



## High Performance Role Benchmark Assessment Notification

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

### **Preparing an EMPLOYEE for a High Performance Role Benchmark**

Dear <<EMPLOYEE>>,

Over the last couple of months the management team have been investigating ways to provide us with a more robust recruitment process that will isolate those respective qualities that make our employees high performers.

By isolating the critical factors that make someone a high performer in a particular role we can use this information when recruiting new staff members. This ability to recognise these core competencies not only serves the company well, but also every employee. Whenever an organisation employs someone that does not meet, or exceed, the accepted standards there is a substantial amount of extra work placed on the team. By striving to only employ top performers, everyone will be able to concentrate fully on their individual responsibilities and therefore be able to perform at their highest level.

**You have been selected to take part in our high performance benchmark study for the <<ROLE>> role.**

Over the next couple of days you will receive an email from Profiles International directing you to the Virtual Assessment Centre and giving you instructions on how to complete your assessment. As there is a Distortion Scale that measures an individual's candour, it is very important that you be completely frank in your answers to ensure that the resultant Benchmark is accurate. The assessment/s takes about 50 minutes.

Thank you for taking the time to assist us in this study and for helping us to continually improve our processes. If you have any queries please do not hesitate to contact me.

Regards,

<<MANAGER>>