



## **Guide to Assessment Centres**

Traditionally they have been the remit of large recruitment campaigns usually at graduate or junior level. More recently however, there has been a trend towards applying the same techniques and methodology to more senior positions. Please see below the variety of experiences you can expect at an assessment centre.

## **Group Exercise**

- Candidates in this exercise are filtered into groups and asked to work together towards a stated end goal as the assessors remain silent and review the proceedings.
- Each individual may be given a different objective or piece of information to ensure that everyone has the opportunity to participate.
- The assessors will be looking for candidates to take control of the situation, draw opinions from the other delegates, keep the group to time, stand their ground (without being aggressive) and successfully arriving at an agreed solution/conclusion.

## **Role Play**

- Typically based around a situation related to the role being recruited, for example, a fact find and negotiation exercise for procurement professionals.
- You will typically be given a strategy paper prior to the role play exercise, assessing your ability to prioritise and manage your time effectively.
- Role play often involves you and two assessors.
- It may take the form of two meetings, giving the candidate thirty minutes between the role plays to interpret and apply information gleaned from the first meeting.

## **Presentation Exercise**

- You are typically asked to prepare a presentation in advance of the assessment day, often based around a proposed business plan or approach to your first 12 months in the role that you are applying for.

- While the quality of the slides and content is important, of more importance is the delivery of the presentation and your ability to think on your feet when fielding questions.
- We advise you practice your presentation as much as possible in order that you can confidently present without having to continually revert to notes. Use your Consultant as a sounding board or alternatively present to him/her before the real thing so that they can provide you with any additional advice.

## **Biographical Interview**

- You are interviewed against your CV.
- Questioning is targeted around understanding your experience/responsibilities to date, motivations, why you have made certain moves during your career, what you are looking for from your next role, key successes, qualifications, personal circumstances, current salary and expectations etc.

## **Behavioural Event Interview**

- You will be asked to discuss 2-3 specific events in your career to date, that is, either key achievements or events that didn't have the desired outcome.
- The assessors will then ask questions to probe around these events evaluating your approach to planning, risk assessment, decision making, developing solutions, seeking information, developing others, customer focus, building relationships and so on
- Typically you are assessed against a list of pre-agreed competencies.