



Rel. Feb. 2025; Rev. December 2025

\*\*\* For Merion Residential Hiring Managers \*\*\*

### **How To Send a Predictive Index (PI) Behavioral Assessment Request to a Candidate**

#### **Sending a PI Survey to a Candidate:**

- a) Merion Hiring Manager: Once you have identified a candidate for an open position at your property (or department) including their email address, send a message to them via email that includes the link to the PI behavioral assessment for Merion Residential. (Cc: Mia Law at [mlaw@merionresidential.com](mailto:mlaw@merionresidential.com) on the email that you send to the candidate.)
- b) A suggested email message to send to the candidate is provided below. (Cc: Mia Law at [mlaw@merionresidential.com](mailto:mlaw@merionresidential.com) on the email that you send to the candidate.)
- c) You must include the name of your property (department) and the name of the position the candidate is being interviewed for as a footer in the email that you send. (If you do not provide this information, Merion HR will not know where to send the candidate's PI behavioral assessment results.) Also, cc: Mia Law at [mlaw@merionresidential.com](mailto:mlaw@merionresidential.com) on the email that you send to the candidate.

#### **General Timing:**

- Once the candidate completes their PI assessment, their results will be pulled by Merion HR.
- Typically, the PI survey portal will be checked once daily (weekdays) by Merion HR.
- A candidate's completed assessment will be sent to the Merion hiring manager as received along with the candidate's PI factor combination and style information.
- Questions? Contact Mia Law at [mlaw@merionresidential.com](mailto:mlaw@merionresidential.com).

#### **PI Survey - Survey Links BY POSITION:**

- See the last page of this document.

Suggested email message for the hiring manager to send to request a PI survey from a candidate:

- **Merion Hiring Manager** – Add the missing information for each **red field** **or** **purple field** below.

Subject: PI Survey Request

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Hello [Insert the name of the candidate]:

The PI Survey is a business tool that provides insights into an individual's behavioral drives and corresponding motivating needs. Please complete the PI Survey (link below) as the next step in your consideration for employment with Merion Residential.

Please complete the survey at your earliest convenience so that we may continue the candidate evaluation and selection process. HR will be automatically notified once you submit the survey.

Link to PI Survey: [Insert the correct survey link; see the information on the last page of this document.]

Typically, once you complete your PI survey and it is returned to HR, your results will be reviewed by the hiring team within 24-48 business hours.

Thank you,

[Insert the hiring manager's name]

- Property/Department Name: [Insert the name of the property or home office division]
- Open Position: [Insert the name of the open position]

**PI Survey Links by Position (updated December 2025):**

- For **property-based positions**, send the correct survey link to your candidate based on the position they applied for. For **home office (corporate office) roles**, you can send the candidate the “Accounting Staff” or “Corporate Office Positions (including Leadership Team)” link (contact HR for assistance if you have any questions).
- See the **PI Survey Links sheet** for the complete list of PI survey links by position.