

Ohio Association of Chiefs of Police
Advisory Services

PROCEDURES FOR RETURNING CANDIDATE CRITIQUE FORMS

- 1) In making arrangements for the Assessment Center, the Lead Consultant should make all possible attempts to have a civil service commission or other city official present at the end of the day of the Assessment Center to assist with the mailing of the evaluation forms.
- 2) Approximately 2 weeks before an Assessment Center, Kari Parsons will send to Lead Consultants a stamped, return-addressed envelope along with enough "CANDIDATE CRITIQUE OF ASSESSMENT CENTER PROCESS" forms for all candidates.
- 3) Candidates are asked to:
 - a) complete the "CANDIDATE CRITIQUE OF ASSESSMENT CENTER PROCESS" form at the end of the Assessment Center,
 - b) place them in the envelope provided,
 - c) seal the envelope, and
 - d) return the envelope to the civil service commission or other city official who may be present. If a commission or city representative is not available, one candidate should be asked to deliver the sealed envelope to such a representative on the next work day for that person to mail.
- 4) The person receiving the sealed envelope will place it in the U.S. Mail as soon as possible.