

NZ Navigator Self-Assessment Tool Overview

How does this work?

One person registers, sets up the organisation profile then creates an assessment which can be sent to other people in the organisation

One person registers and sets up the organisation
(other users can be added later if you want)

Create an assessment

What sort of assessment should you create?

Multiple Participant Assessment

This kind of assessment creates a link you can send to any number of people in your organisation. You choose the assessment completion date. Participants select their role type (board, volunteer, staff) and all assessments are collated into an overall organisation report that includes some participant-type results.

Single User Assessment

If you are the only person completing an assessment on behalf of your organisation, or if you are entering information from a group discussion, select this option.

Choose an Assessment Completion Date

Complete your assessment and download your report

Email a link for the assessment to anyone in your organisation

Each assessment is open until midnight on the Assessment Completion Date

How will people know what to do?

The email with the assessment link includes an explanation about NZ Navigator and a link to an info sheet. You can edit the email information to suit your organisation. Participants also see brief instructions when they click on the link and begin the assessment

When the assessment closes, the registered user gets an email notification and logs into NZ Navigator to download the assessment report combining all participant's assessments.