

Employee E3 Invite Email

Manager Email Template with BE Intro

Subject: You're invited to take the E3 Behavioral Assessment!

Hello **[Team or Employee First Name]**!

At **[Insert Company name]**, we believe that people are our most valuable asset and we are committed to creating a workplace where everyone thrives.

For that reason, we are excited to introduce you to **Behavioral Essentials**, an organization that is equally committed to improving the lives of our people. Using their behavioral assessment and coaching platform, Behavioral Essentials helps organizations:

- Hire people who will thrive on their team, identifying candidates with behaviors naturally suited for the role and company culture
- Grow self-aware leaders and teams, helping them communicate more effectively and work together better

To begin our partnership, we ask that you take the E3 Behavioral Assessment, a tool designed to support your personal and professional growth. Driven by decades of behavioral science, this assessment identifies 21 behavioral scales to uncover your unique strengths at work and potential areas for growth. Based on the trusted Adjective Checklist and tailored for today's workplace, the E3 Behavioral Assessment enhances self-awareness, fosters effective communication, and equips you with tools to respond to challenges with clarity, calm, and care.

To complete the E3 Assessment:

1. Go to: **[Insert Assessment Link]**
2. Fill out the form with your name, work email, and the division you currently work in.
3. Click *Get Started* and complete the assessment.

A few things to know before you begin:

- The assessment is untimed but typically takes 8-10 minutes to complete.
- You may take as long as you'd like, but please finish in one sitting.
- Follow the instructions at the top of each page.
- If you don't recognize a word, just skip it and don't worry about it.
- There are no right or wrong answers.
- You will receive your results in a follow-up 1:1 session with a BE coach
- This process is not mandatory, but encouraged to be taken by all

Please complete the assessment by **[Insert Date.]**

Next Steps:

1. After you have completed the E3 assessment, you will receive a follow-up email to schedule a virtual 1:1 E3 review session with one of the Behavioral Essentials coaches. You will also be invited to participate in a Team Workshop.

It is important to note you will not get any immediate follow-up but will instead receive your results during your coaching session.

If you have any questions about Behavioral Essentials or would like to find out more about this exciting new opportunity, please reach out to Evyn Fox at evynfox@behavioralessentials.com who we'll be working with to coordinate this effort.

[Signature]