

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

1. Participant:

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

Telephone Number	Fax Number	E-mail Address

3. Current Partner Of QNM:

Yes **No**

4. 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:

6. Highest Ranking Official For Participant:

Name and Title	
Address	
Telephone Number	Fax Number
E-mail Address	

7. MAIL, SCAN/EMAIL THIS FORM TO:

Quality New Mexico Direct: (505) 441-2999
 P.O. Box 93396 info@qualitynewmexico.org
 Albuquerque, NM
 87199

8. For use by Quality New Mexico only:

Participant is for Adobe Assessment	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
QNM Approval Signature	Date

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 writing. QNM may publicize the name of our organization (division, department, unit thereof) in relation to successful completion of the Adobe Assessment process and award.

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Signature & Date Attesting to the Terms & Conditions

Adobe Assessment Instructions

Step 1	Download PDF for the OP Questions	<p>Questions to prepare an OP are complimentary at the Baldrige Program website – use the appropriate link below:</p> <ul style="list-style-type: none"> ✓ 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	<ul style="list-style-type: none"> ➤ Page limit – none ➤ Paper orientation – letter standard “8 ½ 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 for Excellence</i>	<ul style="list-style-type: none"> ➤ 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