Worksheet 6  
judging

**Awards 101: The Missing Manual for Awards Professionals**

**Overview**

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|  | The judging stage is critical because this is where the final decisions are made – decisions that make one a king and make others forgotten. Judging process is very sensitive, so judge selection, training (if necessary), and diversification should all be taken care of very responsibly. |

**judge selection**

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|  | Determine who your judges will be, where they will come from, which composition of them will have the lowest risk of bias while maintaining the highest level of professionalism. |

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| Questions | Answers |
| Which sources for your judge panel do you use? | 🞏 past winners  🞏 “celebrities” in the industry  🞏 business leaders in related companies  🞏 peer judging |
| If peer judging is used, how do you ensure unbiasedness and quality of the panel? |  |
| Which type of judging do you use for your program? | ⭘ By criteria  ⭘ Popularity vote  ⭘ Ranking |
| How do you ensure you minimize the Halo effect (the aura surrounding what is being reviewed)? |  |
| Are there general / summary questions on the scoring form that can be transformed into more specific / measurable ones? |  |
| Why would it [not] be a good idea to introduce popularity vote for your program? |  |
| Why would it [not] be a good idea to use ranking in the final round of your program? |  |

**judging process**

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|  | Define how the judging will take place, how the judges are assigned to the entries, how confidentiality, verifiability and fairness are ensured, and how the winners are selected. |

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| Questions | Answers |
| How many rounds of judging do you have? | ⭘ 1  ⭘ 2  ⭘ Other: \_\_\_ |
| Do you feel the round structure should be changed or modified? |  |
| Which method of judging do you use? | ⭘ Online  ⭘ In person  ⭘ A combination of two |
| Which factors should be taken into consideration to make online judging efficient? | 🞏 specialized judge portal  🞏 how entries are displayed  🞏 intuitive controls  🞏 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If you rely on physical delivery, which fields do/would you include on the label that applicants must put in the package? | 🞏 Entry Title  🞏 Entry ID  🞏 First Name  🞏 Last Name  🞏 Company  🞏 Category  🞏 Number of physical pieces included  🞏 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If your judges evaluate physical entries, which information do/would you include on the display cards (for judges to see)? | 🞏 Entry Title  🞏 Category  🞏 Name (rarely used to avoid bias)  🞏 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If your program works with physical entries, how is their security ensured? |  |
| Which of the following parameters do you account for when assigning judges to specific entries? | 🞏 time to assess the entry  🞏 conflict of interest  🞏 expertise |
| How many judges should each entry be assessed by? |  |
| If judges have to travel, how are the travel expenses compensated? | ⭘ by judges themselves (in return for gifts/benefits)  ⭘ by program organizers |
| Do you use blind judging to ensure confidentiality? | ⭘ Yes  ⭘ No |
| Do you ensure you keep the audit trail for verifiability? | ⭘ Yes  ⭘ No |
| What type of winner selection do you use? | 🞏 highest rated per category  🞏 best in show  🞏 judges’ choice  🞏 people’s choice  🞏 medals  🞏 winners & finalists |