

How to Use the Self-Assessment

- (1) **Download the self-assessment:** from the “Assessment Tools” page on the website, click the link to download the appropriate self-assessment. Once done, click the new downloaded document to open it.
- (2) **Fill out the self-assessment:** answer all the questions in column B with “Yes,” “No,” “Sometimes/Maybe,” or “N/A.” The answer can be typed in or selected from a drop-down list.
- (3) **View results:** along the bottom of the screen, select the “Results” tab. Results are calculated automatically when questions are answered. The table will indicate the level of resilience in each category: resilient, above average, moderate, or opportunities for growth. Sub scores are calculated from various questions throughout the self-assessment and are not part of any specific dimension.
- (4) **Build resilience:** each category with an asterisk next to it has resources in the online resource library. To find them, hover over “Nonprofits” or “Microbusiness” on the resource library website, then select the dimension (Leadership, Community, Financial, or Operational). Click the category to see resources available. Note that resources for the sub scores are available from the main Nonprofit or Microbusiness page.