

STRATEGY & OPERATIONS · EMAIL TRIAGE: PRIORITIZE THE WEEKLY TEAM MEETING

Feedback for Sample Candidate

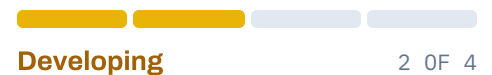
Completed August 2026 · 45 minutes · Reviewed by the hiring team

Nice job creating a `/draft-email` skill, and iterating on the workflow to create something reusable. Your final workflow cited an outdated fact; next time, ask the AI to cite its sources and keep iterating until your workflow lines up with your own work.

Your scores

Work Quality

Nice job on the email phase. Next time, focus more on getting your workflow accurate and repeatable.



AI Fluency

How you worked with the AI: what you handed off, how you steered it, and how you checked it.

Setup

You created a new skill to use for triage, and connected data.



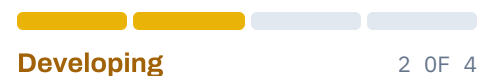
Direction

Clear prompting and good use of specificity on audience and goals.



Judgment

Make sure you verify AI outputs line up with the original sources before your final draft.



Mindset

Great job reflecting on this experience; next time, identify specific things you would do differently.



Priority Skills

This exercise also looked for a few additional priority skills:

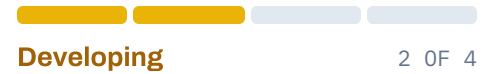
Prioritization

You ordered on hard dates and on who is blocked, and correctly left the offsite out entirely. This logic didn't stick for the workflow phase.



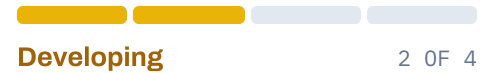
Decision Making

Next time, be clearer about which agenda items are deprioritized, and why, to show your thinking.



Executive Communication

The email reads well and says what it wants. The figure it leads with is the one the workflow got wrong.



What stood out

- **You set the workspace up before you started working in it.** Data connected and a `/draft-email` skill written in the first few minutes, so the drafting step ran the same way every time after that.
- **Your prompts named the reader and the outcome, not just the task.** That specificity is why the email phase came out well:

"This goes to a regional manager who was not on any of these threads. She needs to know what to decide this week and nothing else. Keep it under 150 words."

- **You reflected honestly on the session.** The account matches the record. What it does not do is name a change you would make:

"I got the drafting skill working early and spent the rest of the time on the workflow. Looking back I would run the whole thing differently."

Where to focus next

01 Keep iterating until the workflow matches your own answer

DIRECTION

You had already worked the inbox by hand, so you knew what the right output looked like. You stopped iterating on the workflow two runs before it got there, and shipped the run rather than the answer you had.

Try this: Make your own version the target and say so: "Here is the summary I wrote by hand. Tell me every place your run disagrees with it, and which of us is right."

02 Make the workflow cite its sources

JUDGMENT

Your final run repeated a figure from an earlier message that a later one had already corrected. You had read both. The workflow had no way to tell them apart, and nothing in the run showed you where the number came from.

Try this: Make sourcing part of the workflow rather than a check you do afterwards: "Every figure you output must name the message it came from. If two messages disagree, use the later one and say so."

03 Give the ordering rules the same treatment as the email

SETUP

You saved the drafting step as `/draft-email` and it held up. The ordering rules you rewrote were the harder piece of thinking and they stayed in the chat, so next week starts from the inherited rules again.

Try this: Save the rules the same way, then run the pair end to end: "Write these ordering rules into a second skill, then run it and `/draft-email` together on last week's inbox."

Your session at a glance

45	31	10	1	1
minutes, timer expired	messages with the AI	emails opened and read	workflow rewritten	skill saved for reuse

This is a sample report. The candidate, the session, and every quote in it are invented to show the format. A real report scores observed behavior in the candidate's own session against Gradient's rubric, and every claim in it cites a moment in that session record.

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