

Ohio Association of Chiefs of Police  
Advisory Services

## ASSESSMENT CENTER EXERCISE MENU

(All exercises are chosen and designed after consultation between the Lead Consultant and Client or the Client's designee. Each exercise typically contains content that is both relevant and unique to the position and the agency.)

### **IN-BASKET**

Many of the projects and problems that confront supervisors/managers within a police organization first come to their notice through their in-basket. The In-Basket exercise closely simulates the day-to-day administrative and decision-making activities of a supervisor/manager in an actual working situation. The candidates are given scenarios typical of the promotional position and instructed to solve problems and make recommendations within a designated time frame. The items in the In-Basket exercise are a measure of the candidate's potential for performing in an actual situation. This enables the assessors to evaluate each candidate's performance to determine the degree to which the candidate's actions and decisions demonstrate sound management principles and are aligned with the expectations of the police organization and community.

### **WRITTEN PROBLEM-SOLVING**

The purpose of a Written Problem-Solving exercise in a police assessment center is to test the candidate's skills in identifying and understanding a problem, in gathering appropriate information, and in documenting a potential solution or solutions. Critical to this exercise is the candidate's formal writing ability and skill to translate his or her mental processes into a logical documented form. This exercise is designed to test the candidate's ability to formulate situational data and related facts into a workable plan of action within a specific time frame.

### **GROUP DISCUSSION**

Group Discussion is an exercise with a set time limit. Through discussion, candidates attempt to reach consensus on a solution to a problem or problems given to them by the assessors. Candidates display their willingness and ability to organize and process information, personally influence others, listen to other ideas, and negotiate a workable solution. Assessors observe and evaluate candidate behavior in this group setting. Therefore, it is essential that the candidates demonstrate their ability to interact with others in a positive manner.

### **ORAL PRESENTATION**

The Oral Presentation exercise gives assessors an opportunity to observe and evaluate a candidate's ability to present ideas or tasks to an individual or group, with or without preparation. The candidate's use of non-verbal communication is also observed and evaluated. By choosing a relevant topic, assessors are provided an opportunity to evaluate the candidate's knowledge in that area. This exercise measures the candidate's ability to comprehend information presented, to give an oral presentation in a clear, concise, and logical manner, and to respond appropriately to any follow-up questions.

### **COUNSELING SESSION**

A trained, experienced "role player" brings to the Counseling Session a scenario that has been designed by the lead consultant after discussions with the client. A Counseling Session is a form of interpersonal, face-to-face communication that takes place between the candidate and role player. A candidate must be aware that his or her every word or gesture during the Counseling Session may, in some way, affect the perception of the individual being counseled. A candidate must demonstrate the ability to motivate work performance, correct misbehavior or misperceptions, provide key information, direct actions towards an appropriate solution, develop effective working relationships, demonstrate flexibility, analyze problems, and use effective oral communications. Candidates should be cognizant of what is said and how it is said. Candidates must show they possess excellent listening skills. The candidate's attention to the body language and the responses of the role player is evaluated to determine how the candidate received and processed information.