



## 2025 Assessment Cycle New Examiner – Application of Intent

The Sterling Council Examiners serve organizations in their quest for excellence and continuous improvement by assessing organizational practices relative to the *Criteria for Performance Excellence*, and providing feedback that helps organizations move to the next level. For consideration, Examiner applicants must possess a high level of expertise in organizational excellence, and must conform to requirements for ethical conduct and integrity.

**If you are interested in joining the 2025 Assessment Cycle Board of Examiners, please complete the information below and turn it into the Sterling Booth, or the Registration Desk. The Sterling office will contact you with more information.**

PLEASE PRINT THE FOLLOWING INFORMATION

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ M.I.: \_\_\_\_\_

Preferred Mailing Address: Home \_\_\_\_ Work \_\_\_\_ (Check One)

Email Address (Primary): \_\_\_\_\_ Email Address (Secondary): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Work Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date: \_\_\_\_\_



## Board of Examiners Estimated Time Commitments

Event	Scope	Time Commitment
<b>Sterling Examiner Training Series – Part 1</b>  New Examiners, and any Examiner out of the process for one or more years must complete the entire training series and Case Study pre-work.	<b>Sterling Criteria for Performance Excellence</b> (Criteria 101)	8 Hours (2 half-day sessions)
	<b>Introduction to Key Factors</b>	½ Hour – Self-Study
	<b>Assessment Introduction</b>	4 Hours
	<b>Evaluating Applications</b>	8 Hours (2 half-day sessions)
	<b>Criteria 102</b> Recorded Criteria Modules	7 Modules @ 45 Minutes each, Self-Paced
<b>Case Study Pre-Work</b>	<ul style="list-style-type: none"> <li>• The Case Study will be available in the APEX online tool</li> <li>• Case Study evaluation will be conducted in APEX</li> <li>• <u>All</u> Examiners must complete</li> </ul>	15-20 Hours
<b>Sterling Examiner Training Series – Part 2</b>	<b>Application Assessment</b> <ul style="list-style-type: none"> <li>• <u>All</u> Examiners must complete</li> <li>• Assessment Teams selected</li> <li>• Conflict of Interest is eliminated</li> </ul>	16 Hours (2 – 8 Hour Days)
<b>Independent Evaluation Stage</b>	<ul style="list-style-type: none"> <li>• Application will be available in the APEX online tool</li> <li>• Application evaluation will be conducted in APEX</li> </ul>	20-30 Hours, depending on complexity of the application
<b>Consensus Stage</b>	<ul style="list-style-type: none"> <li>• Scheduled by each team</li> <li>• Consensus Report due to the Sterling office one week after Consensus Stage is complete.</li> </ul>	2 Days, plus additional time for preparation (7-16 hours of virtual meetings with the team – variation is based on application complexity)
<b>Site Visit Stage</b>	<ul style="list-style-type: none"> <li>• Preparation Site Visit Worksheets</li> </ul>	8 – 10 Hours
	<ul style="list-style-type: none"> <li>• All Site Visits are virtual</li> <li>• Site Visits are scheduled between February 12<sup>th</sup> and March 24<sup>th</sup></li> <li>• Final Feedback Report due to the Sterling office two weeks following Site Visit.</li> </ul>	1 Day Pre-Site Visit Meeting 5 Days Site Visit (including evening work)
<b>Annual Sterling Conference</b>	<ul style="list-style-type: none"> <li>• Workshops</li> <li>• Networking</li> <li>• Examiner Recognition</li> </ul>	Wednesday – Friday of Memorial Week