

ASSESSMENT CENTER EXERCISE MENU

IN-BASKET

Many of the projects and problems that confront a supervisor/manager within a police organization first come to his or her notice through the in-basket. This exercise is a measure of that person's administrative and decision-making ability.

The in-basket closely simulates the day-to-day administrative activities of a supervisor/manager in an actual work-simulated condition. The individual items in the in-basket exercise to be handled by the candidate are an actual measure of that person's potential for performing in a real situation. The candidates are instructed to make their recommendations within a designated time frame just as though they were handling the situation in their actual job position. This allows the assessors to compare the individual performance to determine which candidates actions are more conducive to the positive perspectives of the police organizations expectations or desires.

WRITTEN PROBLEM-SOLVING

The purpose of a written problem-solving exercise in a police assessment center is to test the candidate's skills in perceiving a problem and then being able to gather sufficient data to document a solution. Critical to this process is the candidate's formal writing ability and the skill in translating mental processes into a documented form. This exercise is designed for the candidate to formulate situational data and related facts into a workable plan of action in a specific time frame.

GROUP DISCUSSION

A group discussion is an exercise where the candidates hold a timed group discussion in which they attempt to reach a joint solution to one or more problems that were given them by the assessors. The various candidates in this setting display their potential organizational abilities through personal influence of others, the willingness to listen to other ideas, and the capability to negotiate a workable solution. The group discussion is an assessment exercise that allows assessors the opportunity to observe and evaluate candidate behavior in a group setting. Therefore, it is essential that the candidates demonstrate the ability to interact with others in a positive manner.

ORAL PRESENTATION

The purpose of the oral presentation exercise is to give the assessors an opportunity to observe the candidate's ability to present ideas or tasks to an individual or group with or without preparation, to include non-verbal communication. In addition, by choosing a relevant topic, it gives the assessors an opportunity to gauge the candidate's knowledge in that area. This exercise is designed to measure the candidate's ability to comprehend the information presented or requested and give an oral presentation which is clear, concise, logical and an appropriate response to the inquires.

COUNSELING SESSION

The counseling of an individual in an interview simulation setting is defined principally as giving advice or making recommendations in an organizational mode. A counseling session is a form of interpersonal, face-to-face communication that takes place between individuals. The actual counseling session is a verbal exchange between the two principals. The candidate must be aware that his or her every word or gesture during the counseling session may in some way affect the perception of the individual being interviewed. A counseling session is important for the candidate to demonstrate their ability for any or all of the following: motivate work performance, correct misbehavior, provide key information, direct actions towards an appropriate solution, develop an effective working relation, demonstrate flexibility, analyze problems and demonstrate effective oral communication. Thus, the candidate should pay special attention to not only what he or she says to the subordinate but also how it is said. The candidate's attention to the body language and responses of the subordinate are evaluated to determine how the session and the information are being received. Counseling Session is meant to include any role-playing exercise appropriately designed for the agency.