

Directions for the Motivation Questionnaire & Occupational Personality Questionnaire


Step 1:

Starting from the “CMA Questionnaire Area” of the CMA website, click once on the ‘Motivation Questionnaire’ or the “Occupational Personality Questionnaire” link. A new window will open. Type in the Username and the Password in the appropriate boxes, and click once on the “Login” button.



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Login

Language  English (US)

* Required information

* User name

* Password

[Forgotten your login details?](#)

Visit www.shldirect.com to practice assessments.

Step 2:

The next screen will ask you to select the country in which you reside. Make a selection and click on the “Continue” button. Read the “Data Protection Notice” on the next screen and click the “I Agree” button. If you do not agree, you will not be able to continue.

Step 3:

The next page asks for personal information. This information is needed to ensure that the correct person is taking the questionnaire. Please fill in your information in the appropriate boxes and click once on the “Save Changes” button. Once you have entered your personal information, you will come to a screen that says “Your Responsibilities.” Read through the responsibilities and click “I Agree” and “Continue.” If you do not agree, you will not be able to continue.

Step 4:

On the next screen, click the underlined link that reads, “Take Assessment.” Read the onscreen instructions carefully and use the Continue/Next buttons at the bottom of the page to progress through the questionnaire.

Step 6:

For the Motivation Questionnaire, you will be rating statements on a scale using the following options:

- Greatly reduces my motivation to work.
- Tends to reduce my motivation to work.
- Has no effect on my motivation to work.
- Tends to increase my motivation to work.

- Greatly increases my motivation to work.

For the Occupational Personality Questionnaire, you will be presented with two blocks of three statements on a page. Your task is to choose which statement is **most** true or typical of you and which is **least** like you **in each block**.

If you need to reference the instructions at any point during the assessment click on the “Instructions” link in the top right corner of the assessment and you will be taken back to the Instructions page.

Use the “Next” button on the bottom of the page to navigate from one page to the next. **Do not use the Forward and Back buttons in your web browser.** After answering all questions, click once on the “Finish” button.

If you need to leave the questionnaire at any time, click on the “Exit” link on the top right side of your screen. To return to a partially completed questionnaire, start over from Step 1 and login as before.

Step 7:

After completing the questionnaire you can close the browser window by clicking once with the mouse on the “X” in the top right corner of your screen. If there are other questionnaires pending for your assessment, they should appear on the list at the CMA website.