



Pre-assessment Client Questions

Check questions to be asked during Pre-assessment.

Interview of the Head of the Agency

- _____ 1. What was the impetus behind selecting the OACP to perform an assessment for the position of _____ in your department?
- _____ 2. Did the department and/or civil service get biographical information on the assessment center team?
- _____ 3. Did you speak with Craig King about the need for Names, Ranks, and Email Addresses for those participating in the Job Task Survey? (If not, explain this process, obtain the information needed, and send it to Craig.)
- _____ 4. After the written exam process how many personnel will be eligible for the assessment center process?
- _____ 5. Is the assessment center process a part of the total score, and if so how much?
- _____ 6. Are there any assessment center exercises mandated by civil service?
- _____ 7. Do members of your agency (who are in the promotional process) have any knowledge of assessment centers? (Information will be provided by OACP on the assessment center process to all candidates.)
- _____ 8. Did civil service provide any information on the assessment center process?
- _____ 9. Would the personnel who are in the process be interested in information (expectations/overviews) on how assessment centers are performed?
- _____ 10. Who is the appointing authority for this position?
- _____ 11. Review the five (5) exercises that are available (In Basket, Written Problem Solve, Group Discussion, Oral Presentation and Counseling Session).
- _____ 12. Review the validity model.
- _____ 13. Review score compressibility.
- _____ 14. Review the assessment center method.
- _____ 15. Indicate all candidates will receive some feedback on their performance in the assessment center process.

The Department/Community

- _____ 1. What are the major routes that intersect the city?
- _____ 2. How many square miles is the city?
- _____ 3. What is the community demographics/population?
- _____ 4. What form of government do you operate under?
- _____ 5. What is the operating budget of the department?

- _____ 6. What, if anything, has been cut from your budget?
- _____ 7. Who is the major employer in the community?
- _____ 8. What is your relationship with the business community?
- _____ 9. What schools (public, private or higher education) exists within your community?
- _____ 10. Do you have a school resource officer/and or D.A.R.E. program?
- _____ 11. Are there local media services in the area, and to what extent do they cover issues in your community?
- _____ 12. What is your relationship with the media?
- _____ 13. What court systems service your department, and what is your relationship with the courts?
- _____ 14. Can you provide me a copy of last year and this year's department annual report?
- _____ 15. Are there any community issues, complaint and/or concerns pertaining to law enforcement functions and/or the department?
- _____ 16. Do you have mutual aid contracts with outside agencies?
- _____ 17. What kind of relationships do you have with surrounding law enforcement agencies (local police, county, sheriff, etc.)?
- _____ 18. How many full-time members are there in the department? This breakdown includes sworn and civilian positions.
- _____ 19. What is the command structure within your department?
- _____ 20. Do you have female and/or minority officers/civilian staff?
- _____ 21. Who, and for what unit, would potential candidates be reporting to?
- _____ 22. Are there any responsibilities unique to this position?
- _____ 23. Do you have a job description and/or task analysis for this position? (if so, I need a copy.)
- _____ 24. What do you feel are the main traits necessary to perform the position of _____?
- _____ 25. What types of functions/specialty units are there in the department?
- _____ 26. How many internal affairs investigations have been performed within the department in the last two years?
- _____ 27. How many grievances have members of the department filed?
- _____ 28. How many corrective actions have been taken within the last two years?
- _____ 29. Of these corrective actions how many have resulted in discipline?
- _____ 30. Do you have a bargaining unit and if so can I have a copy of the current contract?
- _____ 31. Can you provide me a copy of the department's rules, regulations, policies and/or procedure manual?
- _____ 32. What opportunities are there for training?
- _____ 33. What is your training budget?
- _____ 34. What, if any, are the stressors within the department?
- _____ 35. Are there any issues pertaining to department equipment?
- _____ 36. What is department morale like?
- _____ 37. What are your personal opinions about the quality of the personnel within your department on a scale of one to ten?

- _____ 38. Do you have a department mission, vision and value statement? (If so I need a copy of this document.)
- _____ 39. Does the department have any current year goals and/or objectives?
- _____ 40. What will be the main issue/issues this position will encounter?
- _____ 41. With respect to the police department (process, programs, policies, procedures, practices etc.) what would you stop, what would you start and what would you continue.

Mechanics of the Process

- _____ 1. Who will the report be mailed to?
- _____ 2. Where will we be working? (Need three rooms. One where the candidates will work, one for breaks, and one for assessors.)
- _____ 3. We will need someone as a facilitator thirty minutes prior to candidate instructions.
- _____ 4. We will need an instamatic and/or digital camera to photograph each candidate.
- _____ 5. Candidates need to be in plain clothes and should not be wearing any insignias.
- _____ 6. Snacks and coffee should be available for the candidates.

Dimensions of Leadership Form

- _____ 1. Review each of the dimensions and rank (critical skills attributes) them from most important to the least important (one being the lowest and eleven being the highest).
- _____ 2. Review each of the dimensions and rank them in importance (most important, important and unnecessary) (scale of one to three).

Interview of Superior Officers

- _____ 1. Explain the assessment center process.
- _____ 2. What is difficult about your subordinate's job?
- _____ 3. What is the most difficult task you perform in your subordinate's job?
- _____ 4. What are some of the issues facing the department both internally and externally?
- _____ 5. What qualities and attributes do you feel you want the next _____ to possess?
- _____ 6. With respect to the police department (process, programs, policies, procedures, practices etc.) what would you stop, what would you start and what would you continue.
- _____ 7. Dimensions of Leadership Form exercise.

Interview of Incumbents

- _____ 1. Explain the assessment center process.
- _____ 2. What is difficult about your job?
- _____ 3. What is the most difficult task you perform in your job?

- _____ 4. What are some of the issues facing the department both internally and externally?
- _____ 5. What qualities and attributes do you feel you want the next _____ to possess?
- _____ 6. With respect to the police department (process, programs, policies, procedures, practices etc.) what would you stop, what would you start and what would you continue.
- _____ 7. Dimensions of Leadership Form exercise.

Interview of Officers/Subordinates

- _____ 1. Explain the assessment center process.
- _____ 2. From the prospective of an officer/subordinate what tasks, functions, traits and/or behaviors should a _____ possess at the _____ department?
- _____ 3. What is the biggest issue facing the department?
- _____ 4. With respect to the police department (process, programs, policies, procedures, practices etc.) what would you stop, what would you start and what would you continue.
- _____ 5. Dimensions of Leadership Form exercise.