# Email copy to get cohort members to complete their initial evaluation survey

[Email 1](#emailone)

[Email 2 - Reminder](#emailtwo)

Email 1

**To be sent:** Day 1 of the on-boarding process

**Subject line:** Prosper Career Development Pilot – joining information

**Text:**

Dear [[personalise]]

We’re pleased to let you know that your 0.1 FTE participation in the Prosper pilot is now approved.

Now that this is in place, we ask that you complete the following prerequisite tasks to begin your journey on the pilot:

1. Review the Pilot Participant Agreement and confirm that you agree with its contents **using this link [personal link here]**.
2. Complete our benchmarking survey **using this link [personal link here]**. You may have already completed our postdoc survey in 2020 but completing this pilot-specific survey is critical to helping us to track the success of the pilot offering.
3. So that we can grant you access to the members-only pilot area of the portal, please ensure that you login into the Prosper portal [link] if you haven’t already accessed it.
4. Introduce yourself on the dedicated mini-biography Mural [link] (just click ‘enter as vistor’)

Please complete the 3 tasks above **by the end of Friday 11/02/22.** It is essential that you complete the above tasks to join us on the cohort.

So long as these tasks are complete by the deadline above, you will receive access to the pilot area of the Prosper portal and a pilot welcome pack with details of your career coach and first steps on the cohort during the week beginning 14/02/22.

While we encourage you to do so, we understand that you may not be able to complete these tasks by the deadline above. If so, please bear in mind that, on completion of the above, you will receive your joining and welcome information at the slightly later date of [date here].

We’re looking forward to beginning the pilot journey with you. In the meantime, please do get in touch with any questions you might have.

Best wishes,

The Prosper Team

Email 2 – reminder

**To be sent:** Day 8 of the on-boarding process

**Subject line:** Prosper Career Development Pilot – joining reminder

**Text:**

Dear [[personalise]]

Further to our email last [date] confirming that your 0.1 FTE contract extension for your participation in the Prosper pilot is now in place, this is a gentle reminder to ask that you complete the following prerequisite tasks to begin your journey on the pilot:

1. Review the Pilot Participant Agreement and confirm that you agree with its contents using this link **[personal link here]**.
2. Complete our benchmarking survey using this link **[personal link here]**. You may have already completed our postdoc survey in 2020 but completing this pilot-specific survey is critical to helping us to track the success of the pilot offering.
3. So that we can grant you access to the members-only pilot area of the portal, please ensure that you login into the Prosper portal [link] if you haven’t already accessed it.

So that we can welcome you onto the pilot at our next joining date of [date], please complete the 3 tasks above **by the end of [date]** It is essential that you complete the above tasks to join us on the cohort.

So long as these tasks are complete by the deadline above, you will receive access to the pilot area of the Prosper portal and a pilot welcome pack with details of your career coach and first steps on the cohort during the week beginning [date].

We’re looking forward to beginning the pilot journey with you. In the meantime, please do get in touch with any questions you might have.

Best wishes,

The Prosper Team