

Ohio Association of Chiefs of Police
Advisory Services

ASSESSMENT CENTER FINAL REPORT TO CLIENT

TWO FORMATS:

Two formats are available for Clients, comprehensive or condensed. During the Pre-Assessment meeting, Lead Consultants should help Clients determine which format best meets their needs.

If the condensed format is chosen, the Lead Consultant should inform the Client that the cost of the Assessment Center will be reduced by \$220.00. The number of hours paid to the Lead Consultant will be reduced by 3 and a Review Lead will not be assigned. The Lead consultant should inform the Advisory Services Director of the Client's request for the condensed format so that the contracts for the Client and Lead Consultant will reflect this decision.

WHAT SHOULD BE INCLUDED – Comprehensive Format:

- A. Letter of Transmittal to Client (sent separately or included in the Final Report after Disclaimer 1)
- B. Final Report Cover Page
- C. Disclaimer 1 - Public Document/Modifications to Final Report (directly behind Cover Page)
- D. Agency/Community Profile & Position Profile
- E. Biographies of Team Members Conducting Assessment Center
- F. Specific Exercises Used and Associated Dimensions
- G. Comprehensive Scoring Matrix and Ranking of Candidates
- H. Disclaimer 2 - Synopsis of Observations
- I. Candidate Strengths and Areas for Improvement by Exercise
- J. Summary Statement – General Observations of Assessment Team
- K. Photos of Candidates (If used, the copy of the photos should be sent separately and not included in the final report to protect the identity of the law enforcement officers.)

WHAT SHOULD BE INCLUDED – Condensed Format:

All of the above, except:

- H. Disclaimer 2 - Synopsis of Observations
- I. Candidate Strengths and Areas for Improvement by Exercise

Optional to include:

- J. Summary Statement – General Observations of Assessment Team

MATERIAL THAT SHOULD NOT BE INCLUDED IN EITHER FORMAT:

Copies of Exercise Materials Used during Assessment Center
Written Materials Produced by Candidates during Exercises
Individual Scoring Sheets
Consultant Notes
Financial Information
Candidate Critiques

(Revised: 2/12/09)