

Oak Park Custom Lieutenant Exam and Assessment

Estimate based on 25-30 candidates

Project Step	Consultant Hrs.	Consulting Assoc. Hrs.	Tech. Wrtr. Hrs	Admin. Hrs.	Cost
Written Job Knowledge Examination	8	19	50	2	\$6,475
Work with SMEs to develop an examination plan that is linked to the job description, and select appropriate knowledge sources.	4				
Draft 120 multiple choice questions based on exam plan.	4		50		
Review questions with SMEs to assess job-relatedness and difficulty.		8			
Administer exam on-site.		5			
Score exam.		1		2	
Assist in designing/coordinating appeals process and respond to candidate appeals.		5			
Assessment Center Development	63	42	0	8	\$15,085
Design three assessment center exercises based on input from SMEs, including candidate preparation materials, scripts, and rating criteria/guidelines.	36				
Review exercises with SMEs to refine exercise details and ensure accuracy of criteria.	3				
Recruit assessors (estimated 6-9 assessors to create 3 panels)		8			
Administer the assessment center (estimated 20 candidates: 1/2 day of assessor training followed by 2 days of adminstration)	22	22			
Compile assessment scores and conduct quality controls.	2	2		4	
Develop candidate feedback reports.		10		4	
Candidate Orientation Presentation	5	0	0	0	\$925
Prepare and deliver a candidate preparation/orientation presentation.	5				
Project Expenses					\$9,950
Assessor per diem (9 assessors @ \$1000/2.5 days)	\$9,000				
Actor cost (1 actor for 2.5 day)	\$875				
Administrative costs (shipping, freight, printing)	\$75				
TOTAL PROJECT INVESTMENT					\$32,435

Schedule of Hourly Rates - IOS 2020

Category	Rate
Consultant/Industrial Psychologist	\$185/hour
Consulting Associate	\$75/hour
Technical Writer	\$70/hour
Administrative Assistant	\$35/hour

Project Notes

Client will be responsible for providing a suitable site at which to conduct exams and assessment and for lunch/refreshments on the day of the assessment.