Pro / Enterprise participant Walkthrough
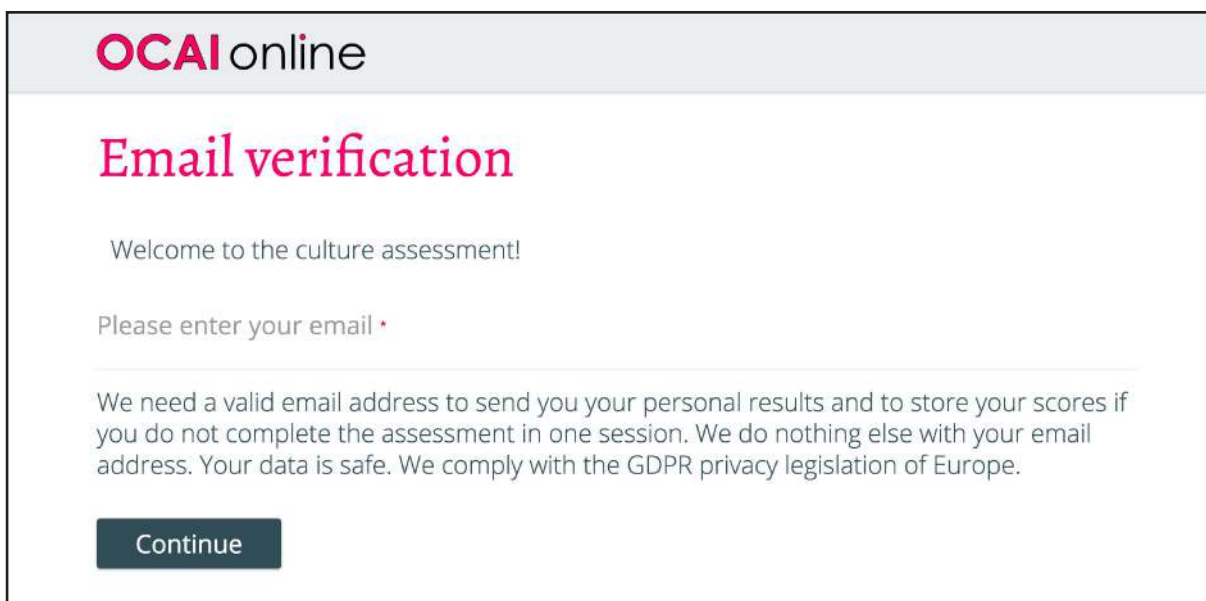
December 2019

OCAIonline

How to score the online OCAI Culture Assessment as a OCAI Pro or Enterprise participant?

You're invited to the Organizational Culture Assessment Instrument by email. Your input is appreciated!

Click the specific web link for your organization or team assessment in the email.

You'll arrive at your organization's Welcome screen:

If you are here for the first time, submit your email address.
If you've already started, but want to finish the assessment, log back into the assessment. You can do the assessment on a desktop, smart phone or tablet.

About safety and privacy

We comply with the strict GDPR privacy legislation of Europe, where the office of OCAI Online is based. Please see our **Privacy Policy**.

We need a valid email address to store your scores if you don't complete the assessment in one session. We also send your personal culture profile. That's all. Your data is safe.
Registering with an email address might be more secure than following a personalized link. Such a link might track your participation. Registering is safe on our site.

Introduction and Instruction

You arrive at the Introduction page with a brief explanation of this validated assessment.

Click Next to go to the Instruction page that explains how to score this assessment.

Registration

Click Next to the Registration page. Please submit your first and last name. This is required to store your scores in the database.

The economic activity is already set for your organization. The country might be set, but if there are respondents from multiple countries you are asked to select your country.

After six months of inactivity, your email address and name are automatically anonymized. The anonymous scores are saved for research purposes so that we can create economic activity culture profiles by country.

You might also be asked to register for position, level or department, or other features. This is only the case if your organization wants to compare the culture profiles of departments, locations, levels, and so on.

OCAI online delivers collective, averaged culture profiles to your organization. Your personal culture profile remains private.

Whether you participate is also private. We don't disclose the names of respondents to anyone. Your participation is safe and appreciated!

Ready? Click to go to the validated Organizational Culture Assessment Instrument.

Score the current culture
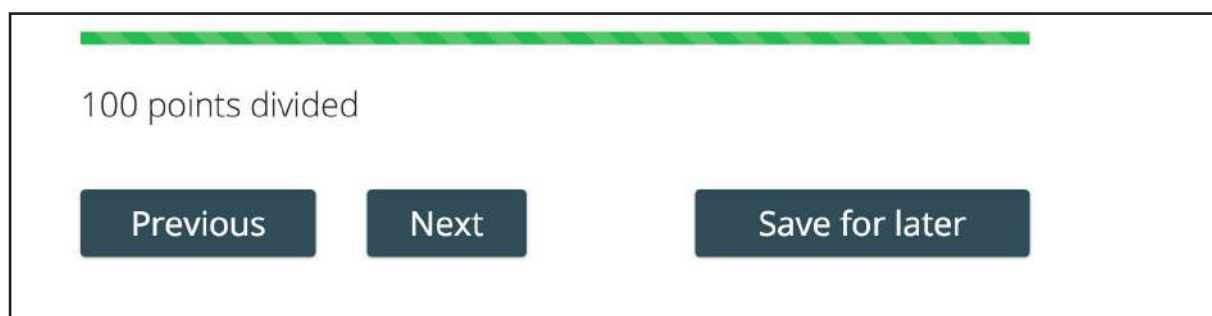
You are asked to assess six aspects of the current culture, starting with dominant characteristics.

The system will help you divide 100 points over four statements per culture aspect.

Click **Previous** to go back, click **Next** to continue.

If you click "**Save for later**" the system will send you a link to continue later. The system will also save your assessment after a period of inactivity (10 minutes). You can log back into the assessment with your email address. The system remembers where you left of and will take you back to the correct page to continue.
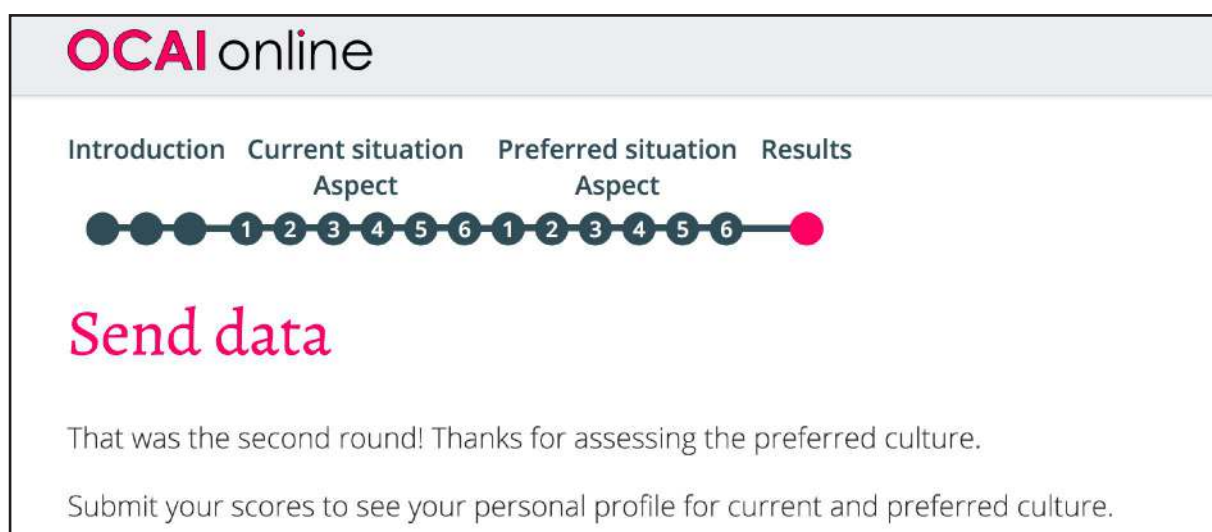

Score the preferred culture

After the first round, you are asked to assess the preferred culture. What culture does the organization need to be successful in the future?

After scoring the six culture aspects again for the preferred situation, click **Submit**.

Your personal culture profile

The system will show your personal profile and scores on screen, with a general explanation of the culture types below your culture profile. You can save this or make a screenshot to keep your personal profile for future reference.

The system sends an email with a link to your personal profile page. This link expires after six months of inactivity.

	Current	Preferred
Clan	35.00	30.00
Adhocracy	25.00	30.00
Market	35.00	30.00
Hierarchy	5.00	10.00
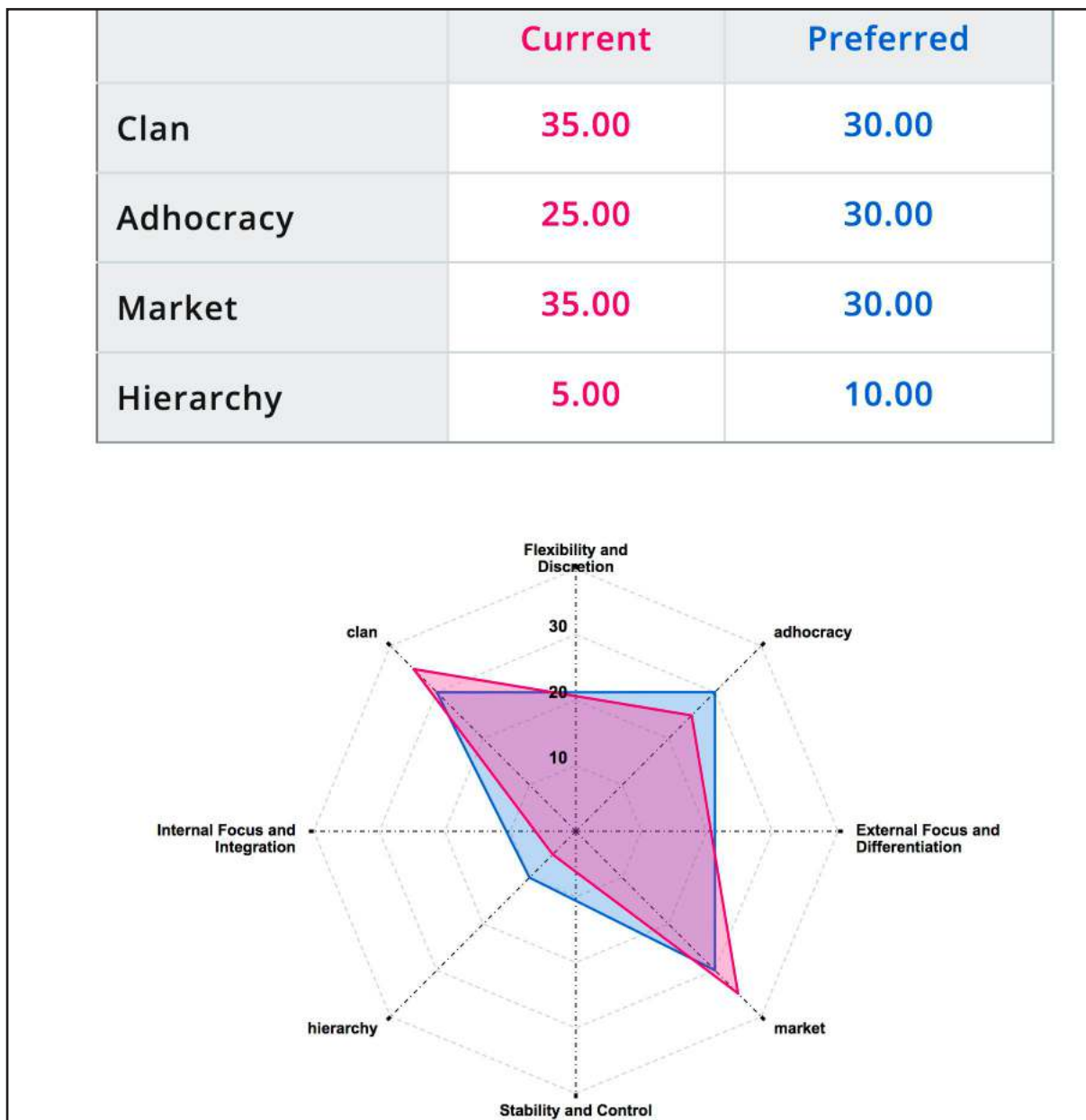
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Technical Support

If you have any technical issues, please visit
https://www.ocai-online.com/contact/technical_support

Please be as specific as possible and include a screenshot of your issue that includes the URL in your browser. Thank you!

Good luck with your culture assessment!

Marcel Lamers & Marcella Bremer
OCAI online team.