

# Directions for Sales Performance Assessment

## Step 1:

The questionnaires to be completed are listed on the “CMA Questionnaire Area” of the CMA website. To begin the LEA, click the ‘Sales Performance Assessment’ link. A new window should open that says “Quest: powered by MRG” at the top, and it will ask you for a Username and Password. Your Username and Password are listed in the body of an email provided by CMA. Enter this information and click the “Log In” button.



**Note:** If you are returning to resume a partially completed questionnaire, you may have changed the Password when you logged in the first time.

## Step 2

After you log in, you will be asked to enter your name and email, select a language, and change your password. You will also be asked to provide a security question and answer in the event that you need to retrieve your password. You will need to check the box that you have read MRG’s privacy guidelines to advance to the questionnaire.

## Step 3

On the next screen, click the green checkmark next to the name of the questionnaire to begin.

## Step 4

You should come to a group of questions regarding demographic information. These fields are optional and do not affect scoring. If you prefer not to answer them, you may click the Right Arrow near the bottom to move on to the multiple choice section.

## Step 5

When you reach the instructions for completing the questionnaire, **read them carefully** before you begin. This questionnaire uses a multiple choice format that requires two responses for each question. When you are ready to begin, click the Right Arrow at the bottom of the page.

## Step 6

The next several screens contain multiple choice questions. The progress bar at the top right displays percentage of completion. If you need to stop at any point, click the “Save & Finish Later” button on the bottom of the screen. After you have answered all of the questions, click the “Submit” button. A prompt will alert you that your answers are no longer editable once you submit them. Click Okay if you are ready to submit the questionnaire.

When you come to a Thank You message, your questionnaire is complete and you can X out of this window. If there are additional questionnaires you need to take for your assessment, they can be accessed from the CMA website, which should still be open in a window behind the one you just closed. If it is not, just open a new browser window, go to [www.cmaconsult.com](http://www.cmaconsult.com), click “Assessment Login” and log back on with your original username and password.