

Ohio Association of Chiefs of Police
Advisory Services

ASSESSMENT CENTER FINAL REPORT TO CLIENT

TWO FORMATS

Two formats for the Final Report are available for Clients, with and without narratives describing candidate behaviors during the Assessment Center. However, narratives are to be included only under four circumstances:

1. Client's Civil Service Commission regulations require narratives.
2. Narratives are required contractually.
3. Narratives are required by municipal ordinance.
4. Narratives are requested by the Client for use for promotional or developmental purposes.

During the Pre-Assessment meeting, Lead Consultants should help Clients understand why narratives are only to be included under special circumstances and why this policy exists.

If narratives are required, the Lead Consultant may provide the narrative in a bullet-point or paragraph fashion. The Lead Consultant should inform the client there will be an additional charge and should notify the Advisory Services Program Director so that the charge can be provided for in the contract. The Lead Consultants will receive a stipend for each narrative written.

WHAT SHOULD BE INCLUDED – Format Not Including Narratives:

- A. Final Report Title Page*
- B. Disclaimer 1*
- C. Letter of Transmittal to Client (Optional) – may be included here or sent separately or not provided
- D. Written Portion of Final Report (Word)
 1. Community/Agency Profile (May be combined in 1 section or separated into 2)
 2. Position Profile
 3. Biographies of Team Members Conducting Assessment Center
 4. Specific Exercises Used and Specific Dimensions Associated with Each Exercise
- E. Score Portion of Final Report (ACTool)
 1. Introductory Paragraph Explaining the Score Reports that Follow*
 2. Scores and Rankings*
 3. Dimension Score Matrix*
 4. Exercise Score Matrix*
 5. Explanation of Charts*
 6. Charts*
- F. Summary Statement – General Observations of Assessment (Optional and little used)
- G. Photos of Candidates (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 – Format Including Narratives:

- A. All of the Above
- B. Disclaimer 2* (placed before narratives)
- C. The narratives in bullet-point or paragraph format describing candidate behaviors during the Assessment Center.

*All are included in the ACTool