

TEMPLATE 1: INTRO TO WX

We're excited to announce that we're working with Align to assess and understand the work experience at [company name].

We want to learn more about your *experience*, which means the way our company's tools, resources, policies, and amenities either help or hinder your work each day.

Everyone has their own personal set of work preferences — the sights, sounds, tools, and environments that lead to your best, most-focused work. Similarly, everyone has a set of disruptors and barriers that prevent them from getting work done efficiently.

We want to dig deeper into your personal preferences and understand where our team can improve to help the whole group complete more satisfying, productive, and fulfilling work episodes more often.

This assessment will inform our organizational decision making and the approach to work at [company name], so it is important for everyone to participate and provide honest responses.

LOGISTICS

- Hopewell will be administering an assessment via email starting [launch date].
- Please take a moment to add **workexperience@alignwx.com** to your email contacts to ensure that it does not land in your spam folder.
- The assessment will take about 15 minutes to complete and is best completed on desktop.
- Each person will receive their own UNIQUE link – please do not share your assessment link with anyone else.

No identifiable information will be revealed to leadership, we will only view the teams' responses as anonymized, aggregate data.

We're excited to gain deeper insight into our team's work styles and to continue to improve the experience at [company name].

TEMPLATE 2: Reminders for WX assessment

Just a few things to keep in mind as we prepare for our WX assessment with Align.

- Add workexperience@alignwx.com to your email contacts to be sure your assessment invite does not get caught in the spam filter.
- The assessment will be delivered on [launch date].
- You received your own UNIQUE link – please do not share your assessment link with anyone else.
- It will take approximately 15 minutes to complete and is best viewed on desktop.
- You can exit, save your spot, and return at any point until the assessment time window closes.
- The assessment will close on [close date] and you will no longer be able to access your link.
- No identifying information will be shared with the organization, the data will only be reviewed in aggregate at the team level.
- Your responses will inform our plans moving forward, so please be honest and thoughtful.
- There are no right or wrong answers, only your personal perspective on the work experience.

Let us know if you have any questions.

You can also reach out directly to Align by emailing: helpme@alignwx.com