**Email Template: Introducing InVista Select (from HR to Recruiter)**

Subject: Introduction of New Assessment Tool in Hiring Process

Dear [Recruiter’s or Team Name],

We are excited to inform you about an important update regarding our hiring process. As part of our ongoing efforts to streamline and improve our hiring, we will be introducing a new assessment tool for all prospective candidates.

The purpose of this assessment is to accurately, efficiently, and objectively evaluate candidates' suitability for roles within our organization. This tool will help us make more informed decisions during the screening process and ensure that we are selecting the most qualified candidates.

Key details about the assessment tool:

* **Type**: The assessment is called Select: Personality 80 and measures general personality as it relates to the workplace.
* **Timing**: Candidates must complete the assessment [after completing the application OR after the initial screening phase] and before moving on to the interview stage.
* **Platform**: We will be using InVista ([platform.connect2vista.com](https://platform.connect2vista.com/)) to administer the assessment. You will receive an invitation to create an account shortly, and we will provide training to ensure a smooth implementation.
* **Evaluation**: The assessment results will be considered alongside other factors and hiring steps in the final decision-making process.

Please make sure to communicate this update to all future candidates during the screening process. You may also provide them with any necessary information or instructions regarding the assessment.

If you have questions or need clarification about the new assessment tool, please contact me. Your cooperation and support in implementing this change are greatly appreciated.

Thank you for your continued dedication to finding top talent for our company.

Sincerely,

[Your Signature]