

REALTOR® University Leadership Assessment User Guide

IMPORTANT NOTE: Your total score, plus recommended training material, is only available after completion of all (5) assessment scenarios. Each scenario tests specific competencies and sub-competencies and does not represent your cumulative score for the assessment.

While you might score poorly on a specific scenario, your overall score will determine necessary training in order to strengthen your leadership abilities. Once the recommended training materials are completed, we recommend that you retake the assessment to see improvements in your overall score.

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Step 1: Getting Started

Go to the [REALTOR® University Leadership Institute Homepage](#) in order to access the leadership assessment.

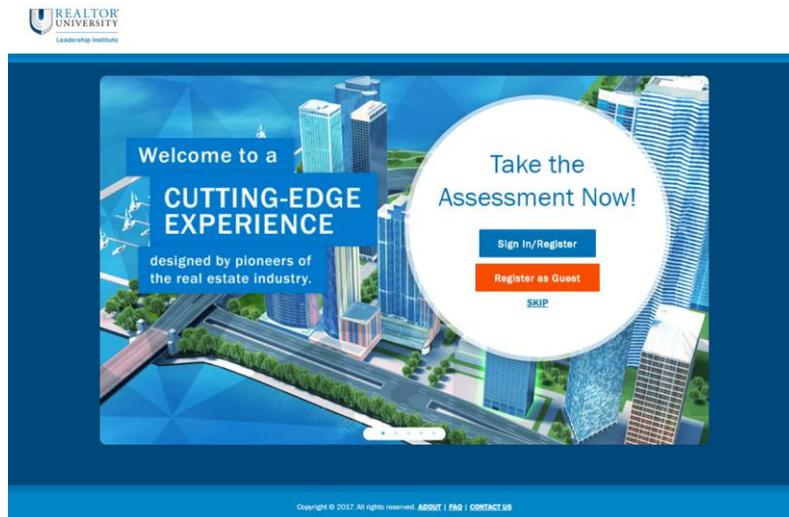
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Step 2: Log In to the Portal

Once you have visited the [REALTOR® University Leadership Institute Homepage](#) and clicked on the Leadership Assessment link, you will be redirected to the following login screen:



If you are a REALTOR® you will click the button labelled, “Sign In/Register” where you will use your NRDS ID to log in to the system. If you are a REALTOR® who has yet to set up your NRDS account, you may use the link to create an account at this time.

If you are **not** a REALTOR® you will either click the button labelled “Register as Guest” or “Skip”. While you may skip the log in process, your progress is not guaranteed to be saved. We highly recommend creating a guest account, which will only take a few minutes.

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Step 3: Navigating the Portal

If this is your first time in the portal, or you have yet to complete all of the stages of the assessment, your assessment results will not be available.

You can:

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Launch the Assessment

Launch the assessment by clicking on “Launch now”.

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Get ready.

Advance your leadership abilities with a learning experience designed by industry experts.

Launch Now

Navigating Back to Main Portal Page

If you are unable to find your way back to the main portal page, you can use the REALTOR® University logo in the top right-hand side of the webpage.



MY ACCOUNT

Logout

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Access “My Account”

You can access your account information by clicking the “My Account” button in the top left-hand side of the webpage. This is where you can view and edit information on your account. If you are a REALTOR®, this data is taken from the information you have stored on NRDS; be sure to update your NRDS account to permanently update your information. If you are not a REALTOR®, this information is provided via the fields you filled in upon registering as a guest.



MY ACCOUNT

Logout

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Logging Out

Once you are finished using the portal, you can confirm that you are logged out of the portal by clicking the “Logout” button in the top left-hand side of the webpage. You will also be automatically logged out after extended periods of inactivity.



MY ACCOUNT

Logout

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About/FAQ/Contact US

At the bottom of the webpage, there are links explaining what REALTOR® University’s Leadership Institute is and why the assessment was created, a list of Frequently Asked Questions (FAQs), and an option to contact us regarding your experience taking the assessment.

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[ABOUT](#) | [FAQ](#) | [CONTACT US](#)

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Sharing the Leadership Assessment

After completing the assessment, you may share on social media or save/print your results via the icons located in the middle of the webpage.

Overall performance:



Gold Leader

Share on social media:



Overall performance is a cumulative measure of your abilities across all competencies tested in all 5 scenarios for your current assessment attempt.

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Leadership Training Opportunities

The assessments tests 4 competencies and 16 sub-competencies; once you have completed the assessment, links to specific micro-courses will become available. The micro-courses that are visible directly correlate to the areas of growth that were identified throughout your assessment resulting in your overall scores.

After completing the recommended micro-courses, we strongly recommend that you retake the assessment to see if you have grown as a leader!

Note: *The micro-courses are free for REALTORS®; if you are not a REALTOR® there is a nominal fee per micro-course.*

Competency Scores:

Below you will find your scores in each individual competency tested in the assessment. Each competency is made up of multiple sub-competencies, which you will find listed below the competency scoring meter. Links to additional training for any areas of improvement will be located beneath the sub-competency list.

<p>Interpersonal Skills 75/100</p> <ul style="list-style-type: none">• Fostering Open Communication • Effective Communication• Building Relationships • Promoting Collaboration	<p>Empowerment/Inspiration 100/100</p> <ul style="list-style-type: none">• Building Talent • Engaging Others • Building Trust
<p>Discernment/Strategic Thinking 88/100</p> <ul style="list-style-type: none">• Gathering Information • Analyzing Issues• Emotional Intelligence • Decision-Making	<p>Adaptability/Entrepreneurship 83/100</p> <ul style="list-style-type: none">• Adapting • Process Management • Conflict Management• Influencing Others • Self Development
<p>Recommended Training: Gathering Information</p>	<p>Recommended Training: Influencing Others, Self Development</p>

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Step 4: Introduction to the Assessment

After you have clicked the “Launch Now” button on the portal page, a pop-up window will open with two-part introduction to the assessment. While you have the ability to skip this introduction, it is highly recommended that you watch in its entirety prior to taking the assessment.



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Step 5: Navigating the Assessment

Once you have either watched or skipped the introduction, it is time to navigate the assessment page.

Re-watch the Introduction

If you would like to re-watch the introduction videos, you can do so by clicking the “i” button in the top right-hand side of the assessment page.



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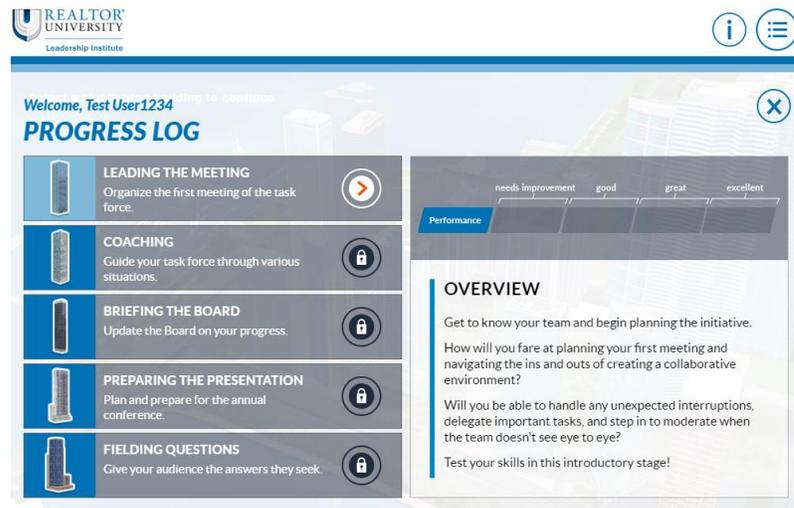
Progress Log

If you would like to view your progress in the assessment, you can do so by clicking the “stack” icon in the top right-hand side of the assessment page.

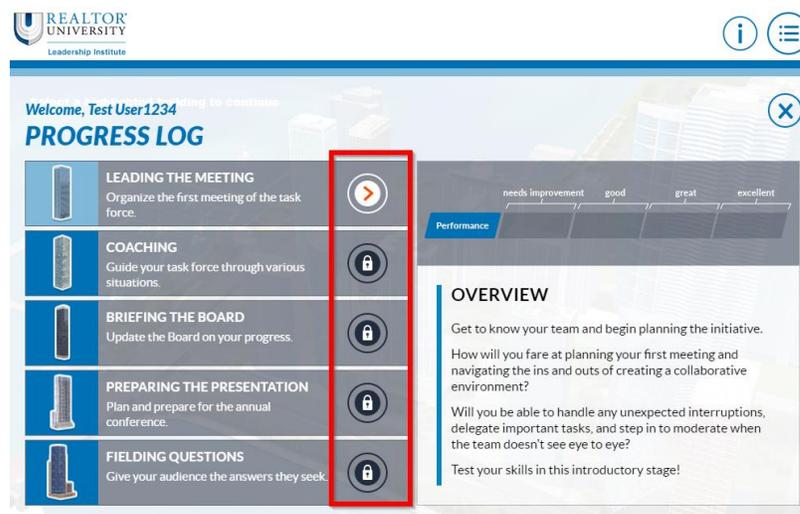
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This icon will open the following progress log with your up-to-date progress in the assessment:



Your progress log will automatically update after each scenario. Scenarios that are not available will have a lock icon next to it. Complete all available scenarios to continue progressing through the assessment.



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Note: While you may need improvement in one scenario, this does not indicate your overall score. Each scenario is designed to specifically assess certain competencies and sub-competencies. This means that your cumulative assessment score, and recommended training, cannot be provided until all scenarios are completed.

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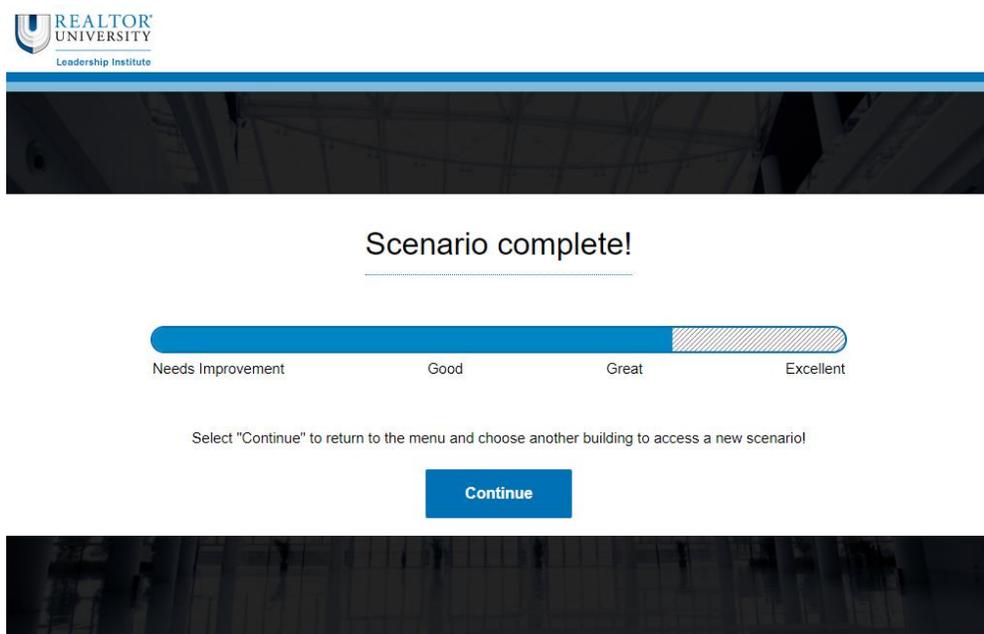
Selecting a Scenario/Taking a Scenario

In order to take one (1) of the five (5) scenarios you will need to click on a highlighted building.



If you are unsure which building is available to click, you can hover over until the mouse icon changes or check the progress log. Once a scenario is selected and completed, you will receive a scenario score. ***This score does not represent your overall score, just your score for that particular scenario; your overall score will be determined after all scenarios have been completed.***

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After completing the scenario, you will be prompted to the main portal page where you can view your results, share on social media, and pursue leadership training opportunities that have been identified based on your assessment.

REALTOR University highly encourages each participant to take the full assessment, pursue all recommended training opportunities, and re-take the assessment to see improvements on their scores.

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