



ZERORISK HR™, Inc.

COMMUNICATING THE ZERORISK HIRING SYSTEM PROFILE TO CURRENT EMPLOYEES

Example 1:

The executive team is currently evaluating a new candidate profiling system that will assist our organization in improving efficiencies in hiring top talent. We would like you to assist us in evaluating the program by completing the 20 minute assessment online. The entire executive team has gone through this process, and we are now interested in further confirming its ease of use and accuracy and ultimately benchmarking the traits of our current staff to help us in identifying those same success traits in future candidates.

Following is an access code for you to complete the assessment. Please go to www.zrprofile.com, click on “sign in” and input the code to begin. The ‘Position’ asked for by the assessment will be the current position you hold in the company. Again, it only takes 15-20 minutes of uninterrupted time to complete. Thank you for helping the executive team in this effort.

Access Code:

Example 2:

As an integral part of our strategy to attract and retain top talent, assist in team development, and help identify development opportunities, our organization will begin using a behavioral assessment tool—the ZERORISK Hiring System®—that will help provide us with a more accurate and objective assessment of our future candidates. This is something that we have talked about doing for a long period of time.

There are a couple steps required to properly implement this tool and for it to be able to provide solid candidate assessments. The first step is to develop benchmarks against which to measure candidates. Benchmarks will be developed by having all employees within the company (or department) take the online assessment. The assessment itself only takes about 15-20 minutes to complete. A summary of the results will be given to your manager to share with you and to the ZERORISK specialist to set our benchmarks. Please understand that the results will not to be used as the sole basis of evaluation and are just one of the many factors to be considered in hiring, managing, and assembling teams for the best fit within our company.

Your own personal access code and link to the online assessment are shown below. Simply go to www.zrprofile.com and enter the code below to begin. The ‘Position’ asked for by the assessment will be the current position you hold in the company. You will need approximately 15-20 minutes of uninterrupted time to complete the assessment. Please complete this assessment within 10 days of receipt.

Access Code:

www.zrprofile.com

Example 3:

You have been chosen to participate in the Kinsel-Hartman assessment system as part of a company organizational study.

In an effort to better identify top talent and hire quality people that stay, grow, and produce in our organization, we would like to benchmark profiles for certain individuals to identify both personal and performance characteristics that work well within our organization and culture.

To participate, you need to access the Internet and go to www.zrprofile.com. Your Profile Code is (access code) . The 'Position' asked for by the assessment will be the current position you hold in the company. You will be asked to rank lists of choices in four sections during a process that should take about 20 minutes. This exercise helps determine how you think and make decisions that lead to your success here at (co. name) .

There are no right or wrong answers and your information will remain confidential and will in no way impact your employment with (co. name) . After submission, your profile will be included with the rest of the group for analysis by ZERORISK HR, Inc. ZERORISK will then review the results and fine tune the profiling system for our use when considering candidates for professional leadership positions in the future.

This is an important step that we are taking to help insure our future success. Please participate at your earliest convenience. Completion is expected within 10 days of your memo receipt.

If you have difficulty accessing the Internet or you have reservations about assessments in general, please contact me with questions or concerns.

Example 4:

Our company is currently evaluating a new candidate assessment and interviewing system that will assist our organization in improving efficiencies in the hiring process. We would like you to assist us in evaluating the program by completing the 20-minute assessment online.

To participate, you need to access the Internet and go to www.zrprofile.com. Your Profile Code is (access code) . The 'Position' asked for by the assessment will be the current position you hold in the company. You will be asked to rank lists of choices in four sections during a process that should take about 20 minutes. There are no right or wrong answers and your information will remain confidential and will in no way impact your employment with (co. name) . After submission, ZERORISK will then review the results and fine tune the profiling system for our use when considering candidates in the future.

This is an important step we are taking to help insure our future success. Please participate at your earliest convenience. Completion is expected within 10 days of your memo receipt.

If you have difficulty accessing the Internet, or you have reservations about assessments in general, please contact me with questions or concerns.

Common Questions from Employees:

“May I see my profile results?” If the results are requested by a current employee, it is recommended to share the blended score summaries—employees tend to be confused by the scoring system produced by the Candidate Profile and the Interview Guide, but the blended summary does not show the scores. All of the blended summaries are listed in the User’s Manual or may be obtained by contacting Client Services at ZERORISK.

“Do I have to take the profile?” No, the profile should not be made mandatory for existing employees. It is recommended that it be communicated in such a way that they do not feel threatened and can allay any concerns they may have.

“Who will see my results?” Results are kept confidential. It is at the companies’ discretion as to who in the management team will see them.