



Assessment Centres

An 'assessment centre' refers to a process where exercises are conducted at a venue and typically run from half a day to two days. An assessment centre involves varied exercises such as interviews, group activities, case studies, roles plays and technical skills assessment exercises. The exercises are designed to simulate different aspects of the work environment. Therefore can be used to assess how candidates perform in various situations and ultimately suitability for a job.

Our tips for assessment centres:

- Get a good night's rest before the day.
- Ensure you arrive early. Do this by planning your route for the day and take into consideration any traffic delays you may encounter.
- If you are provided with any reading material prior to the assessment day ensure you have read through it and understand it all.
- Review job descriptions to familiarise yourself with duties, responsibilities and the desirable skills and capabilities.
- Familiarise yourself with the organisation and the job description. If necessary conduct additional research to learn more about the organisation.
- Take the assessments seriously. Even though they are hypothetical scenarios you are still being assessed.
- Dress professionally and take anything you need with you for the day such as ID, certificates and other necessary paperwork.
- Be polite and friendly and take a positive approach to all exercises throughout the day.
- Do not dominate group activities but in saying this, ensure you contribute. Be supportive and make sure everyone is included. Group activities are designed to assess how you interact with and work with others, your communication and listening skills and leadership skills.