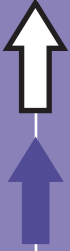




ASSESSMENT CENTRES



So you've been invited to an assessment centre... What should you expect?

Each employer will decide which activities to include in an assessment centre and they normally include some of the following exercises.

A Group Exercise

Most assessment centres include one or more group exercises. These can be difficult to prepare for as you generally don't know in advance what the group activity will involve.

Group exercises often fall into one of three main categories:

Discuss a general topic, such as "Recycling should be made easier".
Debate a work-related problem and come to a joint decision.
Complete a task such as creating a poster.

The point of the exercise will be to see how you work with others and you will normally be assessed against the competencies outlined in the job advert.

Tips for group exercises

Participate but do not overpower others.

Listen to others, and if you agree with somebody else, support them.

Keep your eye on the time and make sure the task is completed in the allotted time.

Remain polite and professional, if somebody is annoying you, they are probably annoying the assessor too!



Role Play

This has been used by the Civil Service and is common for sales roles. You are often given time to prepare for these, so think about how you would really behave in this situation and why. Act confident, even if the unfamiliarity of the situation makes you a bit nervous.

An Interview

Please have a look at our interviews leaflet for more information. If you will have a technical interview it is often wise to revise course information in order to prepare.

Psychometric Tests

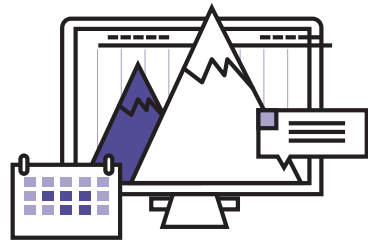
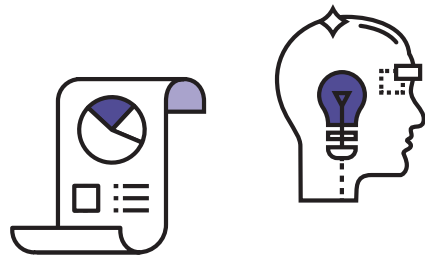
Please refer to our Psychometric tests leaflet for more information.

An In-tray Exercise

This is normally an email inbox with some mock emails that you will need to prioritise and answer. Be aware of the time you have been given and try to work through the task in a methodical way, responding to anything of urgency or high importance first.

Written exercises

There are many types of written exercises so it is important to think carefully about the role and job description to determine what sort of writing will be required. It could be a press release, a webpage, an analysis of complex data, or a reply to a complaint from a customer. Remember to structure your writing using an appropriate tone and double check spelling and grammar.



Presentations

For some assessment centres you will be asked to prepare a presentation in advance whereas for others you may be asked to prepare one on the day. In either instance, it is important that you:

- Plan a clear beginning, middle and end.
- Explain your topic and introduce yourself at the start.
- Stick to timescales. Wear a watch on the day.
- Speak clearly for your audience and make eye contact with them.
- If given the time, make your resources such as slides, posters or handouts as eye catching as possible.
- If given the time, practice your presentation beforehand.

Tips for success in your assessment centre

1. Plan your time effectively to ensure that you arrive well rested and on time. Make sure you know how to get there and keep the contact details of the employer on hand.
2. Read our leaflets on Interviews and Psychometric tests to prepare, it is likely you will re-sit tests you may have already completed online.
3. Research the sector and the employer and their competencies thoroughly beforehand so you know what behaviours you will be tested against, for instance, if the employer says they are looking for team players then you will need to collaborate well with others on the day.
4. Check online to see if other candidates have posted information about their assessment centre experiences on websites like thestudentroom.co.uk or glassdoor.co.uk.
5. Remember you are being tested throughout the whole day. If there is a break or lunch period the assessors will notice whether you are engaging with others or hiding in the background. Wear a watch to allow you to check the time so that you don't need to use your phone.
6. Be polite and friendly to all of the staff and candidates present on the day.
7. Prepare some good questions to ask assessors on the day to show that you are enthusiastic about the role and company.
8. Take a notepad and pen. You can write down useful information for the interview or other exercises and use it to help you to remember people's names where possible.
9. Double check any written exercises, slides or materials you create throughout the assessment.
10. Use our support. Find out more about what we offer at hud.ac/careers
Book an appointment at:
careers.hud.ac.uk

This publication is also available online – should you like to have it in an alternative format please contact us.

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