



Candidate Assessment Notification

Please copy and paste the relevant candidate assessment notification wording into an email from yourself to the candidate and personalise it where necessary.

Preparing a RECRUITMENT candidate for their assessment/s

Dear <<CANDIDATE>>,

It is with great pleasure that I inform you that you have been short-listed for this very exciting role.

As part of our recruitment process, all short-listed candidates are requested to complete an online assessment/s. Details will be emailed to you within the next 12 hours and I would ask that you have it completed within the next couple of days.

The reason we use these assessments is to give us a better understanding of how you will fit into our culture and what, if any, training you may require if you are successful.

You should be aware that these assessments have a Distortion Scale that accurately measures a candidate's level of candour. Please ensure that you answer the questions as candidly as possible and do not try to second guess what we want; the reason we have short-listed you is because we believe you are capable of being a top performer in this role.

I look forward to seeing you again at the next interview.

Regards,

<<MANAGER>>