

# 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 Universal Sales Skills Audit (USSA) 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 help you develop any skill set that can be improved.**

## What happens next?

You will receive an email from the USSA with instructions and link to proceed with the assessment. Take a few minutes to read this fully.

## Preparation

The assessment takes about 40 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 as few sessions as possible, 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.

## What does the assessment look like?

The link in the email will take you to this landing page and request that you add and reconfirm a password, add this and then hit "Login" below (you can not use the return key to do this). Keep a note of this password should you wish to pause and log out. Read and click **'Continue'**.

You will then be shown a sample assessment statement page. Take time to read and orientate yourself before you begin. 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.

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 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 arrow.

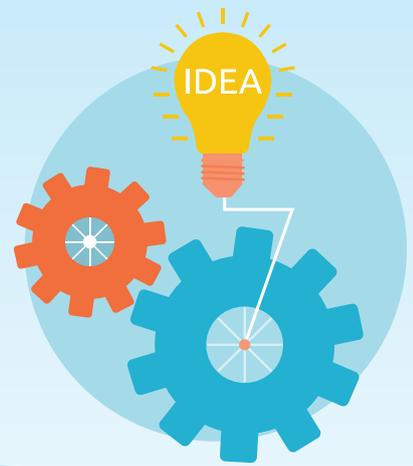
**And finally - enjoy it!**



**IF YOU HAVE ANY QUESTIONS OR ENCOUNTER DIFFICULTIES WE ARE HERE TO HELP:**

**E: [support@universalsaleskills.com](mailto:support@universalsaleskills.com)**

**T: +44(0)1244 680 222 (9-5 GMT)**



**EMAIL LINK**



**LANDING PAGE**



**TO PAUSE / LOG OUT**



**START AND NEXT ARROW**

