

# 2011 Interest (Level 1) Evaluation Form

<b>Final Report (<i>due two weeks after Site Visit</i>)</b>			
<b>Team Leader:</b>			
<b>Team Members:</b>			
<b>Applicant Name:</b>		<b>Application Number:</b>	
<b>Total Team Hours Review: Include preparation, site visit &amp; report preparation hours</b>			

## 2011 Scorebook General Information

### **To use the forms contained in this document:**

1. **Double click on the header** of the KEY FACTORS WORKSHEET. Enter the Application Number and your initials in the appropriate locations and close the header. This will ensure that the forms pages will have this information without having to enter it on each page.
2. **Check the margin settings.** Margins may change when you download. Ensure that they are **0.5" on the top, left and right and 0.3" on the bottom.** This should prevent the document from running off the page when printed. Check and adjust the margins by clicking on File, then Page Setup, and then Margins.
3. **Save the document often** so you will not lose your data in the event of power interruptions.
4. **Use your mouse (NOT the Tab key) to move from field to field and page to page.** (Using the tab key may result in the creation of new, unwanted fields.)

#### **Return Scorebook to:**

TENNESSEE CENTER FOR  
PERFORMANCE EXCELLENCE

[contact@tncpe.org](mailto:contact@tncpe.org)

#### **Questions:**

[contact@tncpe.org](mailto:contact@tncpe.org) or  
1-800-453-6474 or 615-889-8323

Mailing address: 2525 Perimeter Pl Dr, Ste 122  
Nashville, TN 37201-1800

## Key Factors Worksheet

To begin the evaluation process, review the applicant's Organizational Profile and Intent to Apply and Application Forms. List the key business/organization factors for this applicant, using the Areas to Address (Organizational Environment, Organizational Relationships, Competitive Environment, Strategic Challenges, and Performance Improvement System) in the order presented in the Preface: Organizational Profile section of the appropriate *Criteria for Performance Excellence* booklet..

### P.1a Organizational Environment

1.

### P.1b Organizational Relationships

2.

### P.2a Competitive Environment

3.

### P.2b Strategic Context

4.

### P.2c Performance Improvement System

5.

## Key Themes Worksheet

The Key Themes Worksheet provides an overall summary of the key points in the evaluation of the application and is an assessment of the key themes to be explored during the site visit review. A key theme is a strength or opportunity for improvement that addresses a central requirement of the Criteria, is common to more than one item or category (cross-cutting), is especially significant in terms of the applicant's key factors, and/or addresses a core value of the Criteria.

The Key Themes Worksheet should respond to the three questions below:

**a. What are the most important strengths or outstanding practices (of potential value to other organizations) identified?**

- 

**b. What are the most significant opportunities, concerns, or vulnerabilities identified?**

- 

**c. Considering the applicant's key business/organization factors, what are the most significant strengths, opportunities, vulnerabilities, and/or gaps (related to data, comparisons, linkages) found in its response to Results Items?**

-

**Category 1 – Leadership**

Prepare one worksheet for each category of the Criteria, capturing the 6–10 most important strengths and opportunities for improvement. The category worksheet may include findings that cut across all items in the category or item-specific findings that have critical significance to the applicant. The Criteria core values and the applicant's key business/organization factors are useful in identifying category-level observation. Type your response below.

**(+) STRENGTHS**

+

**(-) OPPORTUNITIES FOR IMPROVEMENT**

–

**(●) OBSERVATIONS/RECOMMENDATIONS**

●

**Category 7 – Results**

Prepare one worksheet for each category of the Criteria, capturing the 6–10 most important strengths and opportunities for improvement. The category worksheet may include findings that cut across all items in the category or item-specific findings that have critical significance to the applicant. The Criteria core values and the applicant's key business/organization factors are useful in identifying category-level observation. Type your response below.

**(+) STRENGTHS**

+

**(-) OPPORTUNITIES FOR IMPROVEMENT**

—

**(•) OBSERVATIONS/RECOMMENDATIONS**

•

# Recognition Recommendation

**Applicant's  
Name:** \_\_\_\_\_

**Length of site visit (hrs):** \_\_\_\_\_

**Date(s) of site visit:** \_\_\_\_\_

**The examining team recommends to the Panel of Judges, based on their assessment and the eligibility level that the applicant be recognized at the Interest Level.**

**Comments**

**Name/initials of team members:**

- 1.
- 2.
- 3.
- 4.