



2009 NTPAW Skills Contest Four-Part Judging Kit

Part A: Responsibilities of Judging States

1. All entries must be received electronically by August 21. For entries too large to be forwarded to the judging state electronically, the deadline is close of business August 24, 2009 (must be postmarked). Entries received after the deadline should not be judged. However, before making that decision, contact the entrant to determine if there were extenuating circumstances. At your discretion, the late entry can be accepted and judged.
2. Make sure all the entries you received are for the category you are judging. If you received one in error, forward it to the correct judging state. Notify the entrant that the entry is being rerouted.
3. Make sure the entry rules were followed. If an entry is disqualified for not following the rules, notify the affected state.
4. Only one entry from each state in each category can be accepted. If two or more entries are received in the same category from the same state, all entries from that state are disqualified from judging. If entries are disqualified, notify the affected state.
5. Form a three-member judging panel. Ideally, the panel should include:
 - One professional communicator from the private sector.
 - One professional communicator from the public sector.
 - Someone from the target audience.
6. Judges **must** provide legible comments on all entries. Feedback is the most valued part of this process. Make sure all judging forms are clearly marked to reference the state, categorical division and category number, and scores.
7. Pick a winner! Ties and honorable mentions are not allowed. Judging states must pick only one winner per category. However, judging states are not required to select a winner, if they determine no entries meet the appropriate standards.
8. Report the winning entry via e-mail to the chair of the Awards Committee, Susan Watkins, at susan.m.Watkins@wv.gov by no later than September 25, 2009.
9. Fax all judges' score sheets to Susan Watkins at 304-558-9131 immediately following determination of the winner.

Part B: Responsibilities of Judges

1. Enter the name of the state, and categorical division and category at the top of the judging form for each entry.
2. Place your initials on the form and enter the name of the judging state.
3. Read the project profile sheet for each entry.
4. Inspect each entry.
5. Use information provided on profile sheet and your inspection of each entry to complete the judging form, adding your comments and providing scores for each criteria. Then add the individual points for a total score.
6. Because comments aid in professional development, **they are required on all judging forms**. While it is not necessary to include comments under each criterion, at a minimum overall comments are required. **Judging forms without comments will be returned to the judging state for completion.**
7. If you have questions about the entry, call or e-mail the contact listed on the entry form.
8. Return your completed forms to the person coordinating the judging in your state.

Part C: Judging State's Checklist

Before judging

- ___ Make sure the entry was submitted in the correct category.
- ___ Make sure entry is complete and the contest rules were followed.
- ___ Brief the judges on the judging process by reviewing Part B: Responsibilities of Judges. Emphasize the fact that comments are required.

During judging

- ___ Conduct the judging by September 18, 2009.
- ___ Collect the score sheets.
- ___ Make sure each judge included comments on all entries---overall comments at a minimum.

After judging

- ___ Verify the accuracy of the scores by double checking the addition and total scores.
- ___ Prepare a spreadsheet that tallies the three judges' scores for each entry. Determine the winning entry that receives the highest combined score. If there is a tie, find a way to break it. Only one winner per category is allowed. If the judges did not feel any of the entries were "winners," you do not have to declare one.
- ___ E-mail to susan.m.watkins@wv.gov the following **no later than September 25, 2009 (earlier if at all possible)**.
 - ___ the number of the division and category judged
 - ___ the number of entries received
 - ___ the name of the winner
- ___ Fax copies of the score sheets to Susan Watkins at 304-558-9131.

Part D - Judging Form

(Limit to one page.)

Entrant (state): _____

Entry Division and Category: _____

Judging state: _____

Judged by (initials of judge): _____

____ 1. How well does the effort reflect strategic planning, analysis or research to develop its approach? (1-10 points)

____ 2. How well did the entry meet stated goals and objectives and/or support the agency's goals and objectives? (1-10 points)

____ 3. How original or creative was the approach? (1-10 points)

____ 4. How clearly and consistently was/were the message(s) communicated? (1-10 points)

____ 5. How well were measurable outcomes/results achieved? (1-10 points)

____ Total Points (maximum 50 points)

General comments: