# Workplace self-assessment – digital tool user guide

## Introduction

A free digital tool has been developed for local governments to undertake a self-assessment of their workplace in regard to employing people with disability. The tool will help local governments identify areas they can strengthen in terms of physical access, effective management practices and developing an inclusive organisation culture.

The digital tool has been developed using iAuditor, an inspection checklist App (for use on mobile devices or tablets). You can find out more about the features of [iAuditor](http://www.safetyculture.io/iauditor/) here: <http://www.safetyculture.io/iauditor/>

## Accessing the self-assessment tool

There are 3 steps involved in accessing the digital self-assessment tool:

* Step 1: Download the App
* Step 2: Create an Account
* Step 3: Download the Template

Step 1**:** To download the App on your mobile device or tablet, search for “iAuditor” in the App Store (Apple device) or Google Play (Android).

Step 2**:** Once the App is installed you will need to create an account. Open the App and tap the icon located in the top left to display the menu, at the bottom of the screen select “Create Account” and fill in your information.

You will receive an email in which you can click Confirm and Activate Account and log in (this can be done on your desktop computer or mobile device however the self-assessment is currently only available on mobile devices).

Step 3**:** Once you are logged into the App, select Public Library from the menu and use the search bar to find the self-assessment. It is titled “Disability Friendly Workplace – self assessment”. Once you have found the self-assessment click on it and select download. To start the self-assessment select “Start Audit” and the data collection screen will automatically launch.

## Entering data

Once you have started the self-assessment you will be taken to a default information page where you can fill in the details of your assessment. Once you have entered this information, tap on “Start Audit” and continue to navigate through the questions as they appear. The self-assessment is clear and easy to use to enter data, simply follow the prompts.

All of these questions in the self-assessment have space for you add additional information and photos. These fields are optional and you can use them much or as little as you choose, it will simply add further detail to the final report.

## Generating a report

Once you have entered all the data into your self-assessment you will see a “Mark as Complete” button after the final question, this is not a required prior to producing a report but is a useful tool in managing the status of your self-assessment.

To generate the report tap “Preview and Export” in the bottom right screen on your device. To export the report choose the preferred delivery method (Email or Dropbox) then select “Send”.

You can also export an audit using the "Open With" button in the preview screen. This will then allow you to open the audit in another app installed on your device that can handle the type of file.

## Scoring

The self-assessment has a built-in scoring system that has been designed to establish a baseline that can provide organisations the ability to monitor the general direction of travel. It is not intended to provide a precise absolute score nor be used to compare organisations against others. It has no regard to which aspects are considered more important than others with all questions evenly weighted.