

## **INSTRUCTIONS FOR COMPANION WORKBOOK OPTIONS**

The knowledge, skills and abilities for which you are being tested will vary depending upon the results of the Job Task Analysis conducted by your department's Assessment Center Test vendor. For example, a promotional exam for Sergeant in a smaller municipality will, of necessity, test for different competencies than a Sergeant's exam for a department in a large, urban location. There is no "one size fits all" test for rank promotions.

In recognition of this, we allow you to tailor your Companion Workbook to best suit your particular needs. Upon purchase of your Workbook please tell us via email (at [info@policeassessmentcentertraining.com](mailto:info@policeassessmentcentertraining.com)) which five (5) of the ten (10) exercise choices shown on the next page best suit your needs. We will then immediately customize your Companion Workbook specifically for you and ship it that day along with our Police Assessment Center Training Manual.

# PACT Workbook Options

(Please select 5 of the following 10 exercise options)

## 1 In-Basket Exercise

- In-Basket Tips
- Example Exercise
- In-Basket Response Sheets
- Suggested Responses for Example Exercise

## 2 Media Presentation

- Media Presentation Tips
- Example Exercise
- Suggested Response for Example Exercise

## 3 Role Play Exercise

- Role Play Tips
- Role Play Exercise (Example- Candidate's Instructions)
- Role Players Scripted Responses Example
- Role Play (Assessors Evaluation Guide)

## 4 Structured Interview Exercise

- Answer Tips
- Structured Interview Questions (Examples)
- Suggested Responses and Answer Guidelines

## 5 Written Exercise (Response to Critical Incident)

- Exercise Tips
- Suggested Responses

## 6 Oral Presentation Exercise (Stand and Defend)

- Exercise Tips
- Example Exercise
- Example Follow-Up Questions
- Suggested Responses

## 7 Group Exercise

- Exercise tips
- Example Exercise
- Suggested Responses From Each Position

## 8 Citizen Interview Exercise

- Role Play Tips
- Role Play Exercise (Example-Candidate's Instructions)
- Role Players Scripted Responses Example
- Role Play (Assessors Evaluation Guide)

## 9 Employee Investigation Exercise

- Role Play Tips
- Role Play Exercise (Example-Candidate's Instructions)
- Role Players Scripted Responses Example
- Role Play (Assessors Evaluation Guide)

## 10 Decision Making Exercise

- Decision Making Tips
- Example Exercise
- Decision Making Response Sheets
- Suggested Responses for Example Exercise