

An assessment centre is increasingly becoming part of the recruitment process for many employers. By getting candidates to complete a combination of tasks and activities, the employer can test a wider range of skills. This makes a useful addition to the traditional face-to-face interview.

- You will take part in a range of tasks, both individually and as a group
- You will be observed to review skills and competencies required by the employer (e.g. communication)
- The assessors will be looking to see how individuals function as members of the group, and how they respond and react to one another.
- Psychometric tests; designed to test your numerical, verbal and/or spatial awareness
- In-tray exercises; given a selection of letters, memos, reports etc., similar to those an employer might find in your in-tray or email inbox

As always, part of your preparation should be think about the skills and personal qualities that will be required in the job – this is what the assessors will be looking for!

BE ENTHUSIASTIC

- ✓ Participate and be ready to have a go at *any* exercise; show genuine interest in fellow candidates and actively get involved in discussions. Keep focused – the assessment is *ongoing* – show the assessors your key skills!

LISTEN & BE OPEN TO OTHERS

- ✓ Aim to demonstrate listening skills and use of appropriate, positive body language. Helping the group to focus on the task in hand and reach a consensus shows leadership far more than coming up with lots of ideas or issuing instructions to everyone.

CO-OPERATE

- ✓ Avoid arguing, criticising or interrupting others at all costs – instead, be assertive but inclusive; draw others into conversations and tasks.

BE AUTHENTIC

- ✓ Be yourself; a unique individual with your own opinions and voice. So, say what you mean and mean what you say. Don't worry about the competition. *Deserve* an offer rather than demand it.

ASK FOR FEEDBACK

- ✓ Whatever the outcome of the assessment centre, ask your assessors for feedback to better understand your strengths and also areas for development.