

NZ Navigator Self-Assessment Tool Overview

How does this work?

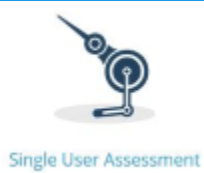
One person registers, sets up the organisation profile then generates the assessments to send to other people in the organisation



One user registers for the organisation

Create an assessment

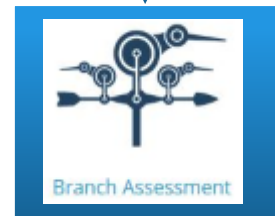
What type of assessment should you create?



Single User Assessment



Multiple Participant Assessment



Branch 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

Complete your assessment and download your report

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

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

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

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

Set up your branches

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.

