

# Congratulations!

Your managers are taking your career development seriously which is why they are investing in your sales skills development. The start of this process will be an online assessment using the Sales Skills Audit (SSA) system.

Don't panic – this is not a test that you can fail. This is an assessment that will identify where your strengths are and, at the same time, help you develop some new skills.

## What happens next?

You will receive an email from SSA (noreply@saleskillsaudit.com) with instructions and a link to proceed with the assessment. Take a few minutes to read this fully.

## Preparation

The assessment takes about 30 minutes to complete. You can **Log out** which will pause the assessment if you wish but it is advisable to **try and complete the process in one session**. So, plan when and where is best for you with regards to quality peace-and-quiet-time. This may be at home. All you need is the email with the link, internet connection and a PC or tablet. No other preparation or studying is necessary.

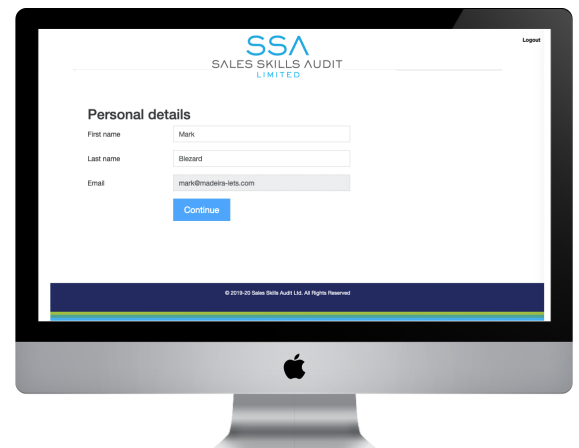
## What does the assessment look like?

The link in the email will take you to this landing page. First, confirm the right language has been selected for you. Next confirm that your name and email are correct.

You will then be shown a sample assessment statement page. Take time to read and orientate yourself before you hit **Start Assessment**. This is important because once you start you must read and score each statement within **15 seconds**. Don't panic, these are short, two-line statements but you will need time to respond. If you don't respond, the system will automatically move to the next statement with a note of the missed answer. You cannot return or go back.

If you need a break or are interrupted, hit the 'Log out' link in the top right corner which will pause the assessment. When logging back in (you can click the link in the email again) the system will automatically take you to the next statement so be ready to concentrate.

To start the assessment and move to a new statement just click the **Next Question**. And finally – enjoy it!



**Need help?**  
[support@saleskillsaudit.com](mailto:support@saleskillsaudit.com)