



ncdot.gov/transcomm2012

2012 TransComm Skills Contest Four-Part Judging Kit

Part A: Responsibilities of Judging States

1. All entries must be posted to the AASHTO portal by July 1, 2012. Entries posted after the deadline shall not be judged, unless there are extenuating circumstances that caused the delay. If a late entry is posted, the judging state shall contact the entrant to determine what, if any, extenuating circumstances caused the delay. It shall be at the judging state's sole discretion to accept or reject the entry based on the explanation provided.
2. Check to make sure all the entries posted under your category apply to one being judged. If an entry was incorrectly posted, move it under the correct category. Notify the entrant that their entry is being moved.
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 per state within each category can be accepted. If two or more entries are received from the same state within the same category, all entries from that state (in that category) 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! Only one winner per category may be selected; ties and honorable mentions are not allowed. Judging states are not required to select a winner, if they determine no entries meet the appropriate standards or no entries are received.
8. Report the winning entry via E-mail to Awards Committee Chair Michelle Booth at MBooth@dot.state.nv.us no later than July 18, 2012.
9. E-mail the judges' score sheets to MBooth@dot.state.nv.us immediately following determination of the winner.

Part B: Responsibilities of Individual Judges

1. Complete a judge's form for each entry.
2. Enter the name of the state entrant, and categorical division and category at the top of each form.
3. Place your initials or first name on the form, along with the name of the judging state.
4. Read the project profile sheet.
5. Inspect each entry.
6. 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. Add the individual points for a total score.
7. 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.**
8. If you have questions about the entry, call or e-mail the contact listed on the entry form.
9. Return your completed forms to the person coordinating the judging in your state.

Part C: Judging State's Checklist

Before judging

- ___ Make sure the entries are submitted in the correct category.
- ___ Check to make sure that only one entry per state was received.
- ___ Make sure the entries are complete and the contest rules followed.
- ___ Brief the judges on the judging process by reviewing Part B: Responsibilities of Individual Judges. Emphasize the fact that comments are required.

During judging

- ___ Conclude the judging by July 15, 2012.
- ___ Collect the score sheets. The Awards Committee Chair must receive the score sheets no later than July 18, 2012.
- ___ Make sure each judge has 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 an Excel spreadsheet that tallies the three judges' scores. Determine the winning entry that receives the highest combined score. If there is a tie, consult with the judges to select a single winner. 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 dena.grayfisher@dot.iowa.gov the following **no later than July 18, 2012 (earlier if at all possible)**.
 - ✓ Completed score sheets (Word file or scanned PDF files of the completed forms)
 - ✓ Excel spreadsheet with judge's scores
 - ✓ Identification of the winning state

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: