

IMI Leadership Assessment tool: Organisational Admin User Guide

1. Logging on:

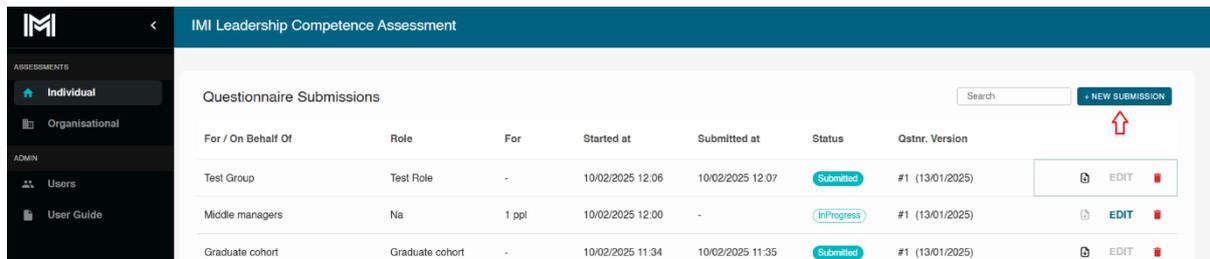
Go to <https://leadership-assessment.imi.ie/login>

You can reset the password if required by clicking on **Forgot Password?**

Note: Although the tool is adaptive and will work on a range of devices, for an optimal experience we recommend that you carry out Organisational Admin tasks on a desktop/laptop.

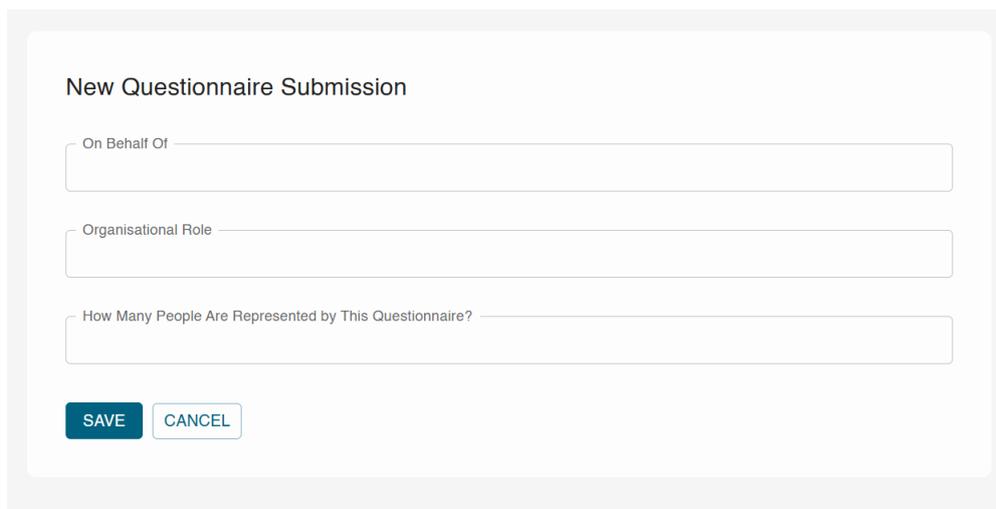
2. Assessment Submissions on Behalf of Others:

To submit an assessment on behalf of an individual or group (for example a cohort of colleagues in similar roles with similar development requirements), under Assessments in the menu on the left, click **Individual**, and then click **+NEW SUBMISSION**.



For / On Behalf Of	Role	For	Started at	Submitted at	Status	Ostnr. Version	
Test Group	Test Role	-	10/02/2025 12:06	10/02/2025 12:07	Submitted	#1 (13/01/2025)	EDIT
Middle managers	Na	1 ppl	10/02/2025 12:00	-	InProgress	#1 (13/01/2025)	EDIT
Graduate cohort	Graduate cohort	-	10/02/2025 11:34	10/02/2025 11:35	Submitted	#1 (13/01/2025)	EDIT

In the New Assessment Submission box, **add** the name of the individual or group in “On Behalf Of”, **add** a role description in “Organisational Role”, and **add** the number of people to whom this submission applies (1 for an individual, a value more than 1 for a group) in “How Many People Are Represented by this Assessment?”).



New Questionnaire Submission

On Behalf Of

Organisational Role

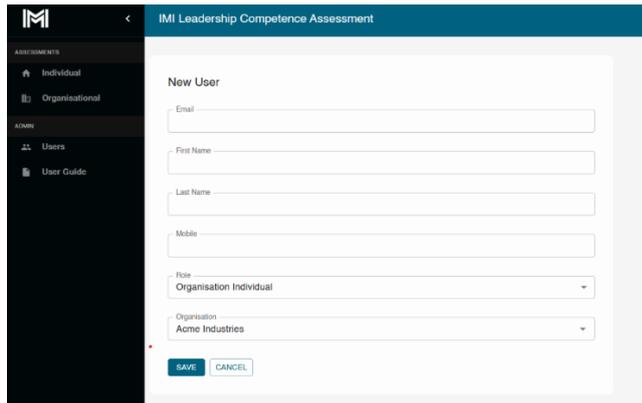
How Many People Are Represented by This Questionnaire?

SAVE **CANCEL**

When completing the assessment, please respond as the individual or “typical” group member would.

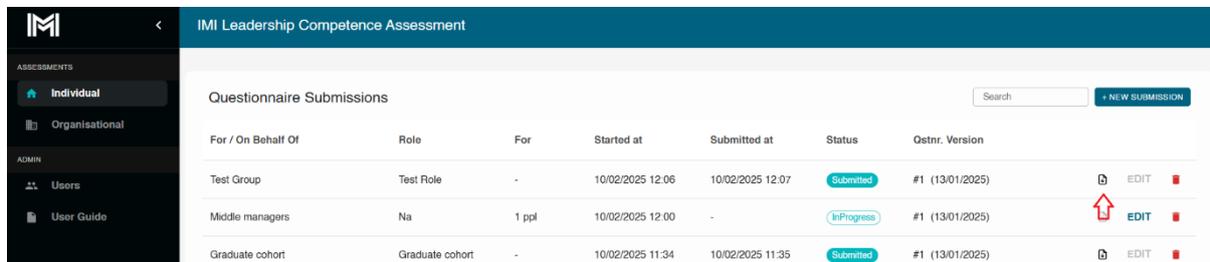
3. Requesting an Individual to Complete the Assessment:

You can also ask an individual in your organisation to complete the assessment. Under Admin in the menu on the left, click **Users**, and then click **NEW USER**. Enter the new user's details, and select the role **Organisation Individual** (make sure you do **not** select Organisation Admin). Click **Save**, and an invitation will be sent to the user to complete the individual assessment.



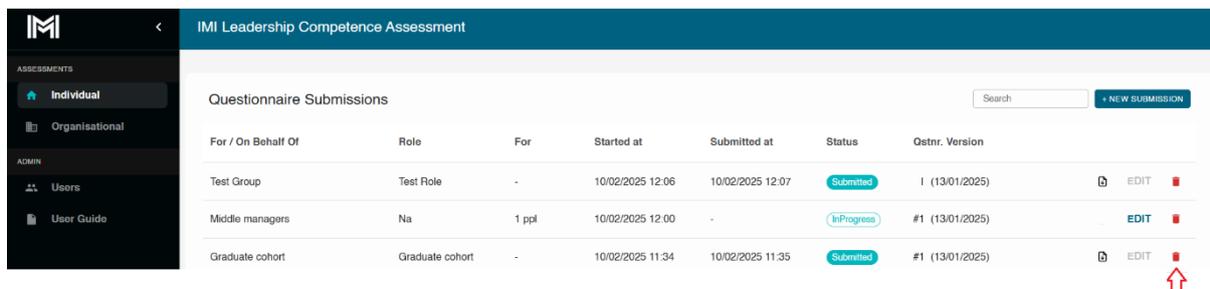
4. Viewing & Deleting a Completed Assessment:

You can view the status of each assessment and view completed assessments. Under Assessments in the menu on the left, click **Individuals**. Locate the relevant submission in the list, and click the **Download Report** button.



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Middle managers	Na	1 ppl	10/02/2025 12:00	-	InProgress	#1 (13/01/2025)	EDIT
Graduate cohort	Graduate cohort	-	10/02/2025 11:34	10/02/2025 11:35	Submitted	#1 (13/01/2025)	EDIT

You can also delete a completed assessment. You should delete the assessment if you do not want it to be included in the organisational report. All listed completed individual submissions will be included in the organisational report when it is submitted. To delete a submission, **click** the red Delete Submission icon, and confirm the deletion.

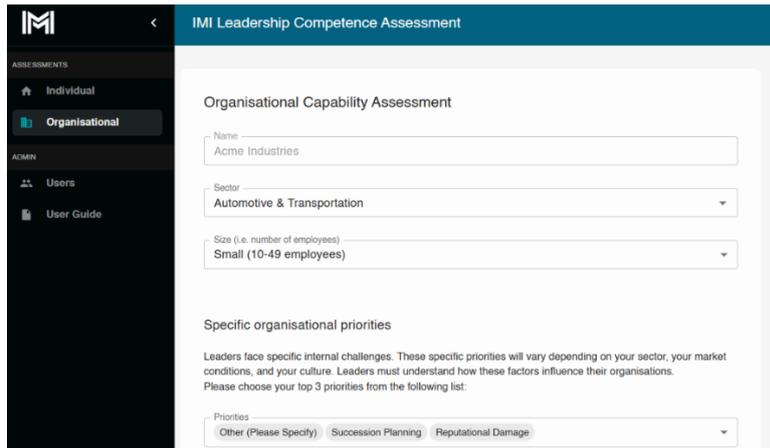


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5. Completing the Organisational Assessment:

The Organisational Assessment gathers information on your organisation, combines it with the completed individual submissions from your organisation, and informs an Organisational Report, which will be created and sent to you by your IMI contact. Note that this may take up to 5 working days to complete.

To access the Organisational Capability Assessment, under Assessment in the menu on the left, click **Organisational**.



The screenshot shows the 'IMI Leadership Competence Assessment' interface. On the left is a dark sidebar menu with 'ASSESSMENTS' at the top, containing 'Individual', 'Organisational', and 'Submit'. Below this is the 'ADMIN' section with 'Users' and 'User Guide'. The main content area is titled 'Organisational Capability Assessment' and contains the following fields:

- Name: Text input field with 'Acme Industries' entered.
- Sector: Dropdown menu with 'Automotive & Transportation' selected.
- Size (i.e. number of employees): Dropdown menu with 'Small (10-49 employees)' selected.
- Specific organisational priorities: Text area with instructions: 'Leaders face specific internal challenges. These specific priorities will vary depending on your sector, your market conditions, and your culture. Leaders must understand how these factors influence their organisations. Please choose your top 3 priorities from the following list:'
- Priorities: Dropdown menu with 'Other (Please Specify)', 'Succession Planning', and 'Reputational Damage' as options.

Please complete all elements of the Organisational Capability Assessment. You can complete the survey in more than one session. To save the information that you have entered, click **Save**. You can return to update this information if required.

6. Requesting an Organisational Report

The Organisational Report will assist you as you start reflecting on your organisation's leadership development priorities. It brings together the key elements of our leadership model with summary information from leadership assessments relating to individuals or groups in your organisation.

This report should only be requested periodically – we ask that you do not submit more than one a quarter, unless advised to do so by your IMI contact. The report needs to be created for you and sent to you by your IMI contact, so may take up to 5 working days to be returned to you.

You should only request a report once you have completed and saved your organisational capability assessment and ensured that any individual reports you have requested or completed on behalf of others have been submitted. Note that data from all individual reports will be inform the organisational report. To request a report, click on **Submit** in the menu on the left, and click on the **Submit** button.



The screenshot shows the 'IMI Leadership Competence Assessment' interface. The sidebar menu is the same as in the previous screenshot, but the 'Submit' option is now highlighted. The main content area is titled 'Submit Organisational Report' and contains the following text:

Once you have completed the Organisational Capability Assessment and gathered your required individual assessments, you can click Submit to request that IMI create an Organisational Report. This report should only be requested periodically – we ask that you do not submit more than one a quarter, unless advised to do so by your IMI contact. The report needs to be created for you and sent to you by your IMI contact, so may take up to 5 working days to be returned to you.

At the bottom of the main content area is a blue button labeled 'SUBMIT'.

7. Adding an Organisational Admin

You can add another person to act as an Organisational Admin for your organisation. Note that this person will be able to review all the reports associated with your organisation.

To add another organisational admin, under Admin in the menu on the left, click **Users**, and then click **NEW USER**. Enter the new user's details, and select the role **Organisation Admin**. Click **Save**, and an invitation will be sent to the new organisational admin to complete the registration.

8. Queries:

If you have any questions about how to use the tool or interpreting the assessment, please get in touch with your IMI contact, or mail org-assessment@imi.ie