



EXECUTIVE OFFICE FOR ADMINISTRATION & FINANCE
COMMONWEALTH OF MASSACHUSETTS
HUMAN RESOURCES DIVISION
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VENDOR ASSESSMENT CENTER DETAILS FORM

The following information is required by the Human Resources Division at least 8 weeks prior to the desired Assessment Center date to process the examination request for a delegated Assessment Center (AC).

Return to Civil Service at CivilService@mass.gov.

Vendor:

Municipality:

Department:

Exam Rank:

Desired AC Date*:

**Will require confirmation with municipality.*

Exam Location (If Known):

Photo ID Required At Testing Site:

Assessment Center Exercises

The content of these exercises will NOT be displayed to, nor shared with, candidates.

Assessment Center Exercise One:

Duration for each candidate: Hours: Minutes:

Job Duties & Skills Simulated by Assessment Center Exercise:

Assessment Center Exercise Two:

Duration for each candidate: Hours: Minutes:

Job Duties & Skills Simulated by Assessment Center Exercise:

Assessment Center Exercise Three:

Duration for each candidate: Hours: Minutes:

Job Duties & Skills Simulated by Assessment Center Exercise:

Assessment Center Exercise Four:

Duration for each candidate: Hours: Minutes:

Job Duties & Skills Simulated by Assessment Center Exercise:

Assessment Center Exercise Five:

Duration for each candidate: Hours: Minutes:

Job Duties & Skills Simulated by Assessment Center Exercise:

Assessment Center Exercise X (Continue Numbering as needed, copy and paste):

Duration for each candidate: Hours: Minutes:

Job Duties & Skills Simulated by Assessment Center Exercise:
