

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

LEAD CONSULTANT RESPONSIBILITIES
PRIOR TO ASSESSMENT CENTER

1. Get client approval of the two Assessors who are to assist in the Assessment Center process. Request the Advisory Services Director send Posting Request and biographical information to client for the Lead Consultant and Assessors.
2. Keep the Assessors constantly up to date with the progress of the Assessment Center development.
3. Design Exercises unique to the organization by using at least the information provided at the time of the Pre-Assessment through policy "LEAD CONSULTANT INTERVIEW QUESTIONS."
4. Each Lead Consultant must identify/create benchmarks for each Leadership Dimension for each Exercise. You may use some or all of the Benchmarks listed in each Dimension or you may identify/create new benchmarks for the Dimension that are unique to the particular agency.

Benchmarks are used as points of reference to help determine what level of proficiency a candidate has achieved for a particular Dimension. The use of benchmarks provides a common understanding of the Dimension within the assessing team and may greatly increase the legal defensibility of the Assessment Center process.

5. Ensure that the Assessors have in their possession for their review, the proposed Exercises and evaluation forms, with benchmarks, well in advance of the Assessment Center date.
6. The Lead Consultants should meet before the Assessment Center with the other consultants to cover:
 - relevant data and information obtained during at the Pre-Assessment Center Process,
 - the Exercises selected and why they were selected,
 - the Leadership Dimensions selected and how they were selected,
 - benchmarks, definitions and evaluation guidelines, and
 - other significant information

If this meeting is not held, the Lead Consultant must find a way to communicate with the other consultants concerning the above.

7. The consultant should maintain close communications with the client in order to have up to date information and to confirm facilities and logistics needs.
8. The Lead Consultant must be responsible for insuring that each candidate is issued a number or letter and is identified by that number or letter only.
9. The Lead Consultant establishes a schedule for all exercises and candidates. Individual exercises must be marked with the respective candidate's number or letter. All exercised should be reviewed with the Assessment Team by the Lead Consultant.
10. The Lead Consultant must provide all materials to be utilized by the candidates. This includes tablets, pencils, pens and any other materials. Therefore, all notes and writing materials are retained by the consultants for their review and additional writing could not be accomplished after the exercise time expired. The tablets could be made immediately available for reference to each candidate (oral presentation, counseling session exercises), if necessary.
11. Ensure that each candidate places his/her respective identifier letter or number, on every answer sheet and piece of paper submitted.
12. Considerable post-exercise time must be spent on candidate evaluations and rating scores by the consultants, individually and collectively, in order to have consistency of scoring.