








IRPE Examiner 6-Step Process

Process Summary

The 6-Step Process is used during independent review, HELP Week, and Site Visit to ensure review, feedback, and scoring are aligned with the Baldrige criteria.

Step	Instructions
Review Criteria 	Ground yourself in the Criteria item by interpreting and studying the requirements in order to apply them appropriately. 
ID 4-6 Key Factors 	Review your list of key factors and determine the attributes of the organization that would influence its responses to the item requirements and select the most relevant 4-6 for the item.
Read Application 	Read the relevant section of the application. <ul style="list-style-type: none"> • Identify the processes or approach the applicant uses to meet item requirements. • Highlight, mark up, and/or take notes as needed for both process and in the results & document matrix – documents (process category) - results (results category).
Capture 4-6 STR/OFI 	Select the 4-6 most relevant strengths/OFI's with the accompanying evidence. **Note: If writing a feedback ready comment, identify the Nugget, Example, Relevance, and be Done (NERD).
Enter In ScoreBook Navigator 	Follow the specific ScoreBook Navigator standard work to enter the Strength/OFI into the system.
Score 	If you are at HELP Week or on Site Visit, use the Scoring Standard Work document to score the item in ScoreBook Navigator.