

## Sample Invitation Email

Dear *name*,

Thank you for your recent application for the role of Office Manager at Clevry. We are pleased to invite you to the next stage of the recruitment process, which involves completing some online assessments. These assessments consist of a verbal and numerical ability test and a personality questionnaire. The results will be used alongside your application form and CV to help inform our decision making over the next stage of the recruitment process.

The ability tests are timed and should take approximately 25 minutes to complete in total. We use these tests because we have found that people who perform well in these generally perform well in the job. There are practice questions available to complete on the Clevry platform before you begin the test, and you can find further practice tests and information here: <https://joy.clevry.com/ability-practice>.

The personality questionnaire measures your personality preferences and tendencies in the workplace and is not timed. It takes most people approximately 30 minutes to complete.

We advise you to complete these assessments in a quiet environment by yourself where you won't be disturbed. Please give yourself ample time to complete all the assessments. Contact Clevry before beginning the assessments if you require adjustments or further assistance relating to a disability or condition.

The Clevry platform is fully compliant with GDPR requirements, and further information on the Clevry privacy policy can be found here: <https://www.clevry.com/en/privacy-policy/>. You will be asked to read through and agree to this privacy policy before you register to complete the assessments. Please note your results will only be access by the recruitment team at Clevry, and that your results will be treated as confidential.

To access the assessment, please follow this link and enter your details as prompted:

*(link)*

We would be grateful if you could complete these assessments by *date*.

If you have any questions, please contact us.