Use this Sample Email message when a candidate or employee has a low reliability\* score AND they are a [good fit in all the areas needed for success on the job](https://www.pricelessprofessional.com/images/FiveAreasofFit_2024.jpg) except for this area.

Pick one of these three links to share:

1. **Leader/Manage**r Retake Link: [https://www.ttisurvey.com///205088NUU](https://www.ttisurvey.com/205088NUU)
2. **General Employee** Retake Link: [https://www.ttisurvey.com///136143SEW](https://www.ttisurvey.com/136143SEW)
3. **Sales** Retake Link: [https://www.ttisurvey.com///136286UHF](https://www.ttisurvey.com/136286UHF)

Please copy [suzie@pricelessprofessional.com](mailto:suzie@pricelessprofessional.com) when you share one of these links, so we can forward the result to you.

*\*Low reliability is <.70 on either or both REV scores on the Personal Skills (Dimensional Balance Page Graph.)*

SAMPLE RETAKE MESSAGE:

Dear CANDIDATE or EMPLOYEE,

*Thank you* for completing the Candidate (or Employee) Assessment. After reviewing your results, there could have beena **misunderstanding about the directions** in one of the assessments. This happens occasionally; we track this because we want you to have the most accurate report possible. **Will you please retake one section using the link below?** It will take ten minutes to complete.

**Before Beginning, Please Read These Instructions:**

This survey consists of two sets of 18 words or phrases. We all place different "values" on, depending on our feelings about how "good" or "bad" that word or phrase is. Rank these two sets of 18 terms according to your feelings.

**These guidelines apply:**

* There is no time limit but **set aside approximately 20 minutes** to complete this part of the instrument in a quiet, private setting.
* Consider only how **you** feel about the items - not how society may think you should feel and not how anyone else might expect you to respond.
* Complete both lists of 18 simultaneously, without interruptions or stopping.
* **For set 1,** number the items in each list from 1 to 18, with 1 beginning with what you value most, 2 as what you value second, etc. Continue until you have ranked all the words or phrases from **best** (1) to **worst** (18).
* **For set 2,** number the items in each list from 1 to 18, beginning with 1 being what you agree with most, 2 being what you agree with second, etc. Move all the statements according to how much you **agree** or **disagree with** from 1 to 18. The 18th statement should Let me know if you have any questions.

With Appreciation,