit based on the determination of the Panel of Judges. The Panel of Judges review determines Award recipients from among the applicants. All Award applicants receive a written feedback summary of strengths and opportunities for improvement.

CONFIDENTIALITY

All Award and Examiner applications are confidential. Information on the successful strategies of Award recipients is released only after approval is received from the recipients.

BENEDICTINE UNIVERSITY CREDIT (CEU'S)

For information about how to take advantage of Benedictine University credit for being a Lincoln examiner please contact: Bryan Frederick- (630) 829-6223.

ADDRESS AND INFORMATION REQUESTS

Send your completed application to:
The Lincoln Foundation for Performance Excellence
c/o Tellabs, Inc.
1415 West Diehl Road, MS 514
Naperville, IL 60563
Attention: Carol Fisher – Recognition Program Manager



THE LINCOLN AWARDS FOR EXCELLENCE 2010 EXAMINER APPLICATION INFORMATION

BOARD OF EXAMINERS INFORMATION

BACKGROUND

The Board of Examiners comprises leading Illinois business, health care, education, non profit and government experts selected from industry, professional, and trade organizations; government agencies; other not-for-profit groups; and the ranks of the retired. Examiners must take part in a comprehensive preparation course covering the Criteria for Performance Excellence, the scoring system, and the evaluation process. Those selected to be Examiners must have time available during the period of April to December, 2010 to complete the pre-work assignment, attend the preparation course and to conduct reviews.

Completed Examiner applications must be received on or before Wednesday, March 31, 2010.

APPOINTMENTS

Examiners are appointed by the Lincoln Awards Office to serve for one Award cycle. Appointments are subject to the Conditions of Involvement and the Code of Ethical Standards as described in this application package.

NOTIFICATION PROCESS

Notification letters will be sent to all Examiner candidates, indicating their selection status. Selected applicants will also be assigned their training dates.

PREPARATION AND TRAINING

Training for those selected to be Examiners will be held at geographical sites throughout Illinois and are listed in Part 3. Applicants must indicate the order of their preference from the dates offered. Every effort will be made to accommodate your preference. If you are unavailable these weeks, we look forward to your application in 2011.

Each *new* examiner must attend a one-day Criteria training (to provide knowledge for completing the

case study required for the April-May Examiner training). All examiners (new and returning) are required to complete a case study assignment prior to Examiner training in May. To serve as an examiner, you must attend one of the three-day training session during the current assessment and feedback cycle year.

BOARD OF EXAMINERS SELECTION

SELECTION PROCESS

The Lincoln Awards Program seeks to constitute a board of experts capable of evaluating organizations eligible for the Lincoln Awards for Excellence and willing to serve as representatives of the Program. Board members are selected on the basis of their personal qualifications and are not considered representatives of their employers or any other organization. Efforts are made to ensure broad representation and to minimize disproportionate involvement from one industry, sector, or single organization.

SELECTION FACTORS FOR THE LINCOLN AWARDS BOARD OF EXAMINERS

Applications for the Board of Examiners as well as assignment to examiner teams are evaluated on the basis of:

- 1) **Criteria Category Expertise** – refers to having experience in the seven Criteria Categories. Current or previous positions may demonstrate expertise in several categories. For example, employment history may demonstrate supervision of a large enough number of people to understand Workforce Focus (Category 5), significant production leadership experience that enables an understanding of Process Management (Category 6), or marketing expertise that facilitates an understanding of Customer Focus (Category 3).



THE LINCOLN AWARDS FOR EXCELLENCE 2010 EXAMINER APPLICATION INFORMATION

- 2) **Breadth and Depth of Experience** – refers to the extent an examiner has in-depth experience in several industrial or service sectors, health care or educational settings, or government entities.
- 3) **Specialized Expertise** – refers to knowledge or skill in an area of high need for the Program such as experience in small business operations, senior management, statistical methods, health care, education, and financial results. Your expertise may be demonstrated through formal studies and/or accomplishments, which may include relevant job experience, papers or articles written, research conducted, and degrees or certificates earned.
- 4) **Examiner Skills** – refers to the skills that have proven useful to Examiners. These skills include leadership ability, analytical ability (particularly as it applies to evaluating an organization), the ability to communicate both orally and in writing, and interpersonal skills that enable Examiners to serve as effective team members.
- 5) **Demonstrated performance during Examiner Training** – refers to the applicant's successful completion of Examiner Training. Factors include completion of training assignments, leadership and/or active participation in group exercises, ability to work with others, attitude, and skills improvement during the training course.

BOARD OF EXAMINERS CONDITIONS OF INVOLVEMENT

DUTIES OF EXAMINERS

Examiners review, write an analysis of, and score written applications and prepare final scorebooks that are the foundation for written feedback reports to Award applicants. They will also participate in a consensus review process and possibly a site visit. In addition to the application review responsibilities, Board members contribute significantly to the Lincoln Awards Program through outreach and educational activities by serving as representatives for the Program.

NUMBER TO BE SELECTED

The number of Examiners required for the annual Awards cycle is dependent on several factors, the primary factor being the number of applying organizations. In general, all examiners whose applications are accepted and who successfully complete Examiner Training will receive a team assignment.

EXAMINER ELIGIBILITY

Examiners must be citizens or permanent residents of the United States and be located in the United States or its territories. No applicant shall be denied consideration or appointment as an Examiner on the grounds of race, creed, color, national origin, age, sex, or disability.



THE LINCOLN AWARDS FOR EXCELLENCE 2010 EXAMINER APPLICATION INFORMATION

TERMS AND CONDITIONS OF APPOINTMENT

(1) **Employer/Manager Support**

Prospective Board members must include the Manager Approval form in their application package. This form assures that your employer and manager recognize and support your commitment to the Lincoln Awards program. See also: (5) Time Commitment later in this section.

Note: The Manager Approval form has no relevance for candidate examiners who are self-employed or leaders of their respective organization.

(2) **Code of Ethical Standards**

Board members are expected to carry out their duties and responsibilities in the Award Program in accordance with the Code of Ethical Standards. (See page 7.)

(3) **Disclosure of Conflict of Interest**

Those selected to serve on the Board must provide information regarding conflicts of interest. Disclosure includes, but is not limited to, employers, financial interests, and client relationships. Such information will be used only for purposes of team assignments and otherwise will be kept confidential.

(4) **Term of Appointment**

The term of appointment to the Board is one Award cycle. This period extends from completion of the Examiner Training Course through the Award ceremony.

(5) **Time Commitment and Travel**

Applicants for the Board should give careful consideration to the time commitment required to meet the Award review schedule. **A minimum of 30 days is required from April to December.** The actual commitment will depend on the level and nature of the applications individually reviewed in June, the consensus review process in July and/or a site visit in August/October. Although the Program seeks to accommodate varying schedules, Board members must be able to accommodate the critical training and review periods listed on the next page.

A fee of \$200 will be charged to new and returning examiners who do not finish the 2010 Award Cycle. An invoice will be sent directly to your supervisor.

Examiners pay for their own travel to the Examiner training. For first year examiners, training includes a small registration fee to offset costs of meals and materials. Examiners must pay their own travel costs to their team consensus meeting. Travel costs to the site visit (if applicable) are reimbursed by the award applicant.



THE LINCOLN AWARDS FOR EXCELLENCE 2010 EXAMINER APPLICATION INFORMATION

HOURS REQUIRED (estimated)

EVENT/STAGE	2010 Dates	TIME FOR BOARD OF EXAMINER ROLES				
		1 st Year Examiner	Examiner	Backup Senior Examiner	Lead Senior Examiner	Judge
Complete Examiner Application	Due by March 31	1-2	1	1	1	
New Examiner Training	April 8 or 9	8				
Examiner Training Preparation** Class	One of the following: April 27-29, May 18-20, May 25-27	40 24	20 24	10 24	10 24	
Senior Examiner Training	June 2			8	8	8
Stage 1 – Individual Review	June 4-25	50+	30-40	25-40	25-40	8-12
Stage 2 – Consolidation	June 28-July 9	20	20	20	20	
Stage 3 – Consensus	July 12-30	20	20	15-30	30	4-8
Stage 4 – Feedback Preparation	Aug. 2-11			8	16	8
Initial Judges Meeting	August 13				8-10	20 ^{***}
Site Visit Preparation	August 16-27	8	8	8	16	
Site Visits	August 30 – October 29	40+	40+	50-60	60	4-8
Final Judges Meeting	November 16				8-10	20 ^{***}
2010 Lincoln Awards Recognition Event	January 2011 (TBD)	3-6	3-6	3-6	3-6	3-6
Total of Hours (estimation of hours)		215+	175+	195+	240+	85+

* Time estimates do not include travel. ** The Examiner Training class pre-work is less rigorous for Examiners with 2+ years of experience.

*** Includes preparation and Judges' meeting time.

Examiners should set aside time on their calendars for the key critical dates or time frames shown on the timeline above. Evaluation of Award applications and consensus review may be conducted at the Examiner's work location or home. Business is conducted by overnight mail, secured e-mail, telephone, and fax. Travel may be necessary for training, consensus meeting and site visits. (i.e. pg. 4 for what examiners are required to pay for)

(6) Preparation Courses

Participation by Board members in Examiner Training courses is critical to the success of the Program because these courses include a detailed review of the Criteria for Performance Excellence, the evaluation process, the scoring system, consensus development, site visit requirements, and the Code of Ethical Standards. First year examiners must complete a one-day Criteria training class. All Board members (new and returning) must attend one of the three-day preparation classes and must complete a 20- to 40-hour case study evaluation prior to attending the class. Individuals who cannot attend one of the scheduled sessions will not serve as Examiners.

(7) Adherence to Award Processes

Board members are expected to meet all requirements associated with a fair and competent evaluation. This includes using the Criteria for Performance Excellence and corresponding scoring system, adhering to the evaluation processes, meeting site visit requirements, and avoiding conflicts of interest. Thorough documentation and written communication are essential parts of the overall review process.

(8) Assignments of Board Members

The Program seeks to provide the fairest, most competent evaluation of each Award application. Accordingly, Board members are assigned to applications based on their knowledge and



THE LINCOLN AWARDS FOR EXCELLENCE 2010 EXAMINER APPLICATION INFORMATION

experience, consistent with the requirements to avoid conflicts of interest, to apportion the application load equitably, and to adhere to agreed-upon schedules. Gold and Silver Examiner Teams consist of a Lead Senior Examiner, Backup Senior Examiner, 4 to 10 Examiners, and a Designated judge. Bronze Examiner Teams consist of a Lead Senior Examiner, 2 to 4 Examiners, and a Designated Judge.

(9) Examiner Fees

Since the Award Program is funded by grants and corporate contributions and application fees are kept to a minimum, the Program needs to operate with maximum support from volunteers. With the exception of a small Lincoln Foundation staff, volunteers fill all positions of Examiners, Judges, operational committees, and the Executive Committee. *First year examiners will be charged a \$600 registration fee which includes the one-day Criteria training and the three-day Examiner training courses and materials. This fee does not apply to returning examiners. If a 2010 examiner (new or returning) fails to finish the award cycle an additional \$200 will be charged for dropping out of the program.*

BOARD OF EXAMINERS CODE OF ETHICAL STANDARDS

DECLARATION OF PRINCIPLES

Members of the Lincoln Awards Board of Examiners pledge to uphold their professional principles in the fulfillment of their responsibilities as defined in this Application document. In promoting high standards of public service and ethical conduct, Board members:

- Shall conduct themselves professionally, with truth, accuracy, fairness, and responsibility to the public;
- Shall not represent conflicting or competing interests, nor place themselves in such a position where the Board member's interest may be in conflict, or appear to be in conflict, with the

purposes and administration of the Awards & Recognition program;

- Shall safeguard the confidences of all parties involved in the judging or examination of present or former applicants;
- Shall not offer confidential information or disclosures which may in any way influence the Awards & Recognition program integrity or process, currently or in the future;
- Shall not serve any private or special interest in fulfillment of the duties of a Judge or Examiner, therefore excluding, by definition, the examination of any organization or subunit of an organization by which he/she is employed or from which a consulting arrangement is in effect or anticipated;
- Shall not serve as an Examiner of a primary competitor, customer, or supplier of any organization or subunit of an organization of which he/she is an employee, has a financial interest or is involved in, or anticipates a consulting arrangement;
- Shall not intentionally communicate false or misleading information that may compromise the integrity of the Award process or decisions therein;
- Shall not approach an organization they have evaluated for their personal gain, including the establishment of an employment or consulting relationship for a period of at least three years after completing their role as an Examiner of that organization; and
- Furthermore, it is pledged that as a member in good standing of the Lincoln Awards Board of Examiners, each Board member shall strive to enhance and advance the Lincoln Awards as it serves to stimulate Illinois companies and organizations to improve quality, productivity, and overall performance.



THE LINCOLN AWARDS FOR EXCELLENCE 2010 EXAMINER APPLICATION INFORMATION

APPLICATION INSTRUCTIONS

2010 Lincoln Awards Examiner candidates (except returning examiners who participated in the 2009 and/or 2008 Award Cycle) **must complete and submit ALL forms.**

Returning Examiners who participated in the 2009 and/or 2008 cycle **MUST** complete:

- Part 1 – General Information
- Part 2 – Verification of Management Support
- Part 3 – Selection of Examiner Training date(s)
- Part 4 – Sector/Criteria Rating
- Part 6 – Experience (updates only)
- Part 8 – Code of Ethical Standards and Disclosure of Conflict of Interest

Please complete and submit your Examiner Application by the following means:

- Fill in the electronic ‘.pdf’ version of the form, print it, and mail it.
- Print a blank copy of the form, complete it, and mail it. (*Please make sure all handwriting is legible.*)

Please mail completed applications to:
The Lincoln Foundation for Performance Excellence
c/o Tellabs, Inc.
1415 West Diehl Road – MS 514
Naperville, IL 60563
Attn: Carol Fisher -Recognition Program Manager

***FIRST YEAR EXAMINER APPLICATIONS
MUST INCLUDE EITHER A CHECK FOR
\$600.00 OR A CREDIT CARD NUMBER AND
RELATED INFORMATION.***

Returning examiners, who did NOT participate in 2009 or 2008, are required to complete the entire Examiner Application, but no fees will apply.

2010 LINCOLN AWARDS FOR EXCELLENCE EXAMINER APPLICATION

2010 CALENDAR OF EVENTS

January	21	"Application Writing Workshop-Helpful Hints for Writing a Lincoln Application" - <i>Naperville</i>
February	9	"Application Writing Workshop-Helpful Hints for Writing a Lincoln Application" – <i>Naperville</i>
	TBD	Examiner Software Training- <i>Naperville</i>
March	19	Organizations' Intent to Apply Due
	31	Examiner Application due into the Lincoln Office
April	8 or 9	New Examiner Training – <i>Naperville</i> (Hosted by Tellabs, Inc.)
	27-29	Examiner Training – Arlington Heights (Hosted by Township High School Dist. 214)
May	18-20	Examiner Training – East Peoria (Hosted by Illinois Central College)
	25-27	Examiner Training – Mattoon (Hosted by Sarah Bush Lincoln Health System)
June	1	Award Applications Due
	2	Senior Examiner Training - Naperville (<i>Hosted by Tellabs, Inc.</i>)
	3	Examiner Teams formed/Applications distributed. Individual review starts.
	4-25	Individual review of application.
	28-30	Consolidation Week- team uses this time to consolidate individual findings.
July	1-9	Consolidation continuation.
	12-30	Consensus Review begins.
August	2-11	Feedback Preparation
	13	Early Judges Meeting (to determine site visit qualification)
	16-27	Site Visit Preparation
	30-31	Site Visit Begins
September	1-30	Site Visit Continues.
October	1-29	Site Visit Continues.
November	1-12	Feedback preparation for Judge's award determination meeting
	16	Judge's Award Determination Meeting
	18	"Application Writing Workshop-Helpful Hints for Writing a Lincoln Application" – <i>Naperville</i>
December	8	"Application Writing Workshop-Helpful Hints for Writing a Lincoln Application" – <i>Naperville</i>
	13-17	Feedback Reports to Recipients
January 2011	TBD	2010 Award Ceremony

2010 LINCOLN AWARDS FOR EXCELLENCE EXAMINER APPLICATION

PART 1 – GENERAL INFORMATION

Mr. Ms. Mrs. Dr. First Name _____ MI _____ Last Name _____
 Preferred Name for Name Tag _____

Preferred Name for Training/Examiner Certificate _____

CURRENT EMPLOYMENT INFORMATION

Employer _____ Job Title _____
 Address _____ Sector: Manufacturing Healthcare
 City _____ State _____ Zip _____ Service Education Government
 Phone _____ Fax _____ E-mail _____

HOME CONTACT INFORMATION

Address _____
 City _____ State _____ Zip _____ - Email _____
 Phone _____ Cell _____ Fax _____

CONTACT PREFERENCES

The Lincoln Foundation will contact you in late April regarding examiner selections. Application packages are sent via Fed Ex in early June. Examiner teams begin their reviews in June through October. Please indicate the best place to contact you during these times.

Address: Work Home Phone: Work Home Fax: Work Home Email: Work Home

EXAMINER EXPERIENCE

Lincoln Awards for Excellence

Year	Role			Site Visit?
	Senior Examiner	Examiner	Judge	
2009	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2007	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2006	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2005	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2004	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2003	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2002	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2001	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1999	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1998	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1997	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1996	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1995	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Baldrige National Quality Program

Year	Role			Site Visit?
	Senior Examiner	Examiner	Judge	
2009	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2007	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2006	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2005	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2004	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2003	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2002	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2001	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1999	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1998	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1997	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1996	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1995	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Experience

IMPORTANT!

First Year Examiner Applications must include either a check for \$600.00 or a credit card number and related information. A fee of \$200.00 will be charged additionally if 2010 cycle is not completed.

FEES (ONLY APPLICABLE TO FIRST YEAR EXAMINERS)

PAYMENT METHOD

Attached is my check Check Number _____
 Following is my Credit Card information
 Account Type: MasterCard VISA American Express
 Account # _____ Exp. Date (mm/yyyy) _____
 Name on Card _____
 Authorizing Signature _____

2010 LINCOLN AWARDS FOR EXCELLENCE EXAMINER APPLICATION

PART 2 – VERIFICATION OF MANAGEMENT SUPPORT*

Serving as a member of the Lincoln Awards for Excellence Board of Examiners is a unique, significant, and important opportunity for professional and personal growth, networking, and benefiting organizations throughout Illinois that strive to achieve best-in-class performance excellence. An examiner's organization benefits from an employee's participation in that the examiner receives valuable training and experience in understanding and applying the criteria to a variety of organizations, including businesses, education and health care organizations. Examiners develop analytical and consensus-building skills and a systems perspective that can be applied to their home organizations.

MANAGER INFORMATION

Title Mr. Ms. Mrs. Dr.

First Name _____ MI _____ Last Name _____

Title _____

Employer _____

Address _____

City _____ State _____ Zip _____ - _____ Email _____

Phone _____ Fax _____

As the manager/supervisor of _____, I understand the required time commitment and responsibilities for members of the Lincoln Awards for Excellence program, and I will support and encourage her/his contributions throughout the examination process. ***I understand that if he/she does not finish the 2010 Award Cycle an additional fee of \$200 will be charged for dropping out of the program. (An invoice will be mailed directly to you)***

Manager's Approval Signature

Date

**Verification and approval are not required for Examiner candidates who are self-employed or leaders of their respective organizations.*

PART 3 – EXAMINER TRAINING COURSE SCHEDULE

FIRST YEAR EXAMINER TRAINING

First-year examiners are required to participate in a one-day Criteria Training class. This class is scheduled for April 8, 2010 or April 9, 2010 in Naperville. Returning examiners are welcome to attend the one-day course as a refresher. Please indicate if you will be attending the Criteria Training.

Yes, I will attend the April 8 New Examiner Criteria Training.

Yes, I will attend the April 9 New Examiner Criteria Training.

3-DAY EXAMINER TRAINING *(Attendance at training is required to participate in 2010 Award Cycle.)*

All Board members must participate in one three-day Examiner Training Course. Please place a one (1) to the left of your preferred dates for each training session, a two (2) to the left of your second choice and a three (3) next to your third choice. You should hold these dates until notified of your selection. Every effort will be made to accommodate your preference. If you are unavailable these weeks, we will look forward to your application in 2011.

	April 27-29 (Hosted by Township High School Dist. 214) – Arlington Heights
	May 18-20 (Hosted by Illinois Central College) – East Peoria
	May 25-27 (Hosted by Sarah Bush Lincoln Health Center) - Mattoon

2010 LINCOLN AWARDS FOR EXCELLENCE EXAMINER APPLICATION

PART 4- INDUSTRY/CRITERIA CATEGORY EXPERTISE

Please rank from 1 to 10 your ability to evaluate applications in the following areas: (1=best, and use no number more than once).

	Manufacturing Business
	Service Business
	Small Business – Manufacturing (less than 500 employees)
	Small Business – Service (less than 500 employees)
	Large Health Care Organization
	Small Health Care Organization
	Early Childhood through Secondary Education
	Post-Secondary Education
	Government
	Non-Profit

Please rank from 1 to 7 your ability to evaluate applications in the following areas: (1=best, and use no number more than once).

	Leadership
	Strategic Planning
	Customer/Student/Patient Focus
	Management, Analysis and Knowledge Management
	Workforce Focus
	Process Management
	Results

PART 5 – EXAMINER SKILLS

Not applicable to returning examiners

**PART 6 – EXPERIENCE
EMPLOYMENT UPDATES**

Describe your current/most recent position. 2009 Examiners should provide updated information to cover the last 12 months, update organizations as appropriate.

POSITION 1

Employer _____ Number of Employees _____

Parent Company _____ Number of Employees _____

Address _____ City _____ State _____

Dates of Service (mm/year) _____ to _____ Full-time Part-time Retired

Organization type (please check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Small Business (less than 500 employees) | <input type="checkbox"/> Health care | <input type="checkbox"/> Early childhood-secondary education |
| <input type="checkbox"/> Service | <input type="checkbox"/> Government | <input type="checkbox"/> Higher Education |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Independent consultant | <input type="checkbox"/> Other education |
| <input type="checkbox"/> Other type _____ | | |

Job Title _____ Number of employees supervised _____

Organizational Unit _____

PART 7 – SITE VISIT AVAILABILITY

Site visits will start August 30th through October 29th. Please give two weeks you will be available for site. (If your application goes to site) Please hold these two weeks until after Aug. 13th.

1ST CHOICE _____

2ND CHOICE _____

PART 8 – CODE OF ETHICAL STANDARDS & DISCLOSURE OF CONFLICT OF INTEREST

CODE OF ETHICAL STANDARDS DECLARATION OF PRINCIPLES

Members of the Lincoln Awards Board of Examiners pledge to uphold their professional principles in the fulfillment of their responsibilities as defined in this Application document. In promoting high standards of public service and ethical conduct, Board members:

- Shall conduct themselves professionally, with truth, accuracy, fairness, and responsibility to the public;
- Shall not represent conflicting or competing interests, nor place themselves in such a position where the Board member’s interest may be in conflict, or appear to be in conflict, with the purposes and administration of the Awards & Recognition program;
- Shall safeguard the confidences of all parties involved in the judging or examination of present or former applicants;
- Shall not offer confidential information or disclosures which may in any way influence the Awards & Recognition program integrity or process, currently or in the future;
- Shall not serve any private or special interest in fulfillment of the duties of a Judge or Examiner, therefore excluding, by definition, the examination of any organization or subunit of an organization by which he/she is employed or from which a consulting arrangement is in effect or anticipated;
- Shall not serve as an Examiner of a primary competitor, customer, or supplier of any organization or subunit of an organization of which he/she is an employee, has a financial interest or is involved in, or anticipates a consulting arrangement;
- Shall not intentionally communicate false or misleading information that may compromise the integrity of the Award process or decisions therein;
- Shall not approach an organization they have evaluated for their personal gain, including the establishment of an employment or consulting relationship for a period of at least three years after completing their role as an Examiner of that organization; and
- Furthermore, it is pledged that as a member in good standing of the Lincoln Awards Board of Examiners, each Board member shall strive to enhance and advance the Lincoln Awards as it serves to stimulate Illinois companies and organizations to improve quality, productivity, and overall performance.

DISCLOSURE OF CONFLICT OF INTEREST

Members of the Lincoln Awards for Excellence Board of Examiners shall voluntarily disclose to the Award Office the identity of employers, competitors, key customers, key suppliers, and clients, past, present, or potential whose interest might be favorably or unfavorably affected by the actions the Examiner will undertake while acting as a member of the Board of Examiners.

This includes the disclosure of:

- Companies in which Board members have financial holdings.
- Affiliations which may present or seem to present a conflict of interest for the Board member.

If selected to be a member of the Board of Examiners, signed statements will be requested before attendance at one of the Examiner Preparation Courses. Any material misstatement of fact in this application or incomplete disclosure of conflicts of interest shall be grounds for disqualification from the review process or dismissal from the Board of Examiners. Additionally, Examiners agree to update their employment, financial and client records periodically throughout their appointment.

In applying for a position on the Lincoln Awards for Excellence Board of Examiners, I attest to the accuracy of the information in this application and agree to abide by the Code of Ethical Standards.

Signature of Examiner Applicant

Date