STONE, McELROY & ASSOCIATES
4015 SOUTH COBB DRIVE, SUITE 265
SMYRNA, GEORGIA 30080
Tel: (770) 431-6858
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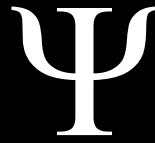*PSYCHOLOGICAL INTERVIEW INSTRUCTIONS (READ CAREFULLY)*

1. You have been assigned a specific time and date for your interview. Please write down the time below.
    APPOINTMENT TIME AND DATE: _____
2. Please arrive promptly. If you are late, it may not be possible to see you, in which case you will have to be re-scheduled if your agency permits this ***and*** we can accommodate you.
3. Re-scheduling or cancellation is not permitted except for illness, emergencies, or lateness due to being held over at a Department-sponsored activity, such as your physical exam. If you must change your appointment, please notify your agency, giving as much notice as possible.
4. Changes made with less than 24 hours notice that are **not due to a bonafide medical problem, emergency or Departmental event** may result in your being assessed an additional fee.
5. Do not call the office except for emergency cancellations. In particular, do not call the office for:
    o Directions to the office (the enclosed written instructions should be quite adequate. If you are unfamiliar with Atlanta, you may wish to supplement these instructions with a local map), or
    o To reconfirm your appointment. Once you have signed up with your agency for a particular time, your appointment is set with our office.
6. It is in your best interest to be rested for the interview.
7. Please dress in business attire (unless you are coming to or from your job) and behave in a business-like manner while in the waiting area and during your interview.
8. Do not bring young children into the waiting area.
9. You should expect the process to last up to **nine** hours (unless you have already taken the paper and pencil tests, in which case, expect the process to take one to two hours). It is possible that you may finish in less than nine hours; however, please expect to be here for a full day.
10. We are ordinarily at the office prior to the first appointment. However, if you are the first appointment of the day or after lunch, the office may be locked when you arrive, particularly if you arrive early. Please wait in the waiting area at the center of the building for at least fifteen minutes after your appointment time before calling your department for instructions.
11. If you require any type of assistive devices such as reading glasses or hearing aids, you should bring these items with you.
12. You may wish to bring a lunch and/or a snack.
13. You may also wish to bring your resume.

BRING THESE INSTRUCTIONS WITH YOU TO YOUR APPOINTMENT.

I certify that I have read the above instructions carefully and understand them. I also understand that failure to follow instructions could affect results of the evaluation.

Stone, McElroy & Associates

Forensic Psychology

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DIRECTIONS AND MAP TO OFFICE OF STONE, MCELROY AND ASSOCIATES
Ridgeview Institute Professional Building South, 4015 South Cobb Drive, Suite 265, Smyrna, Georgia 30080

From the intersection of I-75 and I-285, get on I-285 going Westbound. **Go to step 2**

From Downtown or Dekalb using I-20 go west on I-20 toward Six Flags. Exit at I-285 and go North. **Go to step 2**

From points south of I-20, get on I-285 (the Perimeter) and go toward 6-Flags (North and West)

2. Continue to South Cobb Drive at Exit 15 (Note that South Cobb Drive is NOT Cobb Parkway).

3. Turn North onto South Cobb Drive (i.e., head away from downtown Atlanta).

4. In about 2 (two) miles you will pass the Ridge Road intersection. DO NOT TURN HERE.

5. Continue straight on South Cobb Drive for 3/10 mile, taking the second right after Ridge Road at a large sign that says Ridgeview Institute.

6. In several hundred yards you will come to a four way stop. Take a right, and proceed up the hill to the second building on the right and park. This is the Professional Building South.

7. We are on the second floor in Suite 265.

You may wish to supplement these instructions with an area map

I-75 to Chattanooga

I-575 to Canton

GA 400 to Cumming

I-85 to Greenville S.C.

Alpharetta

Marietta

Hwy 316 to Athens

GA 400

Lawrenceville

Smyrna

Stone, McElroy & Associates Ridgeview Institute

Atlanta Rd.

I-285

Stone Mt. Frwy

Ridge Rd

I-85

I-285

South Cobb Dr.

Exit 15

Decatur

Lithonia

Downtown Atlanta

I-75

I-20 to Douglasville

I-20 to Conyers

I-285

I-85

I-285

Atlanta Airport

I-75

N

I-85 to Montgomery

I-575

Jonesboro

I-75 to Macon