



Assessment Centres

Preparation

- Research the organisation's website - particularly the recruitment and other relevant information.
- Draw up a list of your main strengths, focusing on those most relevant to what you have applied for.
- Think of questions you may want to ask.
- Plan to arrive in good time for the start of the assessment centre.
- Converse with other candidates - this will help when it comes to group exercises later.

What to expect

- You will be in a group of people that can vary in size from several people to a much larger group.
- You may be individually interviewed and asked to take part in a number of exercises, including reasoning tests.
- The exercises will be based on the type of work for which you have applied.
- Other exercises, usually undertaken with a number of other candidates, may take the form of an in-tray or case study exercise, a presentation and a group discussion.

Your performance

- You are not being assessed on what you know but on how you think. Be yourself.
- Listen carefully to the instructions given to you at the start of the day and always read the information thoroughly.
- The assessment centre will give you a number of chances to show your strengths and meet their criteria.
- Stay focused and motivated throughout the day.
- You are being measured, not against other candidates, but against certain criteria.

You will learn...

- How you react in different situations. You may find you have previously unidentified strengths.
- About the company you are applying to.
- More about the position you are applying for.

Criteria

The following are examples of the skills and traits that selectors are likely to be judging you on at the assessment centre:

- teamworking
- communication
- leadership
- time management
- listening
- motivation and enthusiasm
- data analysis
- decision-making
- influencing
- creativity
- integrity
- initiative