

Adobe Assessment Request Form

- This request form **MUST** be received by QNM 30 days prior to submitting OP to allow time to establish the assessment team.
- The Adobe Level fee (\$750 base rate) must be submitted along with the OP.
- An 'OP' workshop is recommended but not required. Contact QNM for additional information.
- You will receive: (1) written Feedback Report highlighting Strengths, Opportunities for Improvement, Considerations; and (2) a 2-hour briefing with the NMPEA Examiner/staff assigned to your assessment

Participant Name & Indicate if Organization, Division, Department, Unit Address City, State, Zip Code 2. Official Contact Point: Name and Position Mailing Address (if different from above) City, State, Zip Code City, State, Zip Code Telephone Number Fax Number Size And Sector Of Organization: Total Number of Employees (Full & Part Time): Business Health Care Non-Profit Education Government 5. Previous History With The Awards Program: Year: Level Applied For: Recognition Received: Quality New Mexico Direct: (505) 441-2999 Name and Title Address Telephone Number Fax Number 8. For use by Quality New Mexico only: Participant is for Adobe Assessment Telephone Number Fax Number 8. For use by Quality New Mexico only: Participant is for Adobe Assessment QNM Approval Signature Date	1. Participant:	,		
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6. Highest Ranking Official For Participant: Name and Title P.O. Box 93396 Albuquerque, NM 87199 Telephone Number Fax Number E-mail Address TERMS & CONDITIONS: I understand that we are requesting a formal assessment be conducted on an OP of our organization (or division, department, unit thereof); that this assessment will be reviewed by a member of the NMPEA Board of Examiners and staff. The formal Feedback Report is proprietary to our organization and shared by QNM only if our organization authorizes such release in	5. Previous History With The Awards Program:			
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Adobe Assessment process and award.



Adobe Assessment Instructions

Step 1	Download PDF for the OP Questions	Questions to prepare an OP are complimentary at the Baldrige Program website – use the appropriate link below: ✓ Business/Govt/NP ✓ Education ✓ Health Care	
Step 1.1	Attend QNM OP Workshop	Although not required, the workshop is highly recommended to help you identify what is most important and what is still needed to learn or determine about the organization	
Step 2	Submit Request/Eligibility (previous page) 30 days prior to submitting OP	Your OP is considered critically important in starting your 'journey' - it's also considered the 'foundation'	
Step 2.1	Upon approval of eligibility, QNM will provide approved copy of Request form	The OP can be completed for the organization , division , department , unit , program – consider it a résumé	
Step 2.2	Format the OP	 Page limit – none Paper orientation – letter standard "8½ x 11", color Left margin minimum ¾" Right margin minimum ½" Columns – recommended Font – text in Arial, Calibri, or Times New Roman with minimum font size 11-point Tables & Diagrams – efficient use of OP 'real estate' and to display complex information Figures – clearly labeled Page numbering – preferred Cover – page optional (recommended) Organizational Chart – Required Acronym Glossary – Required 	
Step 3	Respond to the OP questions from the <i>Baldrige Framework</i> for Excellence	 Respond to each Section P.1 & P.2; their Item titles, e.g. P.1.a, and all related questions, e.g. P.1.a.(1) Label Section number and title, e.g. P.1 Organizational Description Label your answers to the questions, e.g. P.1a.(1) 	
Step 4	Submit completed OP via pdf format to QNM	QNM will assign an Examiner to conduct the assessment	
Step 5	Examiner will prepare written Feedback Report within 30-40 days of assignment	The assessment includes a formal review, written report with strengths, improvement areas, and other considerations	
Step 6	Participate in briefing with Examiner and QNM to clarify Report comments and discuss next steps to help you on your performance excellence journey	The briefing should be held within 30 days of receiving the Feedback Report; QNM will coordinate	