

## FORM FOR SUBMISSION OF ASSESSMENT CENTER RECORDS

Any and all documents that are created as part of the Assessment Center process and submitted to OACP (or to the client) are subject to the Ohio public records laws and copies will be made available to the public upon request. Documents in the possession of Lead Consultants or Assessors that are not submitted to OACP (or to the client) are not subject to the Ohio public records laws. All materials submitted to OACP Advisory Services will remain unopened inside the sealed packet unless there is a request to open the packet by the Lead Consultant or through a public information request.

**Once this form has been completed and documents enclosed in the mailing packet, it should be folded so that the OACP address on the back of this form is showing when inserted into the smaller envelope attached to the larger packet.**

**Please indicate for each category below whether documents are included in the mailing packet provided. If "NO" is circled, use the back of this page to explain when it will be sent and why it is not included in this packet.**

Circle YES Or NO		
YES	NO	A. Copy of the final Assessment Center report sent to the client (Draft copies of the Assessment Center report need not be retained.) If you have already sent an electronic copy to OACP for our files, a hard copy need not to be sent.
		B. All materials used in the Pre-Assessment including:
YES	NO	1. Dimension Ranking Form
YES	NO	2. Dimension Rating Form
YES	NO	3. Other
		C. All materials Used In The Assessment Center Including:
YES	NO	1. Copies of exercises used and any keys that might be used
YES	NO	2. Written responses to exercises submitted by candidates
YES	NO	3. Evaluation forms (scoring sheets) completed by consultants for all exercises used*
YES	NO	4. Pictures of candidates (if taken but not included in the final report)
YES	NO	5. Grading worksheet for use by consultants (if used)
YES	NO	6. Consultant worksheet (optional) - candidate final aggregate scores (if used) or comprehensive scoring matrix used
YES	NO	7. Non-Disclosure Agreement (if used)
YES	NO	8. Any written correspondence between the client and lead consultant
YES	NO	9. Other
YES	NO	D. Resumes and all ranking materials used, if a resume ranking was conducted
YES	NO	E. Any other materials used in gaining information about the candidates

*\*Evaluation forms should contain only scores and no written comments from Assessors.*

***I certify that all of the above documents (except those noted on the back of this form) are enclosed in this mailing packet.***

LEAD CONSULTANT'S SIGNATURE	DATE SENT	CLIENT/POSITION(S)

**STEP 1:** Place all of the documents except this form into the mailing packet, seal the opening flap with the security tape provided, and sign the face of the tape.

**STEP 2:** Fold this form so that the OACP address on the back will be visible in the window of the envelope attached to the mailing packet. Place this form in the envelope, fold the flap into the envelope and seal the remaining two sides with regular tape.

**STEP 3:** Attach postage and mail.

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***I certify that this mailing packet has been received and is being maintained in OACP Advisory Services files and that Lead Consultant pay is being processed.***

ADVISORY SERVICES DIRECTOR'S SIGNATURE	DATE RECEIVED	CLIENT/POSITION(S)