

NZ Navigator Self-Assessment Tool Overview

How does this work?

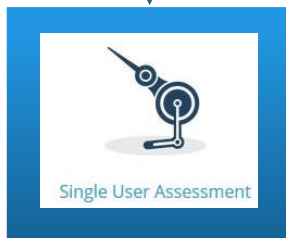
One person registers, sets up the organisation profile then generates the assessments to send to other people in the organisation



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

Create an assessment

What type of assessment should you create?



Single User Assessment



Multiple Participant 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

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, or staff) and all assessments are collated into an overall organisation report that includes some participant- role type results

Complete your assessment and download your report

Choose an Assessment Completion Date

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 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