

Date: [Insert Date]

To: [Insert Name of Decision Maker/Executive Team]

From: [Insert Your Name/Department]

Subject: Recommendation for Employee Engagement Survey Tools Technical Assessment

Dear [Insert Name],

Following our recent evaluation of our internal data collection processes, I am writing to formally recommend a technical skills assessment regarding our Employee Engagement Survey tools. As we aim to improve our workplace culture, it is critical that our team possesses the technical proficiency to manage, analyze, and secure the data generated by these platforms.

The proposed assessment will focus on the following technical areas:

- **Platform Administration:** Ability to configure survey logic, skip patterns, and participant distribution lists.
- **Data Analytics:** Proficiency in interpreting raw CSV/JSON exports and utilizing built-in dashboarding tools.
- **Integration Management:** Knowledge of connecting survey tools with our existing HRIS and SSO systems via API.
- **Data Privacy & Security:** Understanding of anonymization protocols and GDPR/CCPA compliance features within the software.

By conducting this assessment, we will identify current skill gaps and ensure that our HR and IT staff can maximize the ROI of our engagement software. This will lead to more accurate reporting and faster implementation of employee feedback initiatives.

I have attached a draft of the assessment criteria and a list of recommended online evaluation tools. I look forward to discussing how we can move forward with this initiative.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]