

## Assessment

Scientific & Regulatory Consultants, Inc. (SRC) appreciates your interest in our company and the position(s) currently open. Detailed thought processes and communication skills (both verbal and written) are an important aspect of all staff positions.

As part of the pre-interview process, an assessment is required. Writing examples for each of the below listed questions is requested. We understand the questions may be somewhat unfamiliar, so we look to you for creativity.

Your completed assessment will determine if a phone/on-site interview will be conducted. Thank you in advance for your time and consideration.

**1. A potential client will be at SRC offices on November 2, 2017, from 8:30 a.m. – 4:00 p.m. to discuss SRC's state registration services.**

- a. Draft an e-mail to your team and/or key staff to discuss preparations/staging for this meeting.
- b. Draft correspondence to potential client.

**2. The State Registration team has completed 2017 annual state renewals for Ray Horn at Blue Ray Company (9942 West Lagoon Street, Vestal, California 94750).**

- a. To close the account, fee reconciliations must be completed.

SRC invoices or credits the client any difference between the prepaid state fees and actual state fees incurred. A snapshot of info is provided below.

- i. Inv. 525, 03/31/17 - \$12,000; Spent \$11,500; Product Name: Blue Ray Disinfectant Cleaner, EPA Reg. No. 8473-83
- ii. Inv. 552, 08/31/17 - \$13,000; Spent \$14,000; Product Name: Super Power Ray Disinfectant Cleaner With Bleach, EPA Reg. No. 8473-55
- iii. Inv. 555, 09/14/17 - \$500; Spent \$300; Product Name: Blue Super Ray Disinfectant Cleaner Towelette, EPA Reg. No. 8473-58

Draft formal letter to the client reviewing their project and noting fees to be refunded or reimbursed to SRC.