**This is a template email that you can send your candidates before they take an assessment:**

Hi [Name],

Thank you for your application for the role here at [Company]. We are impressed with your CV and believe that your skillset and experience could be suited to this role. We would therefore like to progress with your application.   
  
Please can you complete the following psychometric assessments; [Aptitude, Behaviour and Personality.] I will send you an invitation shortly to the platform where you will be able to access the assessments. The outcomes from these will be made visible to you via the platform once you have completed the assessments. More details about the assessments are provided below.

**Aptitude assessment**  
**Aptitude assesses fluid intelligence, cognitive ability and the speed at which a person processes information. It takes approximately 35-45 minutes to complete and must be taken in a quiet environment where you are fully focused and won't have any distractions. This will give you the best chance of attaining a high score that provides an accurate reflection of your fluid intelligence.**   
  
**If you have a condition that affects speed of learning, such as dyspraxia, dyslexia or dyscalculia, this may adversely affect your score, and therefore suitability for completing this assessment. If this is the case, please let me know so that we can provide more details about what we will do to ensure that this has no bearing on your candidacy and chances of being successful.**

**Behaviour assessment**  
**The Behaviour assessment is a forced-choice assessment, in which you will be provided with a block of 4 adjectives, and asked to select which is ‘most like’ and ‘least like’ you. There are 24 questions, and the assessment lasts approximately 8 minutes.**

**Personality assessment**  
**The Personality assessment is a self-report questionnaire lasting approximately 10 minutes. You will be provided with statements about you, and asked to indicate to what extent you agree, on a sliding scale from 1 (completely disagree) to 7 (completely agree).**

Please answer both the Behaviour and Personality assessments based on your initial impulse to provide the most accurate outcome. It is important that you take all the assessments in your native language. If this is not English, please let me know and I will send the assessments in your preferred language.

For more information on the assessments, please visit: [www.thomas.co/assessments/psychometric-assessment-aptitude-tests](http://www.thomas.co/assessments/psychometric-assessment-aptitude-tests). If you have any questions about the assessments, please let me know. We look forward to seeing the results!  
  
[Salutation and sender name]

**If a candidate communicates that they have a condition that could affect their speed of learning, you can send them this email:**

Hi [Name],

Thank you for making us aware of your learning condition, we appreciate your honesty and understand that in some circumstances this is not easy to do. Rest assured that this information will not be shared with anyone apart from the People team and Hiring Manager and that this will *not* affect your application in any shape or form.

**Why [Condition] will affect your ability to complete the aptitude assessment**  
**This assessment is timed and the speed at which you answer the questions determines the final score. Results are based on speed as well as accuracy, which means that we are unable to make adjustments to this assessment, such as allowing extra time for it be completed.**

The Personality and Behaviour assessments are not affected by [Condition], as they are not timed and assess factors that are not affected by learning conditions.

**Your options**  
**You are still very much welcome to complete the assessment. However, if you don’t feel comfortable doing so, that is completely understandable and absolutely fine. You can find more detailed information on the assessment, which may help you to make your decision** [here](https://www.thomas.co/sites/default/files/thomas-files/2022-04/Aptitude%20Data%20Sheet%20Jan%202021.pdf).

**How your chances of being successful won’t be impacted by [Condition]**  
**Whether you decide to take the assessment or not will** *not* impact your chances of being successful or affect our decision making. We want to ensure that we assess your candidacy on a level and even playing field, therefore will discount aptitude as a criterion for assessing your application. Instead, we will place more weight on your CV and prior experience, Behaviour and Personality assessments and interviews, and base our decision on these factors.

If you would like to discuss any of the above, please do not hesitate to contact myself.

[Salutation and sender name]