

**Ohio Association of Chiefs of Police
Advisory Services**

LEAD CONSULTANT'S PRE-ASSESSMENT SITE VISIT GUIDELINES

1. Meet with client and/or other city official(s) as needed.
2. Typically, no more than six dimensions should be assessed per exercise.
3. Obtain, if possible, position's job analysis, job description and departmental organizational chart.
4. Go over the Lead Consultant Interview Questions with clients(s).
5. Become familiar with police department's facilities and equipment.
6. Present and go over the Assessment menu with the client.
 - a. Inform client of facility, logistical and time needs of each menu option.
 - b. Recommend, if asked, most viable exercise options for that department's needs. This step should be accomplished at the end of the site visit.
7. Get client's support and commitment on providing the facilities, equipment and logistical support required to successfully complete the process.
8. The Assessment Center is a series of processes, which, when combined with each assessor's experience, knowledge, and training, provides the assessors with the necessary information required to make accurate evaluations about the candidate's potential future performance success in the position being sought.
9. Review with client Dimensions and determine those they believe most important for the position. This is accomplished by utilizing Dimension Ranking and Rating Grids. A review of the position description and Job Task Analysis is also necessary assuming one or both exists.
10. Explain to the client the exercises that the assessor recommends. Ultimate agreement on actual menu of exercises must be made between client and Lead Consultant. Agreed upon dimensions to be assessed will often determine which exercises are to be utilized.
11. An oral and, later, written agreement should be made known concerning the client expectations of the assessors, to include: the specific exercises to be conducted; the maximum number of candidates to go through the process; how the client wants the candidates to be ranked (rank ordered, only the top three to be submitted, numerically, etc.).
12. The Lead Consultant reaches an agreement with the OACP Director of Advisory Services to the time involved and the charges to the Client.
13. Extensive planning must be done to determine total amount of time required for each exercise, to include time between candidates performing and unexpected delays.
14. Especially if there are internal candidates, the Client should be encouraged to post the consultants bios as soon as possible.

(Revised 12-15-06 at the ASPC Meeting)

